

ST. ALPHONSUS PARISH SCHOOL PARENTS' CLUB CONSTITUTION AND BYLAWS

ARTICLE I Name and Domicile

The name of this organization shall be St. Alphonsus Parish School Parents' Club or shall be called SAPSPC officially domiciled at St. Alphonsus Parish School, located 5816 15th Avenue Northwest, Seattle, WA 98107.

ARTICLE II Purposes

1. General Purpose. This Constitution and Bylaws exists to provide guidelines for Parents' Club activities. Executive Officers, Board of Directors and the general Parents' Club community are asked to read the Constitution and Bylaws annually in order to provide continuity and historical context.

2. Mission, General:

- Maintain close relations between the home and the school, so that parents, guardians, and teachers may collaborate in the education of St. Alphonsus Parish School students;
- Foster community among the membership of the school and in the greater community of the Parish;
- Contribute to school operating costs through funding programs;
- Coordinate the assistance and service of parents in school/parent activities;
- Offer a mechanism for parent education;
- Serve as a structure for political action when needed;
- Encourage and support academic excellence; and

- Plan and facilitate all Parents' Club activities.

3. Mission, Specific:

- Partnering with parents, parishioners, faculty, Principal and Pastor;
- Serving as an avenue for parents and guardians of St. Alphonsus Parish School students to become informed about school activities;
- Offering opportunities for community building among families and encouraging communication among families, faculty and students;
- Promoting and supporting fundraising activities by providing volunteers who assist in meeting the goals of St. Alphonsus Parish School;
- Contributing fundraising monies to support the operational costs of providing an excellent Catholic education;
- Offering educational opportunities through guest speakers to parents and guardians of St. Alphonsus Parish School students;
- Encouraging and supporting creative ideas and suggestions from parents and guardians that will support the vision of our school;
- Promoting St. Alphonsus Parish School and Catholic education to other Parishes, the Archdiocese, legislature, and other administrative and governmental entities; and
- Ensuring that Parents' Club activities are aligned with the mission and vision of St. Alphonsus Parish School.

ARTICLE III **General Membership**

1. The General Membership of the St. Alphonsus Parish School Parents' Club will be composed of the parents and/or guardians of registered students of St. Alphonsus Parish School.
2. Honorary, non-voting membership will be extended to school staff and parishioners.

ARTICLE IV
General Membership Meetings

1. Meeting of Members. Regular meetings of the Parents' Club General Membership will be held a minimum of seven (7) times per school year. Additional meetings of the General Membership may be called by the Parents' Club President following consultation with the Parents' Club Board.

2. Execution of Business. At the Executive Board's discretion, business may be carried out in person, by physical ballot, or via electronic survey. Notice of all meetings of the General Membership will be posted at least seven (7) days prior to the meeting date. General Membership meeting minutes will be published fourteen (14) days following each meeting.

3. Business of General Membership Meetings. General Membership meetings will follow a structure of consensus building where every member's voice is valued, allowing for dialogue and the emergence of community consensus. A portion of each meeting will be made available to address General Membership suggestions and concerns.

ARTICLE V
Authorities for Governance

The Parents' Club is established by the Pastor and school Principal in accordance with Archdiocesan policy. The Parents' Club cannot make binding decisions without approval from the St. Alphonsus Parish School Principal and Pastor (Many Gifts, One Spirit, Page 40).

ARTICLE VI
Executive Officers

1. Composition. There shall be six (6) Executive officers who hold the following titles: (a) President; (b) Co-President; (c) Vice President; (d) Secretary; (e) Treasurer; and (f) Event Coordinator.

- President, Co-Presidents. The Co-Presidents will plan and preside over all Parents' Club General Membership meetings and Board meetings; will provide general supervision of the affairs of the Parents' Club; will collaborate with the Principal in preparing a calendar of events; will serve as a liaison to the St. Alphonsus Parish School Commission; and will perform all other such duties as

are incident to the office. If the Co-Presidents are unable to continue in service, the position will be filled by the Vice-President.

- Vice President. The Vice President will assist in the coordination of school volunteering efforts; will fill head room parent and committee chair vacancies as they arise; will be the primary contact for room parents and volunteering efforts in fundraising activities; will assist in the coordination of standing committees as assigned by the Board; will exercise all the functions of the Co-Presidents during their absence or disability; and will perform such additional duties as may be assigned by the Board.

- Secretary. The Secretary will post notices for all General Membership meetings; will publicize the Parents' Club agenda via internal electronic distribution, *Angels' Angle*, and the PC bulletin board; will take minutes at each General Membership meeting, Board meeting and other meetings as needed; will publish the previous month's meeting minutes within fourteen (14) days, to be available via the school website and PC bulletin board; present the previous month's minutes at each General Membership meeting and Board meetings for approval; will provide new Officers and Board members with the Constitution and Bylaws, and previous year's meeting minutes; and will perform other duties as are incident to the office or as required by the Board.

- Treasurer. The Treasurer will reconcile all deposits that are associated with the Parents' Club fundraising activities; will keep accurate, up-to-date regular books of accounts on approved system (eg Quick Books); will execute disbursements of funds with authorization from the Principal and appropriate Parents Club Board member; will report on all financial transactions and the financial condition of the Parents' Club at each General Membership and Board meeting; with the assistance of the Parents' Club Board will develop and present to the Pastor, Principal, and General Membership the Parents' Club budget for the following year; provide necessary information as requested by the Principal on Parents' Club contractual obligations; and perform other duties incident to the office or as required by the Board. The Treasurer will have assistants to help: The Director of Development; Scrip Chair; and Auction Chair should assist in reconciling deposits for the major fundraising activities. This position has the additional responsibility of confidentiality. The Treasurer, and any assistants, can only give information on individual families to the school principal or their designee. The School Principal

(or designees) holds sole signatory responsibility on St. Alphonsus Parish School Parents' Club bank accounts.

- Event Coordinator. The Event Coordinator will oversee all Chairpersons and Team Leaders in Article VII; will work with the help of the Board to fill those positions and check in with the Chairpersons and Team Leaders to ensure accurate timelines and proper event carryout.

2. Vacancies. Vacancies in any office arising from any cause may be filled by a majority vote of the Parents' Club Board. However, if the Co-Presidents are unable to continue in service, the position will be filled by the Vice President.

3. Removal. Officers of the Parents' Club may be removed only by the unanimous vote of the other Executive Officers and under the advisement of the Principal and Pastor.

ARTICLE VII

Chairpersons and Team Leaders

1. Composition. Every attempt should be made to fill each of the following Parents' Club Chair positions by the end of the prior school year:

a. Auction Chair(s) –The Auction Chair(s) will provide oversight to all areas of auction planning. The Auction Chair(s) will work with the Principal to determine all elements of the auction including theme, caterer, budget, etc. Together, they will recruit volunteers for empty lead roles, attend Parents' Club meetings as needed, facilitate auction meetings and positively promote the auction to the community through the Angel's Angle and Parish Announcements. The Parents' Club Treasurer will work closely with the Auction Chair(s) to ensure the auction finances, budget and Parents' Club's financial commitment are handled appropriately.

b. Scrip Chair(s) - The Scrip Chair is responsible for sales and promotion of the scrip gift cards fundraiser including online Presto Pay. The Scrip Chair is also responsible for coordinating scrip challenges throughout the year to encourage families to participate.

c. Family Fun Night Chair(s) - The Family Fun Night Chair(s) will lead the planning and carrying out of Family Fun Night in October.

- d. Holiday Hoopla Chair(s) - The Holiday Hoopla Chair(s) will be responsible for the planning and carrying out of Holiday Hoopla in December.
- e. Jog-A-Thon Chair(s) - The Jog-A-Thon Chair(s) will be responsible for organizing the School's annual jogging sponsorship fundraiser. This includes securing sponsors and prizes, creating all fundraising materials, and coordinating the day of event.
- f. Angels' Angle Editor(s) - The Angels' Angle Editor(s) will be responsible for editing and disseminating the School community newsletter and other social media sites
- g. Bingo Chair(s) - The Bingo Chair(s) will be responsible for organizing and carrying out at least five (5) Bingo events during the school year.
- h. Preschool Liaison - The Head Preschool Room Parent shall also be the Preschool Liaison who will be responsible for communication facilitation between the preschool and the grade School.
- i. Spirit Wear Chair(s) - The Spirit Wear Chair(s) will be responsible for the ordering and/or maintaining of a spirit wear website and shall work to have spirit wear options available at all times.
- j. Teacher Appreciation Chair(s) - The Teacher Appreciation Chair will be responsible for organizing and planning all events during Teacher Appreciation Week.
- k. Food Committee Chair(s) - The Food Committee Chair will responsible for the ordering of or arranging delivery of food/beverages for Parents' Club events where food is served. The Food Committee Chair(s) shall work together with other Event Chairpersons when their events require food.
- l. Jr. Olympics Chair(s) - The Jr. Olympics Chair(s) will be responsible for organizing and carrying out the Jr. Olympics event in June.

2. The Board. All of those volunteers who serve in the role of the above listed (a-1) shall be members of the Board. A Chairperson/Task Leader may serve in his/her role as long as he/she is volunteering in the capacity of one of the above noted positions.

3. Meeting Attendance. All of those volunteers who serve in the role of the above listed (a-1) shall attend one board meeting each quarter to report on the status of their responsibilities and direct any concerns to the Executive Officers.

4. Responsibility Documentation. All of those volunteers who serve in the role of the above listed (a-1) shall be responsible for documenting and/or updating responsibilities of their position each year.

5. Reporting. All of those volunteers who serve in the role of the above listed (a-1) shall coordinate with the Treasurer to ensure proper handling and reporting of funds raised as a result of their events.

Article VIII **Board Members**

1. Powers. The affairs, property and interests of the Parents' Club will be supported by the Board Members. The Board Members will be responsible for assisting the Executive Officers in communication and coordination of the efforts of the Parents' Club.

2. Composition and Number of Board Members. The Board Members will consist of (a) nonvoting Chairpersons or Team leaders who must be in good standing, who are Board Members based on their volunteer roles in the school (a-1 above), and (b) the following non-voting members: the Pastor and the Principal of St. Alphonsus Parish School, and (c) the six (6) Executive Officers, who will be voting members. The total number of Board Members should range between eight and thirty-two (8-32). (Many Gifts, One Spirit).

3. Board Member Responsibility Documentation. To ensure that institutional knowledge will be passed from year to year, Board Members and Chairs of volunteer activities will be responsible for documenting and/or updating the responsibilities of their position each year. This document, called the Task Leader Handbook, is a perpetually in-progress handbook of Parents' Club activities. The repository for the handbook will be the school office.

4. Meetings. Board meetings will be held during the school year at least once per month on a mutually agreed upon date and time.

5. Quorum. Three-fourths of the Executive Officers must be present during a Board Meeting for a vote to take place.

6. Action by Board without a Meeting. Any action required may be taken without a meeting if action is consented to in writing, which may include email or other electronic means.

7. Removal. Board Members may be removed by the affirmative vote of the majority of the Executive Officers under advisement of the Principal and Pastor.

ARTICLE IX **Nomination and Election of Executive Officers**

1. Terms. The Executive Officers of the Parents' Club will serve a two (2) year term. Terms of office will be from July 1 through June 30. No elected Executive Officer will hold elected office for more than four (4) consecutive years. A voting Parents' Club Executive Officer may not serve concurrent terms on both the St. Alphonsus Parents' Club Executive Board and the St. Alphonsus Parish School Commission.

2. Ineligibility. Neither paid employees of the School or Parish, whether full-or part-time, nor their spouses, may serve on the Parents' Club Executive Board or Nominations/Elections Committee.

3. Nomination/Elections Committee. Consists of the Principal, Pastor, Vice President, and two Room Parents (one elementary room parent and one middle school room parent) appointed by the Principal.

4. Nomination and Electoral Process. Parents/Guardians, in good standing, who are up to date on their Parents' Club contractual obligations, per the Principal, may be elected as an Executive Officer as follows:

a. In early March of each year, nominations will be solicited by room parents from the General Membership. Each nomination will be reviewed by the Nomination/Elections Committee. Prospective candidates will be contacted by the Vice President to ensure his/her willingness to serve. The list of candidates for the

Executive Board will be posted on the PC bulletin board, publicized via electronic distribution and/or in the *Angels' Angle*.

b. Candidates will be nominated by any parent/guardian of General Membership via a formally documented ballot. The ballot will include the names of the candidate and the nominating parent/guardian of the General Membership. Nominations must be received no later than the end of the school day, on the date determined by the Nomination/Elections Committee. Additional names will not be accepted after this date and time.

c. A short biography of each candidate (at the option of each candidate) will be posted on the PC bulletin board, publicized via electronic distribution and/or in the *Angels' Angle*.

d. If a position is unfilled after this process is completed, nominations will be solicited and the process is repeated until the position is filled.

5. Election of Executive Officers. Election of Executive Officers will be by written ballot, delivered to the General Membership via electronic distribution and/or the *Angels' Angle*, at the discretion of the Executive Board. All ballots must be returned to the School, to an area designated by the Elections Committee, (i.e. Extended Care ballot box and Main Office ballot box) in order to be valid. Each parent/guardian will be entitled to cast one vote, up to a maximum of two votes per family. The nominee for each position with the greatest number of votes will assume Office. Officers will be announced before the end of the school year via electronic distribution and/or the *Angels' Angle*.

ARTICLE X

Finances

1. Fiscal year. The fiscal year of the Parents' Club is July 1 to June 30.

2. Parents' Club Budget. In collaboration with the School Commission, Principal, Pastor, and PC Board, the Treasurer will prepare a preliminary budget for the following fiscal year.

a. Beginning of school year – The Parents' Club fund raising budget for the current year will be presented.

b. January – Parents’ Club Executive Officers will announce the total Parents’ Club fund raising responsibility for the next school year to the General Membership.

c. April- The Parents’ Club budget for the following school year will be presented for approval by the General Membership.

3. Expenditures. Unless authorized in the budget, The Parents’ Club Executive Officers may not authorize discretionary expenditures of more than \$250 without approval from the Principal.

4. Scholarships. Two scholarships, in the amounts of \$100 each, will be awarded to the Valedictorian and Salutatorian of each graduating class. Organizations associated with the Parish have also traditionally awarded scholarships. The Parents’ Club is committed to the continuance of these scholarships, and will work with the Parish organization to ensure that they are funded in the future. If necessary, the Parents’ Club will provide funding for these scholarships.

5. Disbursements. The School Principal (or designee) holds sole signatory responsibility on St. Alphonsus Parish School Parents’ Club banking accounts.

Article XI **Order of Complaints**

If an issue with a Parents’ Club event arises, the problem will be brought to the attention of the Parents’ Club Executive Board. Depending on the issue, it may be brought either to the attention of the Principal, Pastor or the Parents’ Club General Membership for resolution.

Article XII **Amendment**

1. Before an amendment to the Bylaws and Constitution can be voted upon, one weeks’ notice must first be given via electronic means or at a General Membership meeting, and the proposed amendment(s) must be sanctioned by the Executive Board, Pastor, and Principal. Ballots will be accepted until the published deadline and will be tallied by the 8th grade and 4th grade room parents.

2. In order to accurately reflect the actions and duties of the Parents’ Club, it is the responsibility of the Board Members to be familiar with the Bylaws and Constitution. The

Bylaws and Constitution may be amended or repealed, on an as needed basis, and a new document may be adopted by majority vote of the General Membership. The Bylaws and Constitution should be formally reviewed by the General Membership every 5 years starting in September of 2022.

ARTICLE XIII
Voting

1. Means. Voting may take place via electronic means, by ballot, in-person, or by proxy, with each parent/guardian entitled to one vote.

2. Majority Vote. Any item that requires a vote, including candidate nominations, Constitution and Bylaw amendments and execution of business may be passed by a simple majority of voting members. This amended and restated Constitution and Bylaws supersedes in its entirety all prior Constitution and Bylaws of the St. Alphonsus Parish School Parents' Club. Whenever applicable, policy set forth by the Archdiocese of Seattle supplants the St. Alphonsus Parish School Parents' Club Constitution and Bylaws.

Adopted by the St. Alphonsus Parish School Parents' Club on June 19, 2019.

_____ President
_____ Co-President
_____ Vice President
_____ Secretary
_____ Treasurer
_____ Event Coordinator