

St. Brendan Catholic School

BYLAWS FOR PARENT TEACHER ORGANIZATION

The overall purpose of the Parent Club is to facilitate, encourage and ensure ongoing community building by providing activities, fundraising events and service to the parish school. The club is a vehicle supporting communication between home and school, offering a mechanism for parent education and serving as a structure for political action when needed.

Article I. Name of Organization

The name of this body shall be St. Brendan Parish School Parent Teacher Organization.

Article II. Purpose and Function

The purpose of the Parent Teacher Organization is to support St. Brendan Parish School. The Parent Teacher Organization is a vehicle through which parents can provide support and service to the parish school. In fulfilling its purpose the Organization will have the following objectives.

- To work in conjunction with the St. Brendan Parish School Commission to broaden understanding and foster appreciation of Catholic education.
- To work within the framework of the parish school and consult with the principal before decisions are made.
- To assist in the operation of the school as needed through volunteer activities.
- To be responsible for organizing and conducting fund raising activities that support the school and to meet the Organization's fundraising commitment to the school.
- To develop within a Catholic community, positive relations among parents, students, school faculty and the parish by providing parent education, social events and community-building opportunities.
- To provide advocacy for the school by providing letter writing, phone calls, and/or visits to legislators when needed for issues that might concern the school.

Article III. Membership of Organization

- All parents or guardians of students enrolled in the parish school shall be members of the Parent Teacher Organization. Teachers are encouraged to join the organization as well.
- The Parent Teacher Organization is accountable to the principal who must approve all officers, adoption of all resolutions, and the planned social and fundraising events.
- The executive committee/board works closely with the School Commission to fully understand the needs and concerns of the school.
- Disbursements from income raised by Parent Teacher Organization are to be determined by the pastor in collaboration with the principal, School Commission, and Parent Teacher Organization.

Article IV. Officers

The Parent Teacher Organization will select an Executive Board, which shall be responsible for the operation and management of the Parent Teacher Organization. The Executive Board shall have authority to commit the Parent Teacher Organization to action in consonance with

resolutions adopted at meetings of the Parent Teacher Organization. The Executive Board shall consist of the selected officers, school principal and the chairperson of the standing committees.

- The President shall serve a one-year term
- The Vice-President shall serve as President year two, thus completing a two-year term.
- The Secretary shall serve a two-year term and may be renewable for a second term.
- The Treasurer shall serve a two-year term and may be renewable for a second term.
- The Parent Teacher Organization shall select a representative (typically the Past President) to attend and report Parent Teacher Organization activities and concerns to the School Commission.

Nominations and Selection

The Principal and the Officers of the Parent Teacher Organization shall seek out and prepare a slate of prospective Executive Board by nomination either by self or others. The nominees would meet the following criteria:

- Has shown interest in the activities of the school/parish.
- Has been cooperative with the school administration, staff and other parents.
- Is supportive of and represents well the Catholic identity of the school.
- Is available to attend meetings and periodic in-service programs and to participate in committee work.

Nominations for new Officers of the Parent Teacher Organization who meet the eligibility shall take place at the April meeting of the Executive Board. The Principal shall approve the final slate of candidates, with guidance from the Executive Board. The approved candidates should be presented at the next meeting of the Parent Teacher Organization.

New officers should attend Executive Board meetings in May and June for orientation purposes prior to beginning their term on, July 1st.

Duties of the Officers

- The **President** shall be responsible for scheduling and conducting meetings of the Parent Teacher Organization and the Executive Board in collaboration with the principal.
- The **Vice-President** shall perform the duties of the President when s/he is absent or unable to act.
- The **Secretary** shall maintain a written record of all acts of the Parent Teacher Organization; conduct, receive and dispose of all correspondence as directed; and preserve all reports and documents committed to his/her care.
- The **Treasurer**, following the guidelines described in the Parish Administrative Manual and the Archdiocese of Seattle financial guidelines; shall prepare the annual budget, account for all Parent Teacher Organization funds, and will provide monthly reports to the President, Parent Teacher Organization, Executive Board, School Commission Representative and the Principal.
- The **School Commission Representative** shall represent the Parent Teacher Organization at the School Commission meetings. H/she shall act as liaison between the two bodies, reporting on the activities of each group.

Article V. Meetings

- The Executive Board shall meet monthly throughout the school year at a date and time determined by them and in collaboration with the principal. At least three meetings per year will be held for the entire Parent Teacher Organization.
- The President may call special meetings as needed of the Parent Teacher Organization with the approval of the principal.
- The monthly meetings of the Executive Board or a portion thereof may be open to all members of the Parent Teacher Organization at the discretion of the President.
- The Parent Teacher Organization may fix its own rules of procedure, but in the absence of such rules, Robert's Rules of Order shall apply.

Article VI. Standing and Ad Hoc Committees

- Standing committees will be named and a chairperson delegated.
- The Parent Teacher Organization may, by resolution, provide for such other committees, as it deems advisable and discontinue the same at its discretion.
- Each committee shall have such powers and shall perform such duties as may be assigned to it by the Parent Teacher Organization and shall be appointed and vacancies filled in the manner determined by the Parent Teacher Organization. In the absence of other direction, the President shall appoint all committees.

The committees will address the current and future needs of the school and may include the following:

- Craft Fair
- Auction
- Gift Card Program (Scrip)
- Social events
- Hospitality
- Uniform Exchange
- Outreach
- Parent Education
- Classroom Volunteer Coordinators (Room Parents)