



HOLY FAMILY SCHOOL

Parent Guild By-Laws

Revised 5/22/2013

**By-Laws of Holy Family School Parent Guild
Holy Family Church
South Pasadena**

I. THE NAME of this organization shall be Holy Family Parent Guild (hereinafter the “Guild”).

II. THE OBJECTIVES of the Guild shall be:

- A. To actively support the Parish Life Director, Principal and teachers in the philosophical goals and objectives of Holy Family School;
- B. To help parents acquire an appreciation of the ideals of a Catholic education;
- C. To promote cooperation and understanding of the educational responsibility of both parents and teachers;
- D. To provide parents with educational opportunities for the development of their child’s growth, spiritually, academically and socially;
- E. To help with fundraising endeavors;
- F. To provide communication to parents about activities and involvements of Holy Family School.

III. MEMBERSHIP

Any person who has a child enrolled in Holy Family School shall be a member of the Guild.

IV. THE EXECUTIVE BOARD

A. The members of the Executive Board shall consist of the officers listed in Section V below. The Parish Life Director and the Principal shall be ex-officio members of the Executive Board. The members of the General Board shall consist of the Executive Board and all Committee Chairpersons. The term “Board” shall be taken as meaning the General Board. The Executive Board shall be referred to specifically as the “Executive Board.” The term “School Board” shall refer to the School Board of Holy Family School.

B. The Executive Board shall:

- 1. Endeavor to achieve the objectives of the Guild outlined in Section II above;
- 2. Recommend and advise the Principal as to school policy, with the exception of the budget, employment of faculty, curriculum and matters governed by the laws of the State of California, or any other applicable governing body;
- 3. Approve or disapprove the recommendations of its committees; and
- 4. Establish committees on an ad hoc basis.

V. OFFICERS

A. The Executive Board of the Guild shall be composed of the Parish Life Director, the Principal and Officers of the Guild. The officers shall be:

- President
- President-Elect
- Vice President of School Affairs
- Vice President of Fundraising
- Vice President of Spirituality
- Vice President of Finance (Treasurer)
- Recording Secretary/Educational Programs
- Newsletter Publisher
- Historian/Community Support

The term of office shall be two (2) years, with the exception of President-Elect and President, who will serve one (1) year as President-Elect and one year as President. In addition, no one shall serve on the Executive Board for more than four (4) years in succession unless a member is asked by the President.

B. A Nominating Committee shall be composed of 5-6 members, including the President-Elect and a representative sampling of the Guild. Suggested names of those to serve on the Nominating Committee shall be submitted at the March meeting of the Executive Board.

1. Nominations will be solicited from the members of the Guild. Candidates for membership of the Executive Board shall be selected by the Nominating Committee, for approval by the Parish Life Director and Principal. The President is selected from the Guild by the Parish Life Director. Candidates for chair positions will be submitted to the Executive Board for approval. These officers shall be presented at the May Executive Board meeting and installed at the time agreed upon before or just after the start of the new school year. The new officers shall assume their duties on the first day of July.
2. To generate enthusiasm, creativity and encourage new members, no committee chairperson(s), including Head Room Parents, shall serve in a position for more than two (2) years in succession, unless requested by the Executive Board.

VI. DUTIES OF OFFICERS

All officers shall be responsible for putting together a notebook/event report for their successors. Officers shall also collect a notebook/event report from the chairpersons they oversee.

- A. **President:** Shall be the Executive Officer and shall preside at all meetings; represent the Guild at all functions; appoint, with the sanction of the Executive Board, committees not otherwise provided; be an ex-officio member of all committees and shall be an ex-officio member of the School Board. The President will appoint a parliamentarian from the existing Executive Board.
- B. **President Elect:** Shall act as an aide to the President and attend all Executive Board meetings; preside over meetings in the absence of the President; be available for special assignments as deemed necessary by the President; be responsible for tracking the Family Service Hour Program; chair the Nominating Committee per section V.B.; as well as prepare to be President the upcoming school year.
- C. **Vice-President of School Affairs:** Shall be in charge of the Room Parents and represent them at the Executive Board meetings and shall oversee and communicate with the Hot Lunch, Trading Post and Special Friends Day/Talent Show chairpersons.
- D. **Vice-President of Fundraising:** Shall oversee and communicate with all fundraising chairpersons of the two primary Guild fundraisers: the fall gift/wrapping paper fundraiser and Jog-A-Thon; maintain family fundraising records; and oversee mini-fundraising events throughout the year.
- E. **Vice President of Spirituality:** Shall oversee the Spirituality Room Parents and Retreat Coordinators; facilitate the Spirituality Room Parent monthly trainings/retreats, and coordinate their activities with the faculty, student council and parish and represent the Spirituality Room Parents and Retreat Coordinators at the Executive Board meetings.
- F. **Vice President of Finance (Treasurer):** Shall be responsible for keeping correct and adequate records of all the Guild's income and expenditures; submit a report on the financial status to the Executive Board at each meeting and the nature and extent of all income, withdrawals and expenses from the account during the previous period and the anticipated income and expenses for the next ensuing period; prepare such written reports concerning the finances of the Guild as may be requested by the Executive Board or School Board; make available for reasonable inspection at the request of the Executive Board, School Board and Guild any and all monthly statements of the Guild budget; perform such other duties as may be designated by the Executive Board, including preparation of the Guild budget for the following year; and oversee the Hot Lunch Treasurer and Guild account.
- G. **Recording Secretary/Educational Programs:** Shall keep the minutes of the Guild meetings and Executive Board meetings and oversee and communicate with the Shoebox Science and Meet the Masters chairpersons.
- H. **Vice President of School Communications:** Shall serve as chair, facilitator and overseer of the School Communications Committee (Social Media Coordinator,

Weekly Update Coordinator and Website Content Coordinator); collaborates with School office staff to create a monthly website/weekly update content calendar, oversees content dissemination; coordinates with School staff, Room Parents and Student Council for weekly content to ensure effective communication among the school community; creates and updates School Communication Guidelines.

- I. **Historian/Community Support**: Shall send out invitations and notices of meetings, according to directions from the Executive Board; be responsible for sending cards and/or flowers of congratulations, sympathy, and get well wishes to school families; help coordinate meals to families as directed by the Executive Board; be responsible for the official correspondence of the Guild; and oversee and communicate with the Parent Social, Hospitality, School Picnic, and Welcoming Committee chairpersons. Keeps a scrapbook of all Guild functions reported in the newspapers and any pictures taken of Guild activities; provides administrative support to the Newsletter Coordinator; updates the Guild Bulletin Board in the school; and oversees and communicates with the Yearbook and Family Envelope chairpersons.

VII. MEETINGS

Executive Board meetings will be held monthly at a time to be determined by the Executive Board. The frequency and schedule of Guild meetings shall be determined by the Executive Board and communicated prior to the beginning of the school year. Attendance at these meetings shall be mandatory. Special meetings may be called by the Parish Life Director, Principal or Executive Board. Meetings may be cancelled at the request of the Executive Board.

VIII. VACANCIES

Vacancies in an office shall be filled by appointment of the Executive Board.

IX. VOTING

In order to vote, there must be a quorum (i.e. two-thirds (2/3) of the members of the Executive Board present.

X. BUDGET

- A. A budget for the following school year shall be determined by April 30 of the current school year. The Guild's commitment to the school shall be submitted to the Principal for inclusion in the School Budget at that time. The budget and the Guild's commitment to the school will be subject to the approval of the Parish Life Director or Principal.
- B. Parent Fundraising Commitment – Based on the annual budget, the Executive Board shall approve the annual family fundraising commitment. This commitment shall be set annually by the Executive Board and shall be a requirement of all families. The Vice President of Fundraising shall be responsible for overseeing and developing

procedures to monitor and track all Holy Family School families' fundraising commitment. Failure to meet family fundraising commitment by May 15 will result in a penalty of \$25.00 per family.

- C. Monies received from fundraising by the Guild will be deposited into the Holy Family School account.
- D. The monies collected for the Hot Lunch program shall be deposited in the Holy Family School Parent Guild account. The signatures of the President, Vice President of Finance (Treasurer), Hot Lunch Treasurer, Principal and Parish Life Director shall be on this account. The signature of any one of these individuals is all that is required for all expenditures and not in excess of \$1200. A check in excess of \$1200 requires two signatures of the individuals listed above.
- E. A balance of two thousand dollars (\$2,000.00) shall be kept in the Guild's checking account for operating expenses during the entire school year.
- F. All requests of reimbursements from Guild must be made in the fiscal year the costs were incurred (by June 30) and no later than 60 days of the day of event whichever comes first.

XI. RATIFICATION AND AMENDMENTS

These By-Laws and any amendments become effective when duly approved by the Executive Board and ratified by the Parish Life Director. The By-Laws may be amended by a two-thirds (2/3) vote of the Executive Board. Any amendment so adopted shall become effective when duly approved by the Principal and ratified by the Parish Life Director. These By-Laws were duly approved by the Principal and ratified by the Parish Life Director.

Revised April, 2013