

St Joseph School Parent Club Constitution – Amended 2015

Article I Name: The name of the Club shall be St. Joseph School Parent Club.

Article II Purpose: To provide support for the educational and recreational needs of the children of St. Joseph School (SJS) and to promote a good working relationship between parents, teachers, Pastor and Principal of SJS.

Specific Goals:

- Work with teachers for the common good of the school and Parish.
- Help to supply parent volunteers for fundraisers.
- Provide money for items to aid in educating our students.
- Provide activities for students by coordinating special days and events.

Article III Membership and Meetings: The membership of Parent Club includes all parents and guardians of children attending SJS, as well as the teachers, Principal and Pastor.

The President, Board and Principal will set a schedule of monthly Parent Club meetings. The Board will meet monthly prior to Parent Club meetings. Simple majority of those present and voting staff shall carry a motion at a meeting. All members and officers are entitled to a vote.

Article IV Officers: The officers of the club shall be as follows:

- President:** Presides at monthly meetings and holds monthly board meetings. Schedules the meetings. Follows Robert's Rules of Order, prepares an agenda, opens and closes the meetings. Makes committee assignments. Distributes agenda topics prior to meetings. Serves a one year term.
- Vice-President:** Presides in the absence of the President. Oversees chairpersons of fundraisers and events. Serves a one year term. Appointed as President the following school year.
- Secretary:** Keeps minutes of all meetings. Takes care of correspondence. Announces meetings through school website. Serves a one year term.
- Treasurer:** Custodian of funds. Keeps track of classroom allocations for field trips. Gives financial report at every meeting. Supplies quarterly reports to diocese through Parish office. Serves a two year term.

- Sunshine Team:** Requires a minimum of two people.
Family outreach (i.e., welcome new families)
Community outreach (i.e., Giant Eagle)
Organizes Teacher conference dinners.
Serves a one year term.

Article V Committees and Procedures:

Committees: The formation of committees is the responsibility of the President. All Committees are composed of a Chairperson and volunteers.

Lead Class Parents: There will be one Lead Class Parent volunteer for every grade. The Lead Class Parents are responsible for getting other parents to help in each grade. Lead Class Parents are expected to attend the Parent Club Meeting or send a Representative. In the event there is more than one volunteer per grade a lottery system will be used to choose the Lead Room Parent.

Officer Nominations: The Secretary accumulates names of willing members who will serve as officers for the next school year. Then prepares a slate for member to vote. The Vice President counts the votes, announces the newly elected officers, and arranges for installation of the new officers.

Constitution Changes: The constitution for Parent Club will be reviewed in April of each year. Any revisions will be voted at the May Parent Club meeting.

Article VI General Finance:

The Parent Club budget for the school year will be presented at the September Parent Club Meeting.

A balance of not less than \$4,000.00 must be retained in the treasury for the following school year. These funds along with fundraising income will be used to cover all budgeted items.

The following items will be included in the annual Parent Club budget:

1. Office and teacher supply allowance
2. Lamination machine supplies
3. Educational enrichment
4. Parent Club start up
5. Class field trip fees and transportation
6. Classroom and school wide parties (i.e., Open House, Holiday parties, Science Fair)
7. Catholic Schools Week and Campus Appreciation Event
8. Field Day
9. Kindergarten and Grade 8 graduation celebrations
10. Miscellaneous

All non-budgeted expenditures exceeding \$400.00 must be voted on at a monthly meeting. Any non-budgeted expenditures less than \$400.00 must be discussed by The Board and approved by a majority of The Board.