

# **Our Mother of Consolation Parish School Home and School Association By-laws**

## Purpose

Subject to the authority of the Pastor and the Principal, the purpose of the OMC Home and School Association is:

To work together to enhance the spiritual, academic, cultural, social, and physical experiences of the children at Our Mother of Consolation Parish School by

- 1) building a sense of community within the school, among school families, and in the parish
- 2) raising funds for school programs and projects as requested by the Principal
- 3) supporting the efforts of school faculty and staff
- 4) promoting volunteerism and then supporting volunteer efforts in the school community

## Membership

All OMC parents, guardians, parishioners, faculty, staff and clergy interested in the work of the Home and School Association are considered members. Membership "dues" for parents and guardians are included in the annual activity fee.

## General Membership Meetings

The Home and School Association will host two General Meetings during the school year: one at Back-to-School Night and one in the weeks after Christmas. At the latter meeting the Pastor, Principal, President of H&S, Chair of the School Advisory Board and School Advancement Director will update the school community on the state of the School. At the end of the school year a written Final Report should be issued from the Board including a financial accounting.

## Home and School Association Board

The administration of the Home and School Association is carried out by the Home and School Association Board. This Board consists of the Principal, the Pastor of OMC Parish, and the Four Executive Officers whose roles are described below. These six members are required to meet monthly from August through

June of the school year(s) for which they serve. Their meetings are open to all in the Home and School Association. The Board has the authority to fill vacancies among the officers should these arise within a term.

### Executive Officers of the Home and School Association Board

#### Elected positions

##### *President* – one-year term

The President presides at the Board meetings; creates and circulates an agenda before each meeting; should receive notice of all committee meetings; may appoint ad-hoc committees; may be asked *ex officio* to report to other parish committees and councils about the activities of the Home and School Association.

##### *Vice-President/President Elect* - two-year term (the second year as the new President)

The Vice-President performs the President's duties whenever the President is absent; takes on tasks as decided by the Board; oversees and reports on the efforts of the fundraising committees; shall assume the President's duties after serving one year as Vice-President or earlier should the President's office become vacant.

##### *Secretary* – one year term with option for one-year renewal

The Secretary keeps the minutes of the Executive Board Meetings and circulates these minutes to the Executive Board in a timely fashion; the Secretary maintains an updated email group list for the Board and can facilitate communication within the group between meetings; the Secretary maintains correspondence for the Board as needed.

##### *Treasurer* – two-year term

The Treasurer receives all monies raised by the Association committees and disburses funds only as directed by the Executive Board; makes financial reports at each Executive Board meeting; maintains the financial records of the Home and School Association; helps the Chairs of Standing Committees and Coordinators to plan budgets for programs, events, and projects they are undertaking.

## Standing Committees and Coordinators

### Appointed positions

The Board has the authority to delete or add standing Committees and has the power to appoint Chairpersons and Coordinators. These appointments are for one year with the option for renewal if the Board so approves. The Board welcomes the active participation of these Chairpersons and Coordinators at its monthly meetings. Final authority for decisions does, however, reside with the Board itself.

### Committee Chairpersons and Coordinators

- 1) attend Board Meetings monthly to report on their areas, offer advice, and aid in Board deliberations;
- 2) must always seek Board approval for upcoming projects or expenditures;
- 3) create written budgets and plans for the programs, projects, and events they propose;
- 4) should actively recruit volunteers to serve on their particular committees or areas.
- 5) Keep a binder and discs of materials related to the position to give to the next person in that job

Appendix A (attached) lists those Standing Committees and Coordinators which have been approved for a given School Year. The functions of the committees and the roles of the coordinators are also described.

## Elections

As part of the recruitment and election process, the Board will annually review and approve for the following year the Committees and Coordinators to ensure the best use of volunteer talents and energy in the school.

Each year at the April meeting the President should appoint an ad hoc Nominating Committee comprised of outgoing Officers, the Volunteer Coordinator, and the Homeroom Parents Coordinator to work on recruitment and nominating for the following year's Board. This committee will educate the school community about the nature and work of the Home and School Association, publicize the available positions, solicit nominations in writing for elected offices, and recruit volunteers interested in committee work. In its nominating and recruiting process, the committee will strive to ensure balance, diversity, and representation from all of the OMC Parish School community on the Home and School Board and in its committees. The Nominating Committee will obtain the consent of all those nominated.

During the second week of May, the Nominating Committee should publish a list of nominees for elected positions. Elections for Executive Offices will be held during the fourth week of May unless the Board decides otherwise. Voting will be done electronically or by sealed ballots and returned by indicated deadline through the family envelope. In the event there is only one nominee for a position, the existing Board has the right to approve and appoint that person to the position for which he or she has been nominated.

At this same time, the Nominating Committee will suggest Chairpersons and Coordinators from the pool of those interested in the work of the various Standing Committees. The Home and School Board will approve these suggestions and invite those individuals to serve.

All new Board members will be invited to attend the June meeting of the outgoing Board to ensure a smooth transition.

### Standing Rules

The Chairs of Standing Committees, Coordinators, and Executive Officers will seek Board approval, preferably in a written proposal, for projects, events, fund-raisers, etc. they are planning. It will be at the discretion of the Board to reject a proposal based on time or financial constraints. While the Board may decide that a particular project or event that the Association undertakes will not generate revenue, as a general rule, it is an objective of the Association to be fiscally responsible.

In particular, fund-raising activities shall be undertaken only with the consent of the Pastor and/or the Principal.

- These monies shall be expended only with the approval of the Pastor and /or the Principal. By the 1<sup>st</sup> of June the Treasurer will provide a report to the Board of all monies raised as near as can be determined. An up-to-date H&S account balance is included. Based on the aforementioned information, the Principal in collaboration with the Pastor will develop a "needs" list for the upcoming school year. The list will be presented to the Board at the June meeting for approval. Once approved the "needs" list will be forward to the Parish Business Office along with a check from the H&S Treasurer for deposit in the general school account. With the Pastor's permission, a nominal amount of money may be reserved in the Home and School Treasury as "seed money" for activities at the beginning of the next school year

- In-school funds acquired through Home and School Association activities make up the annual Home and School Treasury.
- The Principal in collaboration with the Parish Business office will then supervise the expenditure of the funds raised for the purposes approved by the Board. Any monies not expended as expected will be placed towards the school's general operational expenses.

Copies of the Treasurer's Report are to be given to the Pastor, the Principal and the General Membership annually.

The By-laws should be available to the General Membership at any time.

Amendments to these By-laws should be proposed at one Board meeting, ratified at a subsequent meeting, and publicized to the General Membership.

# **Appendix A: Standing Committees and Coordinators**

## **Fundraising Committee\***

This committee suggests, plans and executes events throughout the year to meet the fund-raising goals established by the Board at the beginning of each school year. This vital committee ensures that we can offer the academic/extra-curricular programs and purchase the materials, equipment, and technology that enrich our children's education.

Co-Chairs: Each fundraising event has its own co-chair(s). All fundraising activities/co-chairs report to the Vice-President of the H&S Board.

Recent Fund-raising events have included:

Yankee Candle Sale – September/October  
Book Fair - November  
Christmas Raffle – December  
Trivia Night – February/March  
Spring Soiree – April

Each of these events, especially the Spring Soiree, requires extensive planning, publicity, and volunteer organization.

These additional fund-raising activities, which have been headed by volunteers not directly under the auspices of the Fundraising Committee, have also significantly contributed to generating revenue for OMC Parish School:

Gift Card Program  
Box Tops for Education

# **Social Events and Hospitality Committee**

This committee is responsible for suggesting, planning and implementing social events for the children and families of the school. This committee will also provide refreshments for school-wide meetings and events.

Co-Chairs

Recent events and hospitality offerings have included (those on evenings or weekends are in **bold face**):

**Monthly School-sponsored Coffee Hour after 9AM Mass (1<sup>st</sup> Sunday of the month)**

**Beginning-of-Year Prayer Service/Ice Cream Social – September**

**All Parents' Social – October**

Mom and Tots Monthly Playgroup

Breakfast of Champions – November

Code of Courtesy Luncheon - November

Catholic Schools Week/Teacher Appreciation Lunch – January

Grandparents Day - January

**Parents' Social - February**

Breakfast of Champions – March

Code of Courtesy Lunch – March

Spirit Day Refreshments – June

End-of Year Family Social – June

For these events, the Social Events and Hospitality Committee is responsible for planning and budgeting, purchasing food and paper goods, reserving spaces with the Parish Office, setting up tables and chairs, decorating, publicizing through the family envelope and church bulletin, and recruiting additional volunteers as needed to serve and clean up at the events.

# **Marketing and Retention Committee**

This committee develops and implements strategies to spread the good news about OMC Parish School within the school, in OMC Parish, in neighboring parishes without schools, in Chestnut Hill and in our greater geographic area in order to maintain our enrollment and foster good relationships with these communities. The chair of this committee will also work with the OMC School Advisory Board to plan long-range strategies for marketing OMC Parish School.

Chair: School Director of Advancement

Areas for which the Marketing Committee has been responsible in recent years include:

Open Houses – Planning and staffing our Catholic Schools Week Open House (late January), our Early Education Open House (early February), and our monthly observation mornings from October-April.

Advertising – Promoting Open Houses by designing and submitting ads to local newspapers; designing and posting flyers; commissioning and distributing lawn signs; writing and placing Church Bulletin announcements for parishes.

Publicity – submitting captioned photos, press releases and original articles to the local news media to raise the profile of the school

Publications – designing and producing brochures, pamphlets, and direct mail pieces used to market the school.

Newsletter – writing and producing at least three issues of the *OMC Parish School News*.

Website – Working with our school web-designer to update our website as needed.

Parish and Community Outreach – Planning and overseeing events in the parish and local community intended to raise the school's profile, e.g. First Sunday Coffee Hours, OMC Toddlers Playgroup, Booths at Chestnut Hill Festivals, Walk-to-School Days, OMC Classes reading to Local Library Storytimes, etc.



Social Media – Creating and maintain content to be used on Social Media sites such as Facebook, Twitter, and others as needed.

State of the School Meeting – Creating and distributing notice of this annual meeting (considered a General H&S meeting); making sure materials are ready for meeting, including re-registration materials; providing refreshments as needed for the meeting.

## **Volunteer Coordinators**

Co-Coordiators

This team will

- devise a system for tracking volunteer hours; maintain records of hours volunteered by each family
- Keep the community informed about other local training session opportunities. Seek to arrange for sessions to be held at OMC
- facilitate paperwork for volunteers to obtain clearances
- work with Mr. Hagy and Mrs. Lasek to keep an updated list of volunteers with clearances
- work with all of the H & S Committee Chairs and the Hot Lunch Coordinator to assess volunteer needs, recruit volunteers and place them as needed at the beginning of the year and on an ad hoc basis as the year proceeds
- recruit and schedule volunteers in particular for Lunch Monitors and Yard Duty
- serve on the Nominating Committee to identify school parents who would be willing to take on elected or appointed positions on the Home and School Board

# **Spiritual Life Committee**

This committee will work to ensure that all members of the OMC Parish School Family are offered opportunities to nurture their own spiritual lives, grow as a Christian community and deepen their knowledge of the Catholic faith.

Chair

Activities:

Opening Prayer Service and Ice Cream social

Parents' Prayer – Meets in the convent on Friday mornings for prayer and fellowship at 8:15 a.m. whenever school is in session. All Welcome!

Grades Pre K – 2 – Parent/child workshops centered on family prayer and Faith strengthening

Grades 3-5 – Annual campfire for parents and children centered on prayer and faith strengthening

Grades 6-8 – Dinner and Movie Nights for parents and children centered on a faith building theme.

Entire School Community – Beginning-of-Year Prayer Service/Ice Cream Social

Additional workshops in Lent and Advent after Sunday Masses in collaboration with the Parish DRE.

Other considerations:

Exploring the Catholic Faith – An informal discussion over coffee or a meal to be scheduled once or twice during the school year, inviting non-Catholic parents to learn more about the Catholic faith and the RCIA process.

Family Envelope Prayer Corner -- organize and update information about births, deaths, illnesses, etc. that members of the OMC Parish School Family would like to share with each other so that we may remember each other in prayer at such times.

# Homeroom Parents Coordinator

Parents who serve as Homeroom Parents are a vital link within the school between the families and the faculty and between the Home and School Association and the individual classes. Often, parents who have gotten involved first as Homeroom Parents become our most active school volunteers in many other capacities, so it is important to develop this particular network and to continue to draw new parents into this role each year.

## Homeroom Parents Coordinator

This person will:

- Recruit one or two Homeroom Parents for each class from Pre-School – Eighth Grade
- Work to ensure a balanced and diverse representation of school families in this role; also encourage participation by different parents in the role from year to year in a given class
- Hold a meeting for Homeroom Parents to learn about their roles and meet each other
- Maintain an updated list of Homeroom Parents contact information
- Communicate with the Homeroom Parents on a regular basis in order to foster a sense of community both within individual classes and throughout the school community
- Serve on the Nominating Committee to identify school parents who would be willing to take on appointed or elected positions on the Home and School Board
- Approve and communicate any collection of money within an individual class – for instance to contribute to the Class Basket for the Spring Soiree. All money must be held in the school office.
- Ensure that all Homeroom Parents are fulfilling their roles which are described below:

In each grade, one or two Homeroom Parents will

- meet with the classroom teacher at the beginning of the school year to offer assistance. The extent to which Homeroom Parents are involved in the life of the classroom is entirely at the discretion of the teacher. Teachers may want help with planning classroom celebrations, researching field trips, or enlisting parent volunteers.
- get to know all the parents or guardians in your class by name.
- serve as a contact person for the Home and School Association in communicating with parents in that class.

- organize a class basket for the annual Home and School fundraiser.
- **organize class parent volunteers to host the First Sunday Coffee Hour to which your class is assigned. \*[N.B. for 2010-2011 this function is being covered by the new Coffee Hours Coordinator:** promote a sense of class community, perhaps by suggesting All Class social events that are free and easy such as a class walk in the Wissahickon, end-of-year pot-luck picnic at a local playground, or Moms' Nights Out. Encourage all class families to attend.

Special Homeroom Parent duties:

Grade 1 parents host a small celebration for the Kindergarten Step-Up in June

Grade 7 parents host a picnic for the Eighth Grade families in June

Grade 8 parents do fundraising for various expenses including a yearbook, class trip, and class gift

revised February, 2013