

St Monica Academy Parent Guild

Constitution, Bylaws and Job Descriptions

Revised 2/2008

Article I
Title

The name of this organization shall be ST MONICA ACADEMY PARENT GUILD, hereinafter referred to as the “Guild”. It will be established and continued at the discretion of the Headmaster with the approval of the School Board.

Article II
Purpose

In view of the responsibilities imposed by the Headmaster of St. Monica Academy (SMA), the Guild and its Executive Board described in Article VIII will be non decision-making in nature, providing support to the Headmaster and SMA Administration by way of fundraising and auxiliary support services.

The Guild and its Executive Board will function in accordance with this Constitution and Bylaws and which shall comply with all provisions of the policies of St Monica Academy.

Article III

All recommendations and actions of the Guild and its Executive Board are subject to the approval of the Headmaster or Business Administrator. The Headmaster will keep the SMA Board President advised of all major decisions.

Article IV
Membership and Dues

- A. The membership of the Guild shall be drawn entirely from the following:
 - 1. The Headmaster or the Business Administrator of the school.
 - 2. All parents and legal guardians of pupils currently enrolled in the school.
- B. Dues shall be re-evaluated annually by the Executive Board in April and determine if they shall be required of its members. No dues are imposed at this time.

Article V
Moderator

The Headmaster or the Business Administrator shall be an *ex officio* moderator of the Guild.

Article VI

The Headmaster or the Business Administrator shall have the responsibility for budgetary decisions affecting the Guild, including approving budgets and establishing additional fees.

Article VII
Finances

- A. The Guild shall coordinate all Guild finances with the SMA School Board Treasurer.
- B. All financial transactions of the Guild shall be processed by the school bookkeeper. Disbursements to pay obligations of the Guild and deposits related to Guild activities will be made via the school's bank account. All checks and deposits will be tracked by the bookkeeper through that section of the chart of accounts which relates to Guild activity.
- C. The bookkeeper shall make regular and no less than monthly reports to the Guild Treasurer of all activity in the chart of accounts which relate to Guild activity.
- D. Disbursement of money to meet the obligations of Guild activities shall require the completion of a Check Request Form. For Guild disbursements under \$250, the standard approval by the Headmaster which is required to process Check Request Forms will be adequate. The bookkeeper and Headmaster will exercise judgment about the appropriateness of all requests under \$250 and seek more information whenever a request appears questionable, regardless of the amount. For Guild disbursements of \$250 or more, the bookkeeper will obtain a second approval via written signature or e-mail from either the Guild President or the Guild Treasurer. Copies of e-mail approvals will be attached to the Check Request Form.
- E. The Guild Treasurer will provide a financial report on a monthly basis to the Guild President and present this report at the Guild monthly meetings. Copies of the report will be provided to the bookkeeper and Headmaster.

Article VIII
Governing Body

- A. The governing body of the Guild shall be the Executive Board, which shall be comprised of: the President, the Vice President, the Secretary, the Treasurer and the Parliamentarian. The four (4) officers are drawn entirely from the Guild and selected (with the approval of the Headmaster) annually by the members of the Guild who are chosen to serve as the Nominating Committee. Selection of the new Board members is to be held each year during the last trimester (if possible, during the month of March) of the school year.
- B. Each member, except for *ex officio* members, shall serve for at least one year.
- C. The immediate Past President shall act as Parliamentarian. If s/he is unable to serve, the President (with the approval of the Headmaster) shall appoint a Parliamentarian.
- D. The Headmaster of the school, or his/her representative, shall be an *ex officio* member of the Executive Board.
- E. The Executive Board shall be installed at the Guild Appreciation Luncheon (held in May of each year).

- F. The Executive Board, subject to the approval of the Headmaster, shall fill vacancies that occur during the year.

Article IX
Meetings of the Guild

Regular meetings of the Guild shall take place monthly, commencing with the month of May and ending with the month of April each year (with the exception of the months of June, July and August). The Headmaster/Business Administrator or the President may call special meetings of the Executive Board. Executive Board members must be notified as to the time and place of the meeting at least five (5) days in advance of the meeting.

- A. Quorum: For the purpose of transacting official business, it shall be necessary that a two-thirds majority of the total members of the Executive Board be present.
- B. A simple majority of those present and voting (one half of those present plus one member) shall carry a motion.
- C. All meetings are open to all members of the Guild. Monthly meetings are announced in the Messenger.
- D. A written record of all meetings of the Board shall be maintained and preserved by the President. They shall be available for inspection or reference by the membership of the Guild or School Board before or after any of the meetings of the Guild. A copy of these records is maintained in the school office.
- E. Any Chairperson or Guild member with business wishing to address to the Board, shall submit a request at least 2 days prior to the meeting in order to be included on the agenda.

Article X
Conduct of Meetings of the Guild

The modified rule of parliamentary procedure as contained in Robert's Rules of Order shall govern meetings of the Board. The agenda of meetings shall be:

1. Opening Prayer
2. Calling of Roll (sign-in sheet)
3. Approval of Minutes
4. Reports of Executive Board
5. Reports of Committees
6. Unfinished (Old) Business
7. New Business
8. Closing Prayer
9. Adjournment

Article XI
Nominations and Elections

- A. The Parliamentarian shall serve as chairperson of the Nominating Committee. The Committee shall consist of the Parliamentarian, Vice President, Headmaster/Business Administrator and two non-Board members of the Guild, appointed to the Committee by the Vice President and the Headmaster/Business Administrator.
- B. Prior to nomination for new members of the Board, a letter from the Parliamentarian will be sent to all the members of the Guild asking for recommendations or volunteers for membership on the Board.
- C. The Nominating Committee shall announce the new slate of officers at the April meeting.

Article XII

Duties and Functions of the Executive Board and Its Officers

The Guild Executive Board

Subject to the Rules and Regulations of the SMA Bylaws, the Guild Executive Board shall:

- A. Take part in the formulation and coordination of many supplemental activities and services on behalf of the school faculty and students.
- B. Take part in the formulation and coordination of fundraising on behalf of the School.
- C. When requested by the Headmaster, recommend and advise as to school policy, except with respect to the budget, employment of faculty and curriculum.
- D. Approve or disapprove the recommendations of its committees.
- E. Establish ad hoc committees.

The President

- A. The President shall preside over all regular meetings and special board meetings of the Guild.
- B. S/he shall fill any vacancies among the appointed officers with the consent of the Headmaster.
- C. S/he shall appoint the chairpersons of the various standing committees with the approval of the Headmaster, act as their advisor and help them in every way possible.
- D. If requested, s/he shall represent the Board at meetings of the SMA School Board, along with the chairperson of the upcoming fundraising event, and report to the Parent Guild Board at its regular meetings on the activities of the School Board as they affect the Guild.
- E. S/he shall be responsible for composing a welcoming letter to all families prior to the start of a new school year and for introducing the Guild Board members on Welcoming Day.
- F. S/he shall require all Committee Chairpersons to submit their Manuals, which contain a written account of their committee's activity, by one month following their event or, at the latest, by the end of their term.
- G. S/he shall coordinate with the Headmaster and the Director of Development as to the fundraising calendar for the academic year.

- H. S/he shall become the Parliamentarian (unless otherwise specified) the following academic year.

Vice President

- A. S/he shall perform all the duties of the President when the President is absent or unable to preside.
- B. S/he shall provide assistance to the President on an as needed basis.
- C. S/he shall handle the correspondence of the Guild and coordinate any goodwill efforts set forth by the Headmaster and/or the President.
- D. S/he shall send out all thank-you notes, Mass cards on behalf of the Guild.
- E. S/he shall assume the Presidency the following academic year, if so nominated.

Treasurer

- A. S/he shall oversee the accounting records of the Guild as maintained by the school bookkeeper.
- B. S/he shall provide budgets for approval and coordinate all finance issues with the SMA School Board Treasurer.
- C. S/he shall be responsible for maintaining the income/expense report filed by the Committee Chairpersons and submit the Summary on a monthly basis to the President and report it at the Board meetings.
- D. S/he shall send a report of fundraising commitments not fulfilled by school families at the end of each mandated fundraising event, subject to the approval of the Headmaster/Business Administrator.
- E. S/he shall track all income produced by our fundraising events with the assistance of the school bookkeeper and be responsible for requesting reimbursement checks and issuing purchase order requests.
- F. S/he shall oversee each auxiliary service and fundraising event on all financial issues.

Secretary

- A. S/he shall attend Guild Board meetings and record the minutes.
- B. S/he shall submit minutes to the President for his/her review prior to distribution via email.
- C. S/he shall be responsible for e-mailing or mailing a copy of the minutes to each Board Member, Headmaster and School Board President.
- D. S/he shall ensure that the Guild Board meetings are announced in the Messenger at least 1 week in advance.
- E. S/he shall take the minutes of the Board meetings.
- F. S/he shall send out Board Meeting reminders to the Board members and Headmaster at least five (5) days in advance of the meeting.

Parliamentarian

- A. S/he shall advise the Board as to proper parliamentary procedures.
- B. S/he shall be responsible for the installation of the new officers, as well as the coordination of the nominating process.

- C. S/he shall arrange the Guild Board end of year Appreciation luncheon.

Article XIII
Standing Committees

The Guild President, with the approval of the Headmaster/Business Administrator, appoints the chairpersons of these committees from the list of nominated individuals. These chairpersons are welcome at monthly Board meetings to present information regarding their particular position, to seek the advice of the Board, and to work with the Headmaster/Business Administrator and the Guild President, meeting as needed and fulfilling jobs as requested. It is strongly suggested that regular attendance at Guild meetings will facilitate your position as chairpersons.

Christmas Pageant

- A. S/he shall be the chairperson of the annual Christmas Concert and shall select his/her own committee
S/he shall work closely with the Pageant Director to plan, orchestrate, execute and coordinate all activities for this event, including but not limited to choreographing, planning students' costumes, and working closely with the music teacher/director.
- B. S/he shall provide a budget for approval and coordinate all finance issues with the Treasurer, if need be.
- C. S/he shall coordinate hospitality through the Pantry and record all activity.
- D. Shall make reports to the President at the Board meetings as needed.
- E. S/he shall submit the Manual, which contains a written account of their committee's activity, by one month following their event, or at the latest, by the end of each school year.

Dinner/Auction Chairperson(s)

- A. S/he shall be the chairperson of the annual Dinner/Auction and shall select his/her own committee.
- B. S/he shall plan, orchestrate, execute and coordinate all activities for this fundraising event.
- C. S/he shall coordinate participation records of school families with the Guild Treasurer. Such records are to be maintained strictly confidential.
- D. S/he shall provide a budget for approval and coordinate all finance issues with the Treasurer.
- E. S/he shall coordinate with the Guild Treasurer to properly acknowledge any donations procured from this event.
- F. Shall make reports to the President at the Board meetings as needed.
- G. S/he shall submit the Manual, which contains a written account of their committee's activity, by one month following their event, or at the latest, by the end of each school year.

Faith & Traditions Chairperson(s)

- A. S/he shall select his/her own committee. S/he shall plan, orchestrate, execute and coordinate all activities for the weekly masses and religious celebrations for the school.
- B. S/he shall plan, orchestrate, and coordinate the First Communion ceremony.
- C. Shall make reports to the President at the Board meetings as needed.
- D. Shall submit the Manual, which contains a written account of their committee's activity, by one month following their event or, at the latest, by the end of each school year.

Fall Fundraiser Chairperson(s)

- A. S/he shall select his/her own committee.
- B. S/he shall plan, orchestrate, execute and coordinate all activities including reserving a location for this event.
- C. S/he shall provide a budget for approval and coordinate all finance issues with the Executive Board.
- D. Shall submit the Manual, which contains a written account of their committee's activity, by one month following their event or, at the latest, by the end of each school year.

Grandparents/Special Friends Day

- A. S/he shall select his/her own committee.
- B. S/he shall plan, orchestrate, execute and coordinate all activities for this goodwill event.
- C. S/he shall provide a budget for approval and coordinate all finances with the Guild Treasurer, President, and Headmaster.
- D. S/he shall make reports to the President at the Board meetings as needed.
- E. S/he shall submit the Manual, which contains a written account of their committee's activities one month after the event, or at the latest at the end of the school year.

Hot Lunch Coordinator(s)

- A. S/he shall appoint his/her own committee if no volunteers have signed up for said committee.
- B. S/he shall plan, orchestrate, execute and coordinate all activities for this program.
- C. S/he shall be responsible for maintaining a separate bank account, as approved by the Board of Directors, of the income/expense and submit a report on a quarterly basis to the Parent Guild Executive Committee and Headmaster.
- D. Use of any profits made from this program to be approved by the Executive Committee or the Headmaster.
- E. S/he shall submit the Manual, which contain a written account of their activities, by the end of each school year.

Pantry Chairperson(s)

- A. S/he shall provide an "Event Report" to chairs, store inventory, maintain sign-in and sign-out sheet, and keep current records of inventory for these school events:
 - 1) Kick Off Family Picnic
 - 2) Welcome Back Coffee,
 - 3) Back-to-School Night,
 - 4) Grandparents' Day
 - 5) Fall Funraiser
 - 6) Golf a thon,
 - 7) Parent Meetings,
 - 8) Christmas Concert,
 - 9) Spring Concert
- B. S/he shall be provided a budget for approval and coordinate all finance issues with the Executive Board.
- C. S/he shall make reports to the President at the Board meetings as needed.
- D. Shall submit the Manual, which contain a written account of their committee's activities at the end of each school year.

Parent-Teacher Liaison

- A. S/he shall coordinate and communicate to school families the needs of the teachers and staff.
- B. S/he shall coordinate the appointed Room Parents to carry out this committee's responsibilities.
- C. S/he shall coordinate and activate the phone tree at the direction of the Headmaster or Guild President. This process shall contact the school roster during the year regarding Guild events, and general information regarding the activities of the school.
- D. S/he shall coordinate with the Room Parents the Class Auction item and Teacher Christmas gifts.
- E. S/he shall make reports to the President at the Board meetings as needed.
- F. S/he shall submit the Manual, which contains a written account of their Shall submit the Manual, which contain a written account of thir committee's activities at the end of each school year.

Respect Life Committee

- A. S/he shall select his/her own committee.
- B. S/he shall coordinate specific activities for students and parents with the approval the Headmaster.
- C. S/he shall provide a budget for approval and coordinate all finance issues with the Executive Board, if necessary.
- D. S/he shall coordinate with the Guild Treasurer to properly acknowledge any donations procured from this committee.

- E. Shall make reports to the President at the Board meetings as needed.
- F. Shall submit the Manual, which contains a written account of the committee's activities, at the end of each school year.

Safety/Yard Duty Coordinator

- A. S/he shall assist the school administration in developing and implementing the school safety plan as directed.
- B. S/he shall be responsible for coordinating parent volunteers for recess and/or lunch during the school year.
- C. S/he shall communicate to the parents the guidelines when on safety duty.
- D. S/he shall report to the President at the Board meetings as needed.
- E. Shall submit the Manual, which contains a written account of activities, at the end of each school year.

Scrip Coordinators (e-scrip and paper scrip)

- A. S/he shall coordinate participation each year in the e-scrip or paper scrip program.
- B. S/he shall keep an accounting of each individual family's scrip obligation, and report to the Headmaster on a quarterly basis.
- D. S/he shall report to the President at the Board meetings as needed.
- E. S/he shall submit the Manual, which contains a written account of their committee's activities, excluding confidential information, at the end of each school year.

Service Hours Coordinator(s)

- A. S/he shall be responsible for tracking the individual families' mandatory hours of service.
- B. S/he shall coordinate participation records of school families with the Headmaster on a quarterly basis. Such records are to be maintained strictly confidential.
- C. S/he shall make reports to the President at the Board meetings as needed.
- D. S/he shall submit the Manual, which contains a written account of their activities, excluding confidential information, at the end of each school year.

Special Events Chairperson(s)

- A. S/he shall appoint his/her own committee.
- B. S/he shall be responsible for occasional social and formational talks, or events for the benefits of the wider school community.
- C. S/he shall make reports to the President at the Board meetings as needed.
- D. Shall submit the Manual, which contains a written account of the committee's activities at the end of each school year.

Spring Concert

- A.S/he shall be the chairperson of the annual Spring Concert and shall select his/her own committee
- B.S/he shall work closely with the Pageant Director to plan, orchestrate, execute and coordinate all activities for this event, including but not limited to choreographing, planning students' costumes, and working closely with the music teacher/director.
- C.S/he shall provide a budget for approval and coordinate all finance issues with the Treasurer, if need be.
- D. S/he shall coordinate hospitality through the Pantry and record all activity.
- E. Shall make reports to the President at the Board meetings as needed.
- F.S/he shall submit the Manual, which contains a written account of their committee's activity, by one month following their event, or at the latest, by the end of each school year.

Family Picnic/Welcome Wagon Chairpersons(s)

- A. S/he shall select his/her own committee.
- B. S/he shall plan, orchestrate, execute and coordinate all activities for Annual Kick-Off Family Picnic.
- C. S/he shall coordinate a mentor family program between "veteran" and new families throughout the year.
- D. S/he shall provide a budget for approval and coordinate all finance issues with the Treasurer.
- E. Shall make reports to the President at the Board meetings as needed.
- F. S/he shall submit the Manual, which contain a written account of their committee's activities, by one month following their event or, at the latest, by the end of each school year.

Yearbook Chairperson

- A. S/he shall select and work with the committee throughout the year to gather photographs and articles for the yearbook.
- B. S/he shall work with graphic designer to develop layout and proofread yearbook.
- C. S/he shall submit yearbook copy to Headmaster for final approval. The Headmaster is the editor-in-chief.
- D. S/he shall provide budget for approval and coordinate all finance issues with the school office.
- E. S/he shall make reports to the President at the Board meetings as needed.
- F. S/he shall submit the Manual, which contain a written account of their committee's activities, by one month following their event or, at the latest, by the end of each school year.