

Revised 4/2016

Holy Name Catholic School Parent Service Organization Bylaws

ARTICLE I: NAME

The name of this organization is the Holy Name Parent Service Organization (“PSO”)

ARTICLE II: PURPOSE

The purpose of the Holy Name PSO is to assist the School Administration and Faculty in providing the best Christian educational program for our students. Voluntary services, social activities and fundraisers are presented throughout the year in an effort to facilitate this purpose and to create a community atmosphere.

ARTICLE III: OBJECTIVES

The objectives of the Holy Name PSO shall be:

- To administer parent volunteer programs within Holy Name School
- To facilitate better communication between parents, school administrators, faculty and church active in the childrens’ welfare
- To sponsor educational and social programs
- To work with the Principal to establish and promote educational, social, and/or fundraising events for the benefit of Holy Name School and to coordinate such events.

ARTICLE IV: MEMBERSHIP AND DUES

The membership of the PSO shall consist of all registered families for the current school year who agree with the Purpose and Objectives of the PSO. The organization will seek dues from the membership at the beginning of each school year. Yearly dues are \$50 and payable within the first month of the school year or upon first month of enrollment.

ARTICLE V: BOARD OF DIRECTORS

Section 1- The Board of Directors: The board of directors shall consist of the Executive Committee and Standing Committees/Reps. They are responsible for the day-to-day management of the PSO. Each member in good standing has voting rights for all PSO business decisions. In the event that a board member holds multiple positions, only one vote per person will be counted. Each Standing Committee accounts for one vote regardless of the number of committee members. In the event that the vote is not unanimous that committee's vote will be null.

The positions of the board are as follows:

A. Executive Committee

1. Pastor Ex Officio
2. Principal Ex Officio
3. Chairperson
4. 1st Vice Chairperson/Chairperson Elect
5. 2nd Vice Chairperson
6. Secretary
7. Treasurer
8. Past Chairperson

B. Standing Committees

1. Communications
2. School Hospitality
3. Faculty Hospitality
4. Family Coordinator
5. Fundraising
6. School Social
7. School Spirit
8. Cultural Enrichment

Section 2- Special Committee Groups: The chairperson may appoint special committee groups. These committees shall not operate independently but under the direction of the Chairperson and/or executive board member or standing committee member. The special committee groups will have no voting power, but will be assigned to a position that carries a vote.

ARTICLE VI: EXECUTIVE COMMITTEE AND STANDING COMMITTEE SELECTION

Section 1- The Nominating Committee: The 1st Vice Chairperson/ Chairperson Elect will select the nominating committee in January. The nominating committee is to consist of three to five members and shall nominate one or more eligible persons for each office to be filled.

In February of each school year, an announcement shall be published about available positions on the Board of Directors.

In March of each school year, The Nominating Committee's proposed slate of officers will be introduced at the PSO Board meeting. The Board of Directors and any other PSO members who attend the Board meeting shall be eligible to vote on the proposed slate of officers presented by the Nominating Committee. The Chairperson will then present the approved slate of Officers to the Principal for final approval in April, before Installation at the final PSO meeting of the school year in May.

Members are eligible for the office of Chairperson and 1st Vice Chairperson only if they have previously served on the Board for at least one year, or have other previous experience on PSO Committees and have the approval of the School Principal and Nominating Committee to hold the office.

Section 2- Terms of Office: Executive Committee members and standing committees shall serve a term of one year and shall remain in office until the end of the school year. No Executive Committee member shall be eligible for the same office for more than 2 consecutive years. Standing Committees shall be eligible for the same office for an unlimited number of years.

Section 3- Vacancies: The Board of Directors may remove from office by majority vote any Executive Committee or Standing Committee member for violating school policy, school rules, school code of conduct, or Archdiocesan guidelines. A vacancy in any position because of removal, resignation, or otherwise, may be filled for the remaining portion of the term

by majority vote of the board of directors present at the designated board meeting.

Section 4- Installation: The approved PSO slate for the following school year will be installed into position at the last PSO meeting of the year in May.

ARTICLE VII- DUTIES OF OFFICERS AND STANDING COMMITTEES

Section 1- Executive Committee: The duties of the Executive Committee shall be: To oversee the duties of the Standing Committees as well as to transact necessary business of the organization, assist in creating Standing Committees, and help prepare a budget for the following year. The Budget Committee shall be the outgoing Chairperson and Treasurer and the incoming Chairperson, 1st Vice Chairperson, Treasurer, and School Principal. The final budget must be sent to the Parish business office in May.

A. **Chairperson:** The Chairperson works in conjunction with the Principal to further the objectives of the PSO. The President shall:

- Preside over and preserve order at all PSO meetings
- Work with School Principal to prepare monthly PSO meeting
- Notify voting members of monthly PSO meetings
- Outline annual PSO events
- Coordinate work of the officers and committees in order that the objectives may be achieved
- Distribute PSO By-laws to Board Members
- Draft and manage annual budget
- At the end of the term, assist the Chairperson-Elect with transition to office of Chairperson.
- Work with all assigned Special Committees and Family Coordinator(s) Committee

B. **The 1st Vice Chairperson/Chairperson Elect shall:**

- Assist Chairperson and convene PSO in absence of Chairperson

- Assume the office of Chairperson in subsequent school year
- Chair Nominating Committee
- Encourage membership by all families in the PSO
- Collect dues and report on membership
- Volunteer Coordinator
- Responsible for welcome breakfast
- Work with School Social and School Spirit Committees

C. The 2nd Vice Chairperson shall:

- Assist Chairperson and convene meetings in the absence of Chairperson or 1st Vice Chairperson.
- Coordinate volunteer sign-up at PSO breakfast
- Coordinate facilitate and oversee all aspects of the room parent program
- Distribute PSO meeting notes to room parents to ensure they are shared with the teachers and classrooms
- Work with School Hospitality Committee and Faculty Hospitality Committee

D. The Secretary shall:

- Record the attendance and minutes of each meeting of the Executive Board Meetings and provide copies to the Executive Committee and Principal within 48 hours of each meeting
- Publish the approved PSO meeting minutes, on the school website and weekly notes and include notice of the next PSO meeting date and time
- Maintain PSO calendar and send out reminders of meetings and events

- Keep a readily-available copy of the minutes meeting agendas, bylaws, code of conduct, PSO forms, and any other necessary documents or supplies and bring them to meetings
- Send the organizations correspondence
- Work with Communication's Committee and Cultural Enrichment Committee

E. The Treasurer shall:

- Custodian of organizational funds
- Keep accurate account of receipts and expenditures
- Make disbursements in accordance with the approved budget as authorized by the Executive Committee
- Present financial statement at PSO meetings and at other times requested by the Board
- Present annual report at final PSO meeting
- Determine annual PSO budget with incoming Executive Committee and School Principal
- Oversee accounting of various fund raisers
- Submit a year-end financial report to the Archdiocese
- Work with Fundraising Committee

Section 2- Standing Committees: The duties of the Standing Committees shall be: To transact general business of the organization, stay informed of ongoing School and PSO business by reading school and PSO communications, to approve plans of the Executive Committee and Standing Committee, approve routine bills within the limits of the budget and all other financial transactions, to serve for a term of at least one year and remain in office until successors assume office, and attend monthly board meetings. All Standing Committee members need to complete and submit a completed committee Wrap-up Template within two weeks of all completed committee event(s). The Standing Committees shall be:

- A. Communications
- B. School Hospitality
- C. Faculty Hospitality
- D. Family Coordinator
- E. Fundraising
- F. School Social
- G. School Spirit
- H. Cultural Enrichment

Please see Standing Committee Addendum for detailed job descriptions

ARTICLE VIII- Meetings

A regular meeting of this organization shall be held once a month unless otherwise specified by the Chairperson and School Principal. Five days notice shall be given for a change of date and special meetings held by the Board. The last regular meeting of the school year shall be the meeting at which annual reports shall be received and new officers installed.

Section 1- Agenda: Agenda items must be submitted at least 48 hours prior to meeting to the School Principal. Upon approval, agenda will be distributed to school community.

Section 2- Attendance: Regular meetings shall be open to parents of all Holy Name students. The presiding officer may allow participation at his/her discretion.

Section 3- Motions: The privilege of making motions, debating and voting at meetings shall be limited to the Board of Directors. Each Standing Committee Chairperson shall be allowed one vote.

Section 4- Financial Requests: Requests for various financial needs must be presented prior to their desired date.

Section 5- Roberts Rules of Order: Roberts Rules of Order revised shall be the official reference book, but the meetings will be informal rather than parliamentary.

ARTICLE IX- AMENDMENTS OF THE PSO BY-LAWS

These By-Laws may be amended at any regular meeting of the Board by a two-thirds (2/3) vote of the members present and voting provided that the notice of the proposed amendment shall be given five days prior to the vote. A yearly committee may be appointed to submit a revised set of the By-Laws.

ARTICLE X-STANDING COMMITTEE ADDENDUM

Amendments to the Addendum will be updated yearly by the out going Standing Committee Chair(s) and voted on at the April PSO meeting

ARTICLE XI-CODE OF CONDUCT

All members of the PSO are to follow school policy at all school related functions, activities, and meetings. PSO members are ambassadors for our school and should always speak well of it to others and be respectful of our school and parish community. All distributed PSO communication must be approved by the PSO Chairperson and Principal prior to any distribution.

ARTICLE XII- DISSOLUTION

Should Holy Name Parent Service Organization dissolve, all assets will revert to Holy Name Catholic Church.

