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

*Latest revision –June 2019*

Purpose

Subject to the authority of the Pastor, the Principal, and the Board of Limited Jurisdiction (BLJ), 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 all school families, and in the parish

2) raising funds for the support of school programs and projects that are not ordinarily considered to be part of the school budget, and as requested by the Principal, Pastor, and BLJ

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 conduct two General Meetings during the school year: one at Back-to-School Night and one State of the School mid year meeting. At the latter meeting the Pastor, Principal, President of H&S, Chair of the Board of Limited Jurisdiction 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 will be issued to the Board of Limited Jurisdiction and the School Advancement Director from the Home and School Board including a financial accounting of the school year past, and a budget for the Home and School Association for the next academic year.

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 Five Executive Officers whose roles are described below. These seven 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 members of the Home and School Association as defined above. The Board has the authority to fill vacancies among the officers should these arise within a term via an appointment process, or through a special election.

Executive Officers of the Home and School Association Board

The term of office shall begin July 1 and conclude June 30 each year.

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.

*Past-President – one-year term*

The past President is a welcome advisor for the Home and School Executive Board and is invited to attend meetings of the Executive Board.

*Secretary – two year term.*

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.

*Co-Treasurer – two-year term*

The Co-Treasurer assists the Treasurer in all duties and serves as Treasurer once existing Treasurer term is complete.

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 physical and/or electronic materials related to the position to give to the next person in that job

### Appendix A (below) 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 by indicated deadline using an electronic survey or polling tool such as Survey Monkey or Google Forms. 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, fundraisers, 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 BLJ, Pastor and /or the Principal. By the 1st 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 Executive members in cooperation with the Principal and Pastor will transfer the stated fundraising goal over to the School account, and will document a proposed portion of the remaining account balance to be used for supporting fundraising in the next school year, and earmarked for teacher/classroom grants. 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 BLJ, Pastor, and Principal in collaboration with the Parish Business office will then supervise the expenditure of the funds raised for the purposes approved by the Board.

Copies of the Treasurer’s Report are to be given to the BLJ, Pastor, 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 Committees\*

The committees suggest, plan and execute event throughout the year to meet the fundraising goals established by the Board at the beginning of each school year. These vital committees ensure that we can offer the academic/extracurricular 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 and programs have included:

Book Fair - November

Handbag Bingo – November

Trivia Night – February/March

Spring Soiree – April/May

Hot Lunch Program - Throughout School Year

Gift Card Program

Box Tops for Education

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

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 as requested.

Co-Chairs

Recent events and hospitality offerings have included:

* Beginning-of-Year Prayer Service/Social – September
* All Parents’ Social – October
* Catholic Schools Week/Teacher Appreciation Lunch – January / May
* VIP Day - May
* 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 Board of Limited Jurisdiction 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 Coordinator

This individual 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 the Principal and Administrative Staff 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 be chaired by the Campus Minister 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 may include services such as:

* Prayer Services
* Classroom Spiritual Advocates
* Events school wide or by grade to deepen understanding of our Catholic Christian school identity.

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 potluck 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

Hot Lunch Coordinator and Co-Coordinator

The Hot Lunch committee is responsible for the establishment and delivery of hot lunch options during the school year. The Coordinator is responsible for:

* Establishing relationships with food providers
* Negotiating rates for food, and setting prices for food items to be purchased
* Communicating food ordering options for each day food service is provided
* Providing mechanism for parents to place orders for lunches
* Collecting monies in advance of food service from parents for their orders
* Delivering collected monies to the Treasurer or Co-Treasurer for depositing, and confirming invoices from food providers

The Co-Coordinator is responsible for:

* Recruiting parent volunteers
* Scheduling of volunteers for lunch delivery