

**Greenwich Catholic School
Parents Association
By-Laws**

As Adopted on June 1, 1999
As Amended June 6, 2001
As Further Amended, March 7, 2007
As Further Amended, June 6, 2012
As Further Amended, May 4, 2016
As Further Amended February 1, 2018
As Further Amended May 16, 2018
As Further Amended August 29, 2018
As Further Amended November 5, 2018

Article I: Officers, Term and Election

Section 1: The officers of the Parents Association of Greenwich Catholic School (hereinafter, the "PA") shall consist of a President or Co-Presidents (hereinafter, the "President" or "Co-Presidents"), Vice President or Co-Vice President (hereinafter, the "Vice President" or "Co-Vice Presidents"), Secretary and Treasurer, who shall be elected at the Annual Meeting, to be held in April, of each school year, as needed. Only one of the President or Vice President positions may be jointly held. The President, Vice President, Secretary and Treasurer shall each serve for two consecutive years. All officers shall be installed with an appropriate ceremony and take office at the May PA meeting. Unless approved by the Administration, no officer shall hold the same office for more than two consecutive years. Approval shall be obtained by the Administration prior to the nomination process.

Section 2: The procedure for nomination and election of officers shall be as follows:

- A. At the January PA meeting, the President shall initiate a call for a nominating committee, which shall consist of at least five members: the Principal, a Board Member and the other members to be appointed by the President. The President shall appoint a chairperson of the Committee and discuss the timeline and responsibilities of the nominating committee with the chairperson.
- B. Following the January meeting, the Nominating Committee shall solicit, via a letter to the entire PA membership, indications of interest in the open officer positions from the incumbent PA Board and the general PA membership. The letter will outline requirements for officer positions. In all cases, the presence of all members is requested at the March Meeting to vote for the election of officers.
- C. Individuals interested in running for the officer positions shall be requested to submit a completed nomination form and shall indicate that they are able to devote sufficient time to execute the duties of a PA Board member. A prerequisite for an officer position includes knowledge of the school community and the Administration as well as previous experience as a committee chairperson, room parent or board position. The Nominating

Committee shall, at all times, act in the best interest of GCS and the PA. It shall be made clear to the PA membership that the Nominating Committee and the Administration shall have final say as to the composition of the slate of officers to be presented for election by the Nominating Committee at the April Meeting.

- D. At the February PA meeting, after due consideration of all interested individuals, their qualifications and the requirements of each office, the Nominating Committee shall present to the PA Board its recommended slate of officers for election at the March Meeting. The Nominating Committee shall not present the name of any individual who has not received the consent of the Nominating Committee and the Administration. At this time the President shall ask for any further nominations from the floor and the names of any members so nominated and seconded, who have consented to serve and who are qualified for the position to which they seek election, shall be added to the list of nominees for the particular position in question. Each member so nominated shall thereupon, submit in writing a completed nomination form. A letter from the Nominating Committee shall be disseminated to the membership immediately thereafter identifying the proposed slate and the new nominees, giving a brief biography of each nominee, and urging the membership to attend the March Meeting to vote for those individuals.
- E. Voting shall be by written ballot, unless only one nominee is presented for election to a each office, in which case a show of hands may be taken. In any event, the vote of the majority of the members of the PA present at the March Meeting shall be required for election. The nominee receiving a plurality of votes shall be elected.
- F. Installation of new officers will be held in April.

Section 3: If an officer shall, in the majority opinion of the PA Board, fail to satisfactorily perform her or his duties, the Board shall have the authority to request his or her resignation.

Section 4: Should the office of the President be vacated for any reason, and the Vice President is unable to assume the office, the PA Board, by a majority vote, shall fill the vacancy by appointment of a member who shall hold office for the unexpired portion of the term of her or his predecessor.

If an office, except that of the President, is vacated for any reason, the PA Board, by a majority vote, shall fill such a vacancy by appointment of a member who shall hold office for the unexpired portion of the term of his or her predecessor.

Should an officer, other than the President, find it impossible to carry out his or her duties for a temporary period of time, the PA Board may make an interim appointment from the membership until such time that the officer can again assume his or her duties.

Article II: Duties of Officers

Section 1: President or Co-Presidents

- A. Establish the agenda and preside at all meetings.
- B. Appoint all committee chairpersons from the general membership. In the event this cannot be done, the President may appoint members that are also assuming the duties of officers to fill those positions. In conjunction therewith, the President shall host a Committee Chairperson orientation at the end of the school year to plan for the next year.
- C. Act as ex-officio member of all committees except the Nominating Committee.
- D. Call all special meetings.
- E. Maintain segregation of duties for all payments by approving all valid expense vouchers prior to payment.
- F. Serve as Chairperson of the PA Board.
- G. Represent the PA upon all necessary and appropriate occasions connected with, but not limited to, business and related PA matters with the Principal and faculty. The President, or designated alternate, shall represent the PA at the scheduled Board of Director meetings.
- H. Support all rules and regulations and policies pertaining to GCS and the PA.
- I. If there is interest, this position can be shared by two individuals, of mutual consent, running on a single platform and the title will become Co-President.
- J. Maintain strict confidentiality of the school's business.
- K. Serve as ex-officio President for 1 year after leaving office to provide counsel and support to the new President.
- L. Responsible for school wide communications on behalf of the PA.

Section 2: Vice President or Co-Vice President

- A. The Vice President or Co-Vice Presidents in the absence of the President, will act as President at all meetings and assume all duties and powers of the President in his/her absence.
- B. Assume the office of the President for the unexpired term upon resignation or removal of that officer. In the case of Co-Vice Presidents, it shall be decided at the time of election, which of the two Vice Presidents will assume the role of President in the event of resignation or removal.
- C. Perform such other duties as may be assigned to her/him from time to time by the President.
- D. Approve the final budget and monthly P&L all valid expense vouchers prior to the Treasurer executing the payment.

Vice President of Events

- 1. Oversee all of Special Event chairpersons
- 2. Attend meetings with special event chairs throughout the planning of the event.
- 3. Oversee SignUp Genius sign up to ensure all volunteer information is included.
- 4. Keep file in the PA Gmail account Google drive of pertinent information pertaining to all aspects of the events.
- 5. Approve the monthly P&L as prepared by the Treasurer.

Vice President of Volunteer Activities

1. Oversee all of the Committee Chairpersons
2. Attend meetings with committee chairpersons
3. Oversee SignUp Genius sign up to ensure all volunteer information is included
4. Keep file in the PA Gmail account Google drive of pertinent information pertaining to all aspects of committee
5. Communicate with the Parent body on all community building workshops that are being presented to the students

Section 3: Treasurer

- A. Serves the PA Board and community with responsibilities for the receipt of all income, the payment of all obligations, and the development of required finance and business policies effective for all PA resources.
- B. Responsible for the development and analysis of the annual budget of PA, including the preparation of the final budget for submission to the PA Board and PA community.
- C. Participates and communicates the planning and completion of the PA scope of a GCS School audit as well as audits performed by federal, state or other agencies.
- D. Responsible for internal and external financial reporting including the preparation of the PA monthly reporting and annual financial statements.
- E. Ensures development and board review of financial policies and procedures
- F. Coordinates with the GCS Business Office, as applicable..
- G. Policies and procedures will be amended as needed to be in compliance with the requirements of the Board of Directors and the Diocese of Bridgeport.
- H. In the event of a net operating loss occurs, the Treasurer shall provide recommendations for additional funds to cover the net operating loss with the aim of commencing the next fiscal year with positive cash flow.
- I. Submit a copy of the monthly P&L to the GCS Business Manager for review.

Section 4: Secretary

- A. Keep an accurate record of all the official PA meetings and prepare minutes of such meetings. All such minutes shall be posted on the Greenwich Catholic School website as soon as practicable but in no event more than one week after the meeting.
- B. Keep on file an up-to-date list of all members of the PA
- C. Keep on file the official copy of the PA's By-Laws.
- D. Give notice of all meetings, as directed by the President.
- E. In the event the President and Vice President are absent from the meeting, she/he shall assume all the duties and powers of the President.
- F. Conduct all correspondence, utilizing PA designated stationary, as directed and write and answer letters promptly.
- G. Circulate all correspondence and attendance sheet at the PA meetings.
- H. Keep a complete file on all PA records, correspondence, etc.
- I. Responsible for making sure a quorum is present at all meetings before a vote takes place.

Section 5: Each retiring officer shall within 30 days after the close of her/his term of office, transfer to her/his successor, the files and records of her/his respective office or to the President of PA in the event no successor has been named.

Section 6: Any officer who vacates her/his office prior to the expiration of her/his term, shall within 5 days, transfer to his/her successor the records of his/her office or to the President of PA in the event no successor has been named.

Article III: Parent's Association Board

Section 1: The Parents Association Board shall be composed of the officers of the PA, and Principal.

Section 2: The PA Board shall have general charge of the affairs and finances of the PA and shall be authorized to transact and carry out any business, which must be completed before each PA meeting.

Section 3: In general, regular business of the PA Board shall be conducted at the regular monthly meetings of the PA. Special meetings of the Board may be called by the President or Principal, or upon the request of a majority of the Board, whenever deemed necessary, due notice being given to all members of the Board.

Section 4: The PA Board shall have authority to pay all bills within the limits of the approved budget. Authorization to exceed the budget must be pre-approved by the majority of the Board at the next regular or special meeting of the PA called for that purpose. All other variances exceeding the budget will not be reimbursed unless the Board deems there to be extraordinary circumstances.

Section 5: The President and Treasurer shall review the budget prepared by the Treasurer, as compared to the variance of actual expense versus budgeted line items semi-annually.

Section 6: Each year the current PA officers, led by the Treasurer, shall prepare a projected budget for the upcoming school year. The budget is voted on at the May meeting. All PA funds at the end of each school year shall first be allocated to meet this budget, which shall include but not be limited to, the funds for the following: Curriculum Enrichment Program, Scholarships, Faculty Liaison, Parenting Workshops, Weekly *Previews*, Family Directory, Community Outreach, Beautification, Special Events and Hospitality.

Section 7: The vote of the majority of the PA Board members present at any meeting at which PA business is being conducted shall constitute effective action.

Section 8: The entire PA membership may attend regular monthly meetings of the PA Board, but shall not have a vote. In case of the Annual Meeting (held in March), the entire membership shall have a vote with respect to the election of officers.

Section 9: The retiring PA Board shall meet with the incoming Board at the end of the current school year for transition purposes.

Section 10: The PA By-Laws should be reviewed for compliance with the Diocese of Bridgeport requirements and updated, if applicable, by the Board at a minimum of every two fiscal years.

Section 11: Prior to the annual budget presentation, the President and Treasurer shall assess potential needs for capital expenditures with the aim of reducing future recurring expenses. A notation as to the results of this review should be included in the annual budget analysis.

Article IV: Parents Association Meetings

Section 1: The regular meetings of the PA shall be held at the discretion of the PA Board, but at least one meeting shall be held each month during the school year on designated day of each month or on such other days as shall be fixed by the President, except for the month of September, where the Annual Volunteer Fair may be held in lieu of a monthly meeting.

Section 2: The March meeting shall be the Annual meeting, at which time the election of PA board officers shall be held. All PA members are requested to attend this meeting and shall have a vote with respect to the election of officers. A member is defined as a parent or guardian of a child enrolled in the school.

Section 3: Reports of all officers and committee chairpersons shall be given at the meeting immediately following completion of the activity. All Committee and Special Event Chairs are to keep detailed written records and reports regarding all aspects of their committee or event. Such information must include a budget versus actual expenditure analysis, revenue, detailed expense analysis, invoices, receipts and recommendations for the following year. It is necessary to have these written reports as they become permanent record of Parents Association activities for that year and are added to the existing files of the history of the Parents Association. They are referred to in later years for buying purposes, attendance numbers, reception of event, etc.

Section 4: Special meetings of the PA may be called by the President with at least three days notice to the membership by the Secretary with the order of business specified.

Article V: Committees and Duties

Section 1: All committees shall be directly responsible to the PA board and shall plan no activities without the approval of said Board.

Section 2: Each Standing Committee shall have at least one chairperson. The Standing Committee of the PA Board shall be composed of Committees Chairpersons. Committees include: Beautification, Book Fair, Box Tops, Community Outreach, Cultural, Faculty Liaison, Library, Marketing, Parenting Workshops, Pizza Lunch, Previews, Spiritual Liaison, Spirit Wear, Uniform Exchange/Lost and Found, Welcome and any additional committees as determined by the President.

Section 3: All committee/event chairpersons are required to attend the PA meetings each month. If there is more than one committee chairperson, at least one is required to be present at the meeting. If a committee fails to attend three meetings in a school year, the PA Board may request that they step down as the committee chairperson.

A. BEAUTIFICATION - This committee helps to enhance the beauty of our school, year-round, starting with the 1st day of school. With the help of volunteers, the

Beautification committee decorates our school with back to school, holiday and seasonal decorations and plantings to create a warm and welcoming environment for our new and returning students and families. This committee is also responsible for the Garden over the summer. This committee will also recruit volunteers to tend to the garden in the summer and coordinate with Mr. Ronca, who is the faculty member in charge of the Garden. This chair will also meet with volunteers prior the summer and distribute an instruction list.

- B. **BOX TOPS**-This committee counts all box tops turned in throughout the school year and turns them in for money back to GCS.
- C. **FAITH - SERVICE - OUTREACH**-This committee serves to encourage spiritual growth and fellowship for all GCS families by coordinating service opportunities and charitable drives to support various organizations in our community.
- D. **MARKETING**-The marketing chair is in charge of running My School Anywhere (MSA) as far as maintaining the school directory, creating storefronts & managing ticket sales for HSA events. This committee also creates flyers for the various HSA events to help in promotion. This chairperson also pulls together any communications from the Parents Association and communicates that information to Advancement.
- E. **FACULTY LIAISON**-This committee runs the Apple Program, which provides teachers with donated gifts throughout the school year. On a monthly basis, this committee, with the help of volunteers, puts together gift baskets which are handed out through a lottery amongst the teachers. In addition, this committee is in charge of putting together, with volunteers, 2 teacher luncheons during the year – one during Catholic Schools Week in late January/early February, and the other during Teacher Appreciation Week in early May. The committee also provides goodies each day for our teachers during Teacher Appreciation Week, as well as a gift for each teacher/staff. This committee also coordinates volunteers to donate snacks to be brought to the teachers lounges on a bi-monthly basis.
- F. **LIBRARY & ART COORDINATOR**-The committee organizes both the library volunteer schedule for the library classes in 1st- 5thgrades as well as general volunteers for the Librarian. These volunteers assist the Librarian in stacking and examining books. They also go online to find replacement books when needed. These volunteers also assist the with special projects, curriculum support, helping teachers with research, supporting children during class time, and to check books in and out. These volunteers also coordinate volunteers for the art classes for 1stand 2ndgrades.
- G. **BOOKFAIR**-The Book Fair Committee runs two Book Fairs throughout the year, in the fall and the spring. With the help of Scholastic Books, and potentially other sources, the committee offers age appropriate, best-selling books as well as puts together teacher wish lists and required reading lists. The Book Fair is open for four days to the entire GCS community.
- H. **PIZZA LUNCH**-This committee organizes pizza hot lunch service that the students enjoy on Wednesdays throughout the school year. Committee chairs are responsible for distributing and keeping track of student signups, ordering pizza and ice cream for Wednesday's Pizza days, and organizing volunteers to help with the distribution and cleanup.
- I. **UNIFORM EXCHANGE/LOST & FOUND**-This committee coordinates the collection of gently used uniform clothing throughout the school year. Uniform Exchange is maintained in the designated closets in the cafeteria and parents are encouraged to drop off gently used, outgrown items, or to help themselves to items they may be in need of. In addition, this committee manages the collection of the Lost & Found items throughout the year, contacting, where possible, the rightful owner for return. During teacher conference days, items are often set out in the

lunchroom. Unclaimed Lost & Found items are donated to charity at the end of the school year.

- J. **WELCOME**-This committee, with the help of volunteers, welcomes new families to GCS. "Buddies" are assigned to new families over the summer months to assist with any questions and to help make new families and students feel welcome to our community. Additionally, the Welcome Committee hosts a one hour cocktail party in advance of the Fall Cocktail Party to welcome new families to the school. This committee also serves as the parent ambassador committee which is responsible for coordinating with the Admissions office to organize school tour volunteers.
- K. **HALLMARK**-This committee is responsible for sending cards, flowers and gifts to families and staff for birthdays, birthdays and deaths.
- L. **FATHER LIAISON**-This committee coordinates casual events for the Dads during the year and communicates any special needs of the schools.
- M. **ROOM PARENT COORDINATOR**-This committee is responsible for communicating the needs of the HSA to the room parents and drafting any communication that needs to be distributed through the room parents. This committee is also responsible for fielding any questions that the room parents have throughout the year. This committee chairperson is also responsible for training the room parents on how to enter their classroom volunteer opportunities in SignUp Genius. This person is also responsible for ensuring that the room parents host at least one welcome event for their class/grade so the parents in the class can get to know each other.
- N. **ANGEL DAY**-The Chairpersons plan and coordinate a day when GCS families can invite Angels in the lives of their students (grandparents, aunts, uncles, special friends) to share part of the school day with them. The Chairs main responsibilities include: meeting with the appropriate faculty and staff to plan the day, creating invitations, tracking responses, organizing Mass for the students and Angels, arranging a sit down breakfast for the Angels, purchasing ornaments for the Angels, organizing many volunteers who help make the day possible and coordinating classroom visits. The time commitment of this Committee runs from October through the beginning of December with an increased amount of time spent in the days before the event. Tickets were xxx in 2017.
- O. **BACK TO SCHOOL PICNIC**-The chair organizes a picnic in September for all GCS families to kick off the school year. No cost to attend.
- P. **BREAKFAST WITH SANTA**-The chair is responsible for organizing a breakfast for the lower school to meet Santa during the holiday season. Held in the Convent, Santa comes and brings a small gift for each child. Grades PreK - 1st, plus siblings, are invited.
- Q. **BINGO NIGHT**-The chair plans and organizes a Family Fun Night event for all the families at GCS to take place during the second half of the school year. Traditionally, this night involves the coordination of up to 500 participants for the playing of Bingo with prizes and raffles for all. Cost for tickets, includes pizza.
- R. **FATHER/DAUGHTER DANCE**-The committee organizes a dinner/dance for PreK-8th grade girls and their fathers to be held in the gymnasium.
- S. **FIELD DAY**-The chair along with the athletic director organizes field activities and lunch for grades K-7 in June.
- T. **HALLOWEEN PARTY** -This Committee organizes a Fall Festival/Halloween Party in the gym for the students of GCS. Chairs must coordinate fun, seasonal activities, pizza, music and games for an afternoon of fun.
- U. **VOLUNTEER FAIR**-The committee is responsible for the first official PA parent meeting of the school year which is a volunteer fair in the gymnasium. This is also done in conjunction with the State of the School presentation by Mrs. Kopas.

- V. **WELCOME BACK COCKTAIL PARTY**-This committee is responsible for the welcome back cocktail party for the whole school. There is a cocktail party an hour in advance of the party to welcome new parents to the school.
- W. **BACK-TO-BASICS BENEFIT**-The Back-to-Basics Benefit is GCS's signature annual fundraising event. The B2B committee coordinates all aspects of the event including decor, auction acquisitions, sponsorships, event journal advertisements, and the grade challenges.

Section 4: The PA Board may from, time to time, form such other committees as it deems necessary and appropriate to carry out new or additional functions of the PA. The Presidents shall stipulate the purposes and objectives, thereof, and appoint one or two chairpersons thereto. Absent an amendment to these by-laws, any committee so formed shall not be a standing committee of the PA; rather it shall serve for the school year for which it was created unless its term is extended for an additional year by the incoming board. Such committees shall abide by all other pertinent provisions of these by-laws.

Article VI: Rules and Order of Business

Section 1: "Roberts Rules of Order, Revised" shall govern all PA meetings in all instances not specifically covered by the By-Laws of the PA.

Section 2: The order of business for regular meetings shall be:

- A. Call to order
- B. Approval and or any corrections to the minutes of the previous meeting
- C. Circulate correspondence
- D. President's Report
- E. Treasurer's Report
- F. Committee Reports
- G. Old Business
- H. New Business
- I. Principal Report
- J. Adjournment

Article VII: Amendments and Revisions

These by-laws may be amended or revised at regular meetings of the PA by a majority of the members of the PA Board, provided at least 2 week notice in writing has been given to all members of the PA Board.

Article VIII: Dues

Membership dues shall be \$125 per year per family, payable by August 1. The PA Board shall have the power to reasonably increase or decrease membership dues for any succeeding school year.

The revised version of the Constitution and By-Laws of the Parents Association of the Greenwich Catholic School has been adopted on this first day of the month of June in the year 1999. The GCS By-Laws of the Parents Association has been further amended on this the seventh day of March, 2007. GCS By-Laws of the Parents Association has been further amended on this the sixth day of June, 2012. GCS By-Laws of the Parents Association has been further amended on this the fourth day of November, 2015. The GCS By-Laws of the Parents Association has been further amended on this first day of February 2017.

Nicole Hartman
President

Maria Elena Gaztambide
Vice President

Magda Chrostowski
Vice President

Meg DeCaro
Treasurer

Susan McKee
Secretary

Attachment A

ROOM PARENT RESPONSIBILITIES

1. One parent per family may serve as a Room Parent for only one grade in a given year.
2. There shall be two Room Parents in a given class unless otherwise approved by the Administration.
3. At least one Room Parent from each class is required to attend the monthly meeting of the PA. Attendance is taken at all meetings. Attendance is required so that Room Parents may stay informed of what is happening each month. In the event that neither Room Parent from a particular classroom can attend a given PA meeting, the Room Parents should advise the PA Board and should make sure that they read a copy of the minutes to familiarize themselves with the matters discussed.
4. Room Parents must attend the Room Parent orientation. This orientation will be held by the Room Parent Coordinators within the first 2 weeks of the school year. This orientation is meant to give guidance on what the job of the Room Parent entails and what is expected of them as well as provide details on how to use sign up genius.
5. Room Parents must contact the class teacher as soon as practicable after the Room Parent orientation to discuss expected classroom responsibilities for the year. This might include a list of expected activities, parties, field trips/chaperones, library and music class volunteers, mystery readers, and any other ways in which the Room Parent might be of assistance to the teacher.
6. Create volunteer sign-ups through Sign Up Genius for all activities as were decided in your teacher meeting and verify email information for each parent.
7. Room Parents are NOT to solicit any funds from parents without express consent by the administration. Similarly, parents may NOT initiate any such collection of funds without prior approval from the administration. Additionally, the Faculty Liaison Committee will recognize all teachers on behalf of the parent body throughout the year and during Teacher Appreciation week in the spring.
8. Emails to class parents may be required during the course of the school year to advise parents of any information as requested by the teacher or the PA President. It is recommended that one Room Parent in the classroom be responsible for all emails throughout the year in the lower school and one Room Parent per grade in the upper school for continuity of information. Please be sure to BCC the list of parents when emailing the class. Room Parents are required to check email daily. If Room Parents are unavailable to check and send emails on any given day, they must ensure a backup is available.
9. Promote all PA and Development Committee activities within your classrooms.
10. Siblings may be brought to school but must be supervised at all times.
11. The Diocese of Bridgeport Policy on Sexual Misconduct and the Code of Conduct must be read by every parent and a signed acknowledgment form is kept on file

- with the Business Office. In addition, all parents who wish to volunteer must participate in Virtus Training as outlined by the Diocese of Bridgeport.
12. All volunteers must sign in at the Main Office and wear a volunteer lanyard while on the school premises.