

Bylaws of Holy Family School Parent Club

Article I: Name

The name of this organization shall be the Holy Family School-Auburn Parent Club, part of Holy Family Catholic Church and the Archdiocese of Seattle (hereinafter "Parent Club").

The Parent Club is unincorporated.

Parent Club is affiliated with Holy Family School-Auburn, which is recognized by the IRS as a tax-exempt organization. The organization is authorized to use the Holy Family Tax ID#91-0718949 upon approval of Holy Family Catholic Church.

Article II: Purpose

The Parent Club is organized for education, religious, and charitable purposes. To this end, Parent Club shall assist in the support of Holy Family School (hereinafter HFS) and to encourage the parents and guardians attending HFS in their roles as Catholic educators.

Parent Club is responsible for *enhancing* the life of our school community through: effective communication between our families and our organization through email, flyers, postings on bulletin board and weekly school newsletter.

Parent Club will serve as a vehicle for families to meet the contractual commitments of time, talent and treasure to our school through providing adequate volunteer opportunities, well-supported and organized fundraisers/raffles and providing parent education and support.

All funds raised by the Parent Club, whether income or principal, acquired by gift, contribution or fundraising shall be accurately maintained, transparent, and devoted to said purposes.

The Parent Club is an advocate for the school.

Article III: Membership and Participation

Membership of the Parent Club shall consist of all parents and guardians of children attending HFS. The management and affairs of the Parent Club are under the direction of the Parent Club Leadership Team.

As part of the tuition contract, each family is responsible for finding, recording and tracking their service hours during the school year. The annual commitment hour requirement is 25 hours per school year with a minimum of 5 hours of service to the High Hopes Auction. Failure to fulfill the annual commitment hour requirement will result in an assessment charge of \$35 per hour due by June 1 each year.

Moreover, each family is responsible for raising money to meet the Parent Club yearly commitment of \$115,000 to the school operating budget. The commitment helps defer further

tuition increases. Each family is responsible for procuring auction donations worth a minimum of \$300 or make a cash donation of \$350; earning a minimum of \$300 in profit dollars through the Jog-a-thon; and earning a minimum of \$300 in profit dollars through purchase of SCRIP.

No dues shall be required to become a member of the Parent Club or the Parent Club Leadership Board.

Article IV: Meetings

1. The Parent Club shall hold monthly meetings during the school year, at 6:30p the first Tuesday of each month either virtually, in-person, or hybrid at Holy Family School.
2. The meetings shall serve to conduct the regular business of the Parent Club, raise awareness of school issues, present informative materials, inform the members of the school's progress and achievements, communicate fundraising opportunities, and promote fellowship and spirit of unity among members.
3. The dates of the meetings shall be published on the school's monthly calendar, weekly newsletters and on the website.
4. Day, time and location of meetings subject to change with written notice to all families.
5. All Parent Club members are strongly encouraged to attend the general meetings.

Article V: Parent Club Composition & Roles

Leadership Team

- a. President
- b. Vice-President
- c. Communication Chair
- d. Treasurer
- e. Room Parent Coordinator
- f. Fundraising Chair

Advisory Members/Chairs/Committees

- a. School Principal
- b. Staff Representative
- c. Oktoberfest
- d. Hawks Helping Others
- e. Yearbook
- f. Daddy Daughter Dance
- g. Family Day at the Rainiers
- h. Spring Social
- i. Pancake Breakfast
- j. Trick-or-Trunk
- k. Marketing
- l. Welcome Wagon
- m. Uniform Exchange
- n. Book Fair Coordinator

- o. Christmas Program Milk and Cookies Reception
- p. Staff Appreciation
- q. Field Day Lunch Coordinator

Ad Hoc Members

- a. SCRIP Coordinator
- b. Auction Chair
- c. CYO Athletic Director

Duties of Parent Club Leadership Team

1. Duties of the Leadership Team include, but are not limited to, the following:
 - a. Setting the agenda for the monthly Parent Club meetings.
 - b. Making recommendations for and implementing raffle/fundraisers, budget and future goals of the Parent Club.
 - c. Planning and orchestrating social events for families, staff and students.
 - d. Ensuring that information and opportunities are available for all Parent Club members to actively participate.
2. President
 - a. Preside at all meetings of the Leadership Team and the Parent Club.
 - b. Oversee the recruitment of Parent Club Leadership Team members, Advisory Members and encourage all parent/guardian involvement.
 - c. Serve as ex-officio member on all committees and oversee coordination of projects taken on by the Parent Club.
 - d. Call any special meetings and manage correspondence as required.
 - e. Be responsible for carrying out the progress of the organization and be the official spokesperson of the Parent Club.
 - f. Work with school administration and parish staff on calendaring all Parent Club meetings and events.
3. Vice-President
 - a. Perform duties in the absence of the president.
 - b. Perform duties as assigned by the president.
4. Communication Chair
 - a. Prepare true and accurate minutes of both the Leadership meetings and general Parent Club meetings. Provide approved minutes for posting on the school website.
 - b. Maintain Parent Club bulletin board in parish breezeway.
 - c. Communicate to families the activities and events of the Parent Club.
 - d. Work with Advisory Chairs/Committees on important events that need to be communicated.
5. Treasurer
 - a. Maintain financial records by keeping a true and accurate record of Parent Club revenues, expenses and balances.
 - b. Provide a reconciled report at each Parent Club meeting and a quarterly report to the School Commission.

- c. Upon demand of receipts or prior authorization, prepare check requests for Parent Club expenses.
 - d. Work with Advisory Chairs/Committees to ensure correct procedures are being followed regarding Parent Club events/fundraising, including deposits of revenues.
 - e. Prepare a yearly Parent Club budget.
6. Room Parent Coordinator
- a. Oversee recruitment of Room Parents for each grade level
 - b. Support and guide room parents throughout the school year including holiday parties.
 - i. Halloween
 - ii. Christmas/Valentine's Day
 - c. Manage and organize room parents and other volunteers for Field Day Luncheon.
7. Fundraising Chair
- a. Oversee acquisition and distribution of fundraising materials to each family.
 - b. Accurately record all sales.
 - c. Verify monies received in the fundraiser.
 - d. Coordinate sale opportunities with the parish for after mass and church events.
 - e. Provide regular fundraising updates to families.
 - f. Solicit volunteers as needed to assist in the execution of fundraisers.

Duties of Advisory Members/Chairs/Committees

1. School Principal
 - a. Communicate the school's progress, needs and significant matters to the Parent Club.
 - b. Provide guidance to the Parent Club.
 - c. Assist in the implementation of Parent Club projects.
2. Staff Representative
 - a. Act as a liaison between the Parent Club and the staff.
3. Oktoberfest
 - a. Plan and organize the event.
 - b. Promote and advertise the event.
 - c. Solicit volunteers to run games, music, serve dinner, sell tickets and welcome guests.
 - d. Transfer monies to Parent Club treasurer.
4. Hawks Helping Others (Purpose: to encourage giving time and talent beyond our Holy Family Community)
 - a. Promote and advertise community service opportunities including:
 - i. School Activities
 - ii. Parish Events/Committees
 - iii. Local events
 - b. Provide guidance to parents looking to complete service hours.
 - c. Provide guidance to students looking to complete community service hours.
 - d. Organize opportunities to give back to other organizations: toy drives, clothing drives, personal hygiene drives etc.

5. Yearbook
 - a. Develop a yearbook theme.
 - b. Solicit volunteers to form a yearbook committee.
 - c. Assemble, edit and have the yearbook published.
 - d. Organize a yearbook cover design contest.
 - e. Organize sale and distribution of yearbooks.
6. Daddy Daughter Dance
 - a. Plan and organize the event.
 - b. Promote and advertise the event.
 - c. Solicit volunteers to decorate, run games/raffles, music, serve snacks, sell tickets and welcome guests.
 - d. Transfer monies to Parent Club treasurer.
7. Family Day at the Rainiers
 - a. Plan and organize the event.
 - b. Promote and advertise event.
 - c. Work with Rainiers to order tickets.
 - d. Sell and distribute tickets.
 - e. Transfer monies to Parent Club treasurer.
8. Spring Family Social (School and Parish)
 - a. Plan and organize the event.
 - b. Promote and advertise the event.
 - c. Solicit volunteers to run games, music, serve dinner, sell tickets and welcome guests.
 - d. Transfer monies to Parent Club treasurer.
9. Pancake Breakfast
 - a. Plan and organize the event.
 - b. Promote and advertise the event.
 - c. Solicit volunteers to cook and serve breakfast and set-up/clean-up.
10. Trick-or-Trunk
 - a. Plan and organize the event in coordination with the Parish Children's Ministries.
 - b. Promote and advertise the event.
 - c. Solicit volunteers to run games, decorate trunks and donate candy.
11. Marketing
 - a. Work under the direction of the Development Director to plan and organize ways to advertise our school throughout the community:
 - i. Auburn Santa Parade
 - ii. Auburn Kids' Day
 - iii. Local Farmers Markets
 - iv. Publications
 - v. Mailings
 - vi. Other media
 - b. Solicit volunteers to work at community events with the goal to increase knowledge of the Catholic School system and potentially increase enrollment.
 - c. Oversee sale and organize the sale of Spirit Wear and HFS logo items.
 - d. Transfer monies to Parent Club treasurer.

12. Welcome Wagon/New Family Orientation
 - a. Plan and organize a gathering of new families at the beginning of each school year.
 - b. Establish a mentor program with a Veteran family to a new family.
 - c. Promote fellowship and welcoming of new families.
13. Uniform Exchange
 - a. Promote and advertise the used uniform exchange program including in-person exchange events:
 - i. Back to School
 - ii. Winter
 - iii. Spring
 - iv. End of School
 - b. Collect, organize and inventory donated articles.
14. Book Fair Coordinator
 - a. Plan and organize the event.
 - b. Promote and advertise the event.
 - c. Solicit volunteers for the event.
 - d. Transfer monies to Parent Club Treasurer.
15. Christmas Program Milk and Cookies Reception
 - a. Plan and organize the event.
 - b. Promote and advertise the event.
 - c. Solicit volunteers to garner cookies, set-up/clean-up, and decorate the event.
16. Staff Appreciation
 - a. Create and distribute teacher start-up certificates at the beginning of each school year, preferably in the form of \$250 Scrip Visa gift cards.
 - b. Plan and organize Staff Appreciation luncheons each trimester.
 - i. Solicit volunteers for the events.
 - ii. Organize meals, set-up and clean-up of events.
 - c. Organize Staff Appreciation day events during Catholic Schools Week.
17. Summer Meet and Greets
 - a. Plan and organize class meet and greets at a local park or other agreed upon place before the end of the school year.
 - b. Decide which classes, place, time, bbq?, bring your own food/drinks?
 - c. Market in newsletter and on HFS social media. Reach out to new families.

Article VI: Parent Club Leadership Team Selection and Removal

1. Vacancy in the office of President shall be filled by the Vice President.
2. For all other vacancies, recruitment for open Parent Club Leadership Team positions shall begin in June.
3. The vacant positions, duties, and their respective terms shall be announced via the Wednesday newsletter and flyers.
4. Eligible volunteers shall be appointed by the seated Leadership Team at time of appointments.
5. Leadership Team Members may be removed by the principal for not abiding by school's policies and procedures and/or not fulfilling duties as outlined.

Article VII: Parent Club Advisory Chairs/Committees

1. The needed positions and duties shall be announced via the Wednesday newsletter and flyers.
2. These positions are purely voluntary and sign-ups will be held via online form.
3. Advisory Chairs/Committees may be overseen by school/parish staff; Parent Club Leadership or other volunteers.

Article VIII: Parent Club Revenue, Budget and Expenses

1. Parent Club Revenue
 - a. All funds raised by the Parent Club (whether income, principal, gift, contribution or otherwise) shall be recorded by the treasurer.
 - b. No part of the Parent Club revenue shall insure to the benefit of an individual member or a private party except solely for reasonable compensation for services actually rendered or goods actually sold.
2. Budget
 - a. The Parent Club Leadership Team shall tally the total funds raised during the current school year and establish an annual budget prior to the end of the current school year for the next school year.
 - b. The annual budget shall be presented to all families at the first Parent Club meeting of the school year.
 - c. Any extraordinary expenses, outside the finalized budget, shall be approved by the principal and Leadership team.
3. Expense Reimbursement
 - a. The treasurer shall prepare check or cash requests for reimbursement for the Parent Club in a timely manner.
 - b. All reimbursement requests for Parent Club expenses must be submitted to the treasurer/Father via reimbursement request form before event and be approved by Father.

Article IX: Amendments to By-Laws

1. Minor Changes
 - a. Minor changes, including but not limited to typographical errors, grammatical errors, clarifying clauses, changes/deletion of Advisory Chairs/Committees, substitution of fundraising events, changes due to contractual changes and the like, shall be made upon approval of the Leadership Team.
 - b. Upon Leadership Team approval, the revised by-laws shall supersede the prior by-laws.
 - c. The school administration shall facilitate the inclusion of the new by-laws in the school records.

Article X: Compulsory Review

1. The Parent Club Leadership Team shall review the by-laws every three years or when a change in our School Principal occurs to determine if changes are warranted.

2. Such determination shall be noted and recorded in the meeting minutes.