

## **St. Aloysius Parent Association Bylaws**

### **Article I-Name**

The name of the organization shall be St. Aloysius Parents Association (PA)

### **Article II -Purpose**

St. Aloysius Parents Association is organized for the purpose of supporting the education of our children with activities and fund raisers to benefit them and the staff. We strive to foster a relationship between the parents, school staff, and the parish while promoting school spirit.

### **Article III-Members**

The membership of the St. Aloysius Parents Association shall be comprised of men and women with children/grandchildren that attend St. Aloysius Catholic School and they have voting rights.

The principal and any teacher employed at the school may also attend any meetings. They also have voting rights.

### **Article IV-Committees and Responsibilities**

The following activities will be the responsibility of the Chairperson and Committee (as needed):

#### **Standing Committees**

1. Teacher Goody Bags
2. Grandparents Day
3. Teacher Luncheon
4. Box Tops for Education
5. Spirit wear
6. Room Parents
7. Mardi Gras
8. Holiday Parade
9. Apples for Education
10. Uniform Swap
11. Scrip
12. Kroger Rewards
13. Reverse Raffle Gala

The general duties of each coordinator will be to:

1. Teacher Goody Bags- Coordinate the purchasing of a gift for each teacher in the first month of school to welcome them back. Each teacher receives a gift certificate or annual fee for online lesson plan management.
2. Grandparents Day-Grandparents/Special Friend Day will include Mass, classroom visits, a music program and light refreshments. Volunteers are needed to set up, supply refreshments, and welcome guests.
3. Teacher Luncheon- Quarterly luncheons are provided for the school staff. Parents of the assigned classrooms are asked a few weeks in advance to provide the meal and to help with set up and clean up. The coordinator will also purchase Teacher Appreciation gifts annually to present during Teacher Appreciation Week.
4. Box Tops for Education- Save the box tops from General Mills, Betty Crocker, Ziploc, and more. The box tops that are collected are turned in to twice a year and the school receives the financial benefits. Box tops are collected in each classroom with classes in competition for an award twice a year.
5. Spirit wear- This program offers school and parish members an opportunity to purchase clothing items with the St. Aloysius logo. It promotes school and church pride among the community. It takes place 2-3 times a year.
6. Room Parents- Room parents are needed to assist in the classroom with the Halloween, Christmas, Valentine's Day, and the End-of-Year parties. Individual grades may need assistance for other activities. Room parent coordinator will organize a list of room parents for each grade. The head room parent for each classroom will then coordinate the duties with the other room parents for the classroom.
7. Mardi Gras- Mardi Gras is a fun way for students to raise money for the Diocesan Missions. It is a festival of food, fun, games, and prizes for students and teachers. Donations of food, candy, and prizes are requested in January. Watch for the flyer in the weekly envelope, as the event gets closer. Many volunteers are needed to work.
8. Holiday Parade- Volunteers will be needed to create a St. Aloysius presence in the Bowling Green Holiday Parade. Besides decorating and planning, volunteers are also needed to participate in the parade.
9. Apples for Education- There is a wide range of requests from teachers for supplies for the classroom. These requests can be fulfilled by families or classroom groups at Christmas and throughout the year. Items in need are listed on apples on the PA board outside the school office. Please attach the apple to the gift with your name as donator and bring to the school office to be distributed to the classroom or give to the appropriate teacher

10. Uniform Swap-Set up the date for the swap, organize volunteers to help run the event, and upon completion tear down and distribute the money to the right owners. Any donated clothes will need to be delivered to Goodwill. This event is generally held right before school starts.

11. Scrip- Scrip is offered as a way to help reduce the cost of tuition. Scrip utilizes the purchase of gift cards to earn credit towards the following year's tuition of a designated family, St. Al's Scholarship/Tuition Assistance Fund, or St. Al's PA account. 85% of the credit will go to the family, while 15% is retained by St. Al's PA to cover costs and act as a fundraiser.

12. Kroger Rewards- Register your Kroger Plus Card with Community Rewards to benefit St. Aloysius. Each quarter print the report from your Kroger account and turn in to add funds for tuition credit for the following year.

13. Reverse Raffle Gala- This is the main fundraiser of the school year for the Parent Association. The purpose of this event is to raise money for the school while having fun and meeting other school parents. This fundraiser allows St. Aloysius students to avoid participating in door to door sales. The event includes dinner, small raffles, a silent auction, a live auction of projects created by each grade, and the big reverse raffle. All families are encouraged to attend. All profits from this event benefit St. Aloysius School. This event requires many sub committees in order to run smoothly.

## **Article V: Officers and Committee Chairs**

### **Officer Selection**

-The officers of St. Aloysius PA shall be chosen at the last scheduled meeting of the school year for the upcoming school year.

-Selection will be by verbal nomination and then a written ballot of all members in attendance, if necessary.

-A minimum of 8 members must be present for elections.

-The preference is for each grade to be represented.

-Officers must be members and may hold office for 2 consecutive years. However, at the end of the second year, their continued service must be put to a vote of the membership.

-Any vacancy during the school year may be filled by a vote of the other officers.

### **Officers**

#### **President**

1. Preside over meeting and guarantee the proper oversight of the organization.
2. Provide oversight of the committees.
3. Provide meeting agenda with the Secretary.

### **Vice President**

1. Preside in the absence of the President and assist the President as needed.
2. Provide oversight of the committees.
3. Be a liaison between PA and School Council.

### **Treasurer**

1. Create a budget for each committee as needed based on prior year spend, maintain record of debits and credits and verify monthly with the parish business manager that it is balanced.
2. Approve all payments out of the PA account under \$100. Anything over \$100 must be brought to the principal and officers for approval unless it was already approved in a created budget. Anything over \$500 must be voted by the majority of the board and/or 8 members of the PA.
3. Provide a monthly report of all monetary activities with an accompanying monthly balance.
4. A yearly review of operating costs that are automatically drawn out of the PA account must be discussed and approved.

### **Secretary**

1. Record/Transcribe all activities that occur at a PA meeting and provide electronic copy to be added to the PA page online. Hard copies can be given at request.
2. Post notices with regard to meetings and other needed information as requested by the membership.
3. Provide meeting agenda with the President.

### **Committee Chairs**

Chairs must be members and will be chosen through nomination. Nomination can be done by officers, any member or by self-nomination and must be approved through a vote by majority of the members present. No minimum is necessary. Ideally each committee will have a chair and co-chair.

### **Article VI: Voting**

#### **Process**

Any member may propose an issue to be presented to the whole. A second of that issue will be needed and a majority vote of members present will pass the issue. No minimum number of members is needed.

### **Special Voting Issues:**

#### **Amendment of the Bylaws**

Adoption of a new bylaw or a change in the current document will require a majority vote of the members present with a minimum of 8 members or a majority vote and all officers in agreement.

#### **Financial Funding:**

-When a request for money from the St. Al's PA is made and this money has not already be allocated at the beginning of the year by the treasurer, the request must be sent in writing to the PA Board and the Principal.

-When any vote on an allocation of funds is needed, a member of the St. Al's PA must make a motion to allocate the funds and a second will be required. A majority of the membership in attendance may pass the motion if the request is over \$500. A minimum of 8 members must be present; the motion must pass with a majority of those present and all officers in agreement to approve the allocation.