

# **St. Monica Academy Parent Guild**

## **Bylaws**

Revised April 2015

## **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 governing body, the Executive Board, described in Article VII, 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 these Bylaws, which shall comply with all provisions of the policies of St. Monica Academy.

## **Article III**

### *Implementation Authority*

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

## **Article IV**

### *Membership and Dues*

- A. The membership of the Guild shall be comprised of the following:
  - 1. The Headmaster.
  - 2. All parents and legal guardians of pupils currently enrolled in the school.
- B. Dues shall be re-evaluated annually (in April) by the Executive Board to determine if they shall be required of the Guild's members.

## **Article V**

### *Moderator*

The Headmaster or administration representative shall be an *ex officio* moderator of the Guild.

## **Article VI**

### *Budgets and Finances*

The Headmaster or the Business Manager shall have the responsibility for budgetary decisions affecting the Guild.

- A. The Business Manager shall establish the Guild's annual budgets for its various activities (see Article XII), based on the prior year's spending reports and the recommendations of the prior year's Guild Treasurer.
- B. The Guild Treasurer shall submit all Guild Event Reports to the Business Manager.
- C. 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 Business Manager.

- D. The Business Manager shall provide the Treasurer with finalized income and expense information related to Guild events.
- E. Similarly, the Guild Treasurer will present a report of Guild financial activity at the Guild's monthly meetings.
- F. Any expenditure requiring reimbursement must be preapproved, and approved expenses shall require the completion of a Check Request Form, along with sales receipts.
  - 1. Only specific Standing Committee Chairpersons, as noted in the Event Manuals, may submit a Check Request Form to the Business Manager, and only the Business Manager may approve it.
  - 2. The Business Manager and Headmaster will exercise judgment about the appropriateness of all check requests and seek more information whenever a request is incomplete or appears questionable, regardless of the amount.

## **Article VII**

### *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 five (5) 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 (see Article X).
- B. The Headmaster or his/her representative shall be an *ex officio* member of the Executive Board.
- C. Each member, except for *ex officio* members, shall serve for at least one year.
- D. The current Executive Board, subject to the approval of the Headmaster, shall fill vacancies that occur during the school year.
- E. Selection of the new Executive Board members is to be held each year during March and April.
- F. The outgoing Guild President shall act as Parliamentarian the following school year. If s/he is unable to serve, the outgoing President (with the approval of the Headmaster) shall appoint a Parliamentarian.
- G. The Executive Board shall be installed at the Guild Appreciation Luncheon (held in May of each year).

## **Article VIII**

### *Meetings of the Guild*

Regular meetings of the Guild shall take place monthly, commencing with the month of September and ending with the month of May each year (with the exception of the months of June, July, and August). The Headmaster/Business Manager or the Guild President may also call special meetings of the Executive Board. Executive Board members must be notified as to the time and place of the Executive Board 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 three-fifths majority of the total members of the Executive Board be present at both regular monthly Guild meetings and special Executive Board meetings.
- B. A simple majority of those present and voting (one half of those present plus one member) shall carry a motion.
- C. All meetings (with the exception of Executive Board 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 Guild, including special meetings of the Executive Board, shall be generated by the Guild Secretary and maintained and preserved by the Guild President. The records 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 Guild member wishing to discuss a matter with the Guild at large shall submit a request to the Guild President at least four (4) days prior to a meeting in order to be included on the agenda.
- F. Should a Guild member wish to raise an issue during a Guild meeting, the Guild President shall, at his/her discretion, either proceed with the discussion (if time permits) or postpone the matter until the next Guild meeting.

### **Article IX**

#### *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 Guild. The agenda of meetings shall be:

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

### **Article X**

#### *Nominations and Selections*

- A. The Nominating Committee shall select, from among the members of the Guild, nominees to fill positions for the next school year. These positions include: members of the Executive Board, Chairpersons of Standing Committees, and Room Parents.
- B. The Parliamentarian shall serve as chairperson of the Nominating Committee. The Committee shall consist of the Executive Board and the Headmaster/Business Manager. The Executive Board may also select two non-Executive-Board members of the Guild to serve on the Nominating Committee.
- C. Prior to nomination, the Executive Board will invite all the members of the Guild to submit recommendations and/or volunteer for the positions listed in section A.
- D. The Nominating Committee shall meet to discuss submissions and, with a two-thirds majority vote, select nominees. The Guild President shall provide the Headmaster with the list of nominees, then meet with him or her for formal approval.
- E. The President shall announce the new slate of approved Guild officers, Standing Committee Chairpersons, and Room Parents at the Guild Appreciation Luncheon in May.

### **Article XI**

#### *Duties and Functions of the Executive Board and Its Officers*

#### The Guild Executive Board

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

- A. Serve as a liaison between the school community and the administration.
- B. Take part in the formulation and coordination of many supplemental activities and services on behalf of the school faculty and students.

- C. Take part in the formulation and coordination of fundraising on behalf of the school.
- D. Approve or disapprove the recommendations of its Standing Committees.
- E. Establish *ad hoc* committees, as needed, throughout the school year.

#### The President

- A. The incoming President, along with the new Executive Board, which includes the new Parliamentarian (the outgoing President), shall meet after the Guild Appreciation Luncheon with the new Standing Committee Chairpersons to hand out Event (or Activity) Manuals and discuss the duties of Chairpersons the following year.
- B. S/he shall be responsible for composing a welcome letter to all families prior to the start of a new school year.
- C. At the Welcome Back Coffee on the first day of school, under the guidance of the Headmaster, s/he shall publicly greet the school community, discussing the role of the Parent Guild in the upcoming year and introducing the Guild's Executive Board members.
- D. S/he shall preside over all regular Guild meetings and special meetings of the Executive Board.
- E. S/he shall act as advisor to the Standing Committee Chairpersons throughout the school year, helping them in every way possible.
- F. S/he shall fill any vacancies among the appointed officers with the consent of the Headmaster.
- G. If requested, s/he shall represent the Guild at meetings of the SMA School Board and, subsequently, report on the activities of the School Board (as they affect the Guild) at a regular Guild meeting.
- H. S/he shall require all Standing Committee Chairpersons to each submit their Event Manual (or Activity Manual), which contains an Event Report (or Activity Report) within one month of their event or, in the case of Activity Manuals, by the end of their term as Committee Chairperson.
- I. In May, s/he shall appoint new Chairpersons of the various Standing Committees with the majority consent of the Nominating Committee and the approval of the Headmaster.
- J. S/he shall become the Parliamentarian (unless otherwise determined) 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, including the sending of thank-you notes, congratulatory cards, and Mass cards on behalf of the Guild.
- D. S/he shall assume the Presidency the following academic year, if so nominated.

#### Treasurer

- A. S/he shall coordinate all financial issues of the Guild with the Business Manager.
- B. For each Guild event involving finances, s/he shall obtain an Event Report from the Standing Committee Chairperson and submit it to the Business Manager, who will then provide the Treasurer with finalized income and expense information related to that event.
- C. S/he shall make Guild budgetary recommendations, as needed, to the Business Manager by April of the school year.

#### Secretary

- A. S/he shall attend regular Guild meetings and record the minutes.
- B. S/he shall submit minutes to the Executive Board for their review prior to distribution.
- C. S/he shall be responsible for emailing a copy of the final minutes to each Guild member in attendance, as well as to all Executive Board members, the Headmaster, and the School Board President. S/he shall also post a copy of each meeting's minutes in the school office.

- D. S/he shall ensure that the regular Guild meetings are announced in the Messenger at least one (1) week in advance.
- E. S/he shall submit to the Service Hour Coordinator a list of attendees at all general meetings of the Guild.
- F. S/he shall take the minutes of Executive Board meetings and distribute copies to all members of the Executive Board, whether they were able to attend or not.
- G. S/he shall be responsible for creating sign-up sheets so Guild members may volunteer for the various Standing Committees, as well as other school-support functions, at all general Guild meetings.

#### Parliamentarian

- A. S/he shall advise the Executive 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 end-of-the-year Guild Appreciation Luncheon.

### **Article XII**

#### *Standing Committees*

The Guild President nominates and the Headmaster approves the chairpersons for the following Standing Committees from the list of nominated individuals. These chairpersons (or proxies) are required to attend all monthly Parent Guild meetings and present relevant information regarding their particular events or activities. Chairpersons are encouraged to seek the advice of the Executive Board and work with the Guild President as necessary. Duties of the chairpersons and their committee members are described in the Standing Committee Manuals. Chairpersons are responsible for completing the Event/Activity Report Summary and submitting their Event (or Activity) Manuals to the Guild President within one month following their event or activity.

#### Annual Auction

- A. The chairperson shall create a committee comprised of all volunteers collected by the Executive Board.
- B. S/he shall plan and execute all activities for this fundraising event with the volunteer subcommittees.
- C. S/he shall encourage all families to fulfill their financial obligations for the Auction as stated in the Parent Service Agreement.
- D. S/he shall provide a budget for approval and coordinate all finance issues with the Business Manager.
- E. S/he shall coordinate with subcommittee to properly acknowledge all donations procured for this event.

#### Christmas Concert

- A. The chairperson shall create a committee comprised of all volunteers collected by the Executive Board.
- B. S/he shall coordinate refreshments and decorations for the evening.
- C. S/he shall utilize the Pantry as necessary and record all activity.

#### E-Scrip

- A. The chairperson shall promote and coordinate 100% family participation in the E-scrip program as agreed upon in the Parent Service Agreement.
- B. S/he shall assist all families with registration and re-enrollment in E-scrip programs at the beginning of each school year.
- C. S/he shall stay current with evolving E-scrip programs and communicate such changes with the school community.

### Faith and Traditions

- A. The chairperson shall plan and execute all activities for the weekly masses, religious celebrations, and First Communion, including securing the priests and church.
- B. S/he shall oversee the altar server training, create the altar serving teams, and coordinate the altar server schedule for weekly masses.
- C. S/he shall plan and execute the end-of-year altar server appreciation lunch.

### Fall Harvest Dance

- A. The chairperson shall create a committee comprised of all volunteers collected by the Executive Board.
- B. S/he shall plan and execute all activities, including reserving a location for this event.
- C. S/he shall work within the approved budget and coordinate all finances with the Business Manager and Executive Board.

### Gift-card Scrip

- A. The chairperson shall promote and coordinate 100% family participation in the Gift-card Scrip program as agreed upon in the Parent Service Agreement.
- B. S/he shall work closely with the Business Manager in promoting and selling Gift-card Scrip on a regular basis.
- C. S/he shall stay current with the list of available participating retailers and communicate such changes with the school community.

### Grandparents'/Special Friends' Day

- A. The chairperson shall create a committee comprised of all volunteers collected by the Executive Board.
- B. S/he shall plan and execute all activities, except the students' performances, for this goodwill event.
- C. S/he shall work within the approved budget and coordinate all finances with the Business Manager and Headmaster.

### Hospitality

- A. The chairperson shall create a committee comprised of all volunteers collected by the Executive Board.
- B. S/he shall coordinate the refreshments and floral arrangements for various school events throughout the year as requested by the SMA administration or committee chairpersons.

### Hot Lunch

- A. The chairperson shall create a committee comprised of all volunteers collected by the Executive Board.
- B. S/he shall plan and execute all activities for this program.
- C. S/he shall serve as liaison between the Hot Lunch provider and the needs of the school community.
- D. Use of any profits made from this program are to be approved by the Executive Board and Headmaster.

### Pantry

- A. The chairperson shall store pantry items for school events, launder tablecloths as needed, keep an inventory of items available for use, and notify the Executive Board when additional supplies are needed.
- B. S/he shall work within the approved budget and confirm all financial decisions with the Executive Board.

### Parent-Teacher Liaison

- A. The chairperson shall coordinate with the appointed Room Parents in communicating the needs of the teachers and staff to all school families.
- B. S/he shall plan and execute with the appointed Room Parents the Faculty and Staff Christmas Collection, the end-of-year Faculty and Staff Appreciation Luncheon, and any Class Auction Gifts.
- C. S/he shall oversee the monthly Faculty Luncheons provided by the elementary grade parents.

### Service Hours

- A. The chairperson shall record each individual family's mandatory hours of service as submitted on the Family Service Hours form.
- B. S/he shall submit quarterly participation records to the Headmaster. Such records are to be maintained strictly confidential.
- C. S/he shall provide all families with quarterly reports of their service hours recorded to date.

### Special Events

- A. The chairperson shall create a committee comprised of volunteers collected by the Executive Board.
- B. S/he shall plan and execute occasional social and formational talks, or events for the benefit of the wider school community.

### Spring Concert

- A. The chairperson shall create a committee comprised of all volunteers collected by the Executive Board.
- B. S/he shall coordinate refreshments and decorations for the evening.
- C. S/he shall utilize the Pantry as necessary and record all activity.

### Welcome Back Family Picnic

- A. The chairperson shall create a committee comprised of all volunteers collected by the Executive Board.
- B. S/he shall plan and execute all activities for the annual Welcome Back Family Picnic, including securing the location.
- C. S/he shall work within the approved budget and coordinate all finances with the Business Manager and Executive Board.

### Welcome Wagon

- A. The chairperson shall create a committee comprised of all volunteers collected by the Executive Board.
- B. S/he shall coordinate a mentor family program between "veteran" and new families prior to the start of school and throughout the year.