

**ST. ANDREW CATHOLIC SCHOOL  
PARENT ASSOCIATION**

**BYLAWS AND  
ROLES AND RESPONSIBILITIES**  
August 1, 2017

# INDEX

## BYLAWS

ARTICLE I	TITLE	1
ARTICLE II	ADVISORY CAPACITY	1
ARTICLE III	PURPOSE	1
ARTICLE IV	MEMBERSHIP	2
ARTICLE V	MODERATOR AND ADMINISTRATIVE OFFICER	2
ARTICLE VI	FINANCIAL ISSUES	2
ARTICLE VII	FINANCES	2
ARTICLE VIII	OFFICERS OF THE PA	2
ARTICLE IX	CHAIRPERSONS OF THE STANDING COMMITTEES	3
ARTICLE X	MEMBERSHIP OF THE PA EXECUTIVE COMMITTEE	3
ARTICLE XI	NOMINATION OF OFFICERS	3
ARTICLE XII	REGULAR MEETINGS OF THE EXECUTIVE COMMITTEE	3
ARTICLE XIII	CONDUCT OF MEETINGS OF THE PA EXECUTIVE COMMITTEE	4
ARTICLE XIV	DUTIES OF OFFICERS	4
ARTICLE XV	STANDING COMMITTEES	5
ARTICLE XVI	SPECIAL COMMITTEES	6
ARTICLE XVII	AMENDMENTS	6

## ROLES AND RESPONSIBILITIES

PA EXECUTIVE COMMITTEE	7
PA STANDING COMMITTEES	7
HOSPITALITY COMMITTEE	7
NOMINATING COMMITTEE	8
SERVICE COMMITTEE	8
VOLUNTEER COMMITTEE	8
FUNDRAISING COMMITTEE	8

# **PARENT ASSOCIATION (PA) BYLAWS**

## **ARTICLE I**

### **TITLE**

The name of this organization shall be the St. Andrew Catholic School Parent Association, hereinafter referred to as "PA." It will be established and continued at the discretion of the pastor with the approval of the Archdiocese of Los Angeles Education and Welfare Corporation, hereinafter referred to as the "Department of Education."

## **ARTICLE II**

### **ADVISORY CAPACITY**

In view of the responsibilities imposed on the pastor of Parish and the Ordinary of the Archdiocese of Los Angeles by Canon Law that cannot be delegated, the PA and its Executive Committee described in Article X will be solely advisory in nature. The PA and its Executive Committee will function in accordance with these bylaws that shall comply with all provisions of the policies of the Archdiocese of Los Angeles, the Department of Catholic Schools and Archdiocesan elementary schools. All recommendations and actions of the PA and its Executive Committee are subject to the established Archdiocesan school regulations and policies of the Department of Catholic Schools pursuant to directions of the Ordinary of the Archdiocese of Los Angeles and to Canon Law.

## **ARTICLE III**

### **PURPOSE**

The purposes of the PA are to:

- Promote open communication among the parents, teachers and administration
- Provide support for the principal in his or her role as the administrator of the school program
- Promote goodwill and cooperation between and among parents, faculty, administration, and parish
- Direct and coordinate parental support through parent education activities and social functions that build community
- Help build and enhance the faith community of school and parish
- Raise funds for the school
- Coordinate the service and volunteer programs
- Lobby for legislation that has a positive impact on the school and its students

In addition, the PA exists to support the principal and staff in their endeavors to provide a quality, Catholic education for all students and to help parents and teachers develop a mutual understanding of and appreciation for the ideals of Catholic education, especially in terms of proclaiming the Gospel message, building community, and educating for service and worship.

**ARTICLE IV**  
**MEMBERSHIP**

The membership of the PA shall be drawn entirely from the following:

- The pastor
- The principal
- The faculty and staff
- The parents and/or legal guardians of pupils currently enrolled in St. Andrew Catholic School

**ARTICLE V**  
**MODERATOR AND ADMINISTRATIVE OFFICER**

The pastor shall be “ex officio” moderator of the PA. The principal shall serve as the administrative officer of the PA.

**ARTICLE VI**  
**FINANCIAL ISSUES**

Subject to the Department of Catholic, the pastor shall have the responsibility for all budgetary and financial decisions affecting the school, including PA funds and fundraising, tuition charges, and salaries, and may not delegate such responsibilities.

**ARTICLE VII**  
**FINANCES**

Financial operation of the PA shall be governed by the following regulations:

- All monies received by the PA through fund raising activities will be deposited into the school account.
- All expenses incurred by the PA are to be paid from the school account
- A detailed financial report of the account shall be provided by the school business manager for the principal, pastor and PA Executive Committee on a monthly basis
- The treasurer shall maintain all statements and records.

**ARTICLE VIII**  
**OFFICERS OF THE PA**

Officers of the PA shall be:

- President
- Vice President
- Secretary
- Treasurer

- Parliamentarian
- Faculty/Staff Liaison as appointed by the principal

The principal shall serve as administrative officer and the pastor shall serve as ex officio moderator of the PA.

**ARTICLE IX**  
**CHAIRPERSONS OF THE STANDING COMMITTEES**

Chairpersons of the Standing Committees shall be:

- Hospitality Chair
- School Service Chair
- Volunteer Chair
- Fundraising Chair

**ARTICLE X**  
**MEMBERSHIP OF THE PA EXECUTIVE COMMITTEE**

Members of the PA Executive Committee shall include all Officers of the PA and all Chairpersons of the Standing Committees. In addition, the PA Executive Committee shall include the principal of the school and the pastor.

**ARTICLE XI**  
**NOMINATION OF OFFICERS**

Officers for the PA shall be nominated by the membership in April and will be appointed by the principal in May of each year. Officers shall assume their position at the June meeting of the PA Executive Committee. Officers shall serve annually and may be reappointed to additional terms.

**ARTICLE XII**  
**REGULAR MEETINGS OF THE EXECUTIVE COMMITTEE**

Regular planning meetings of the PA Executive Committee shall take place monthly during the school year. Special meetings of the Executive Committee may be called by the president, principal, or pastor.

- Quorum: For the purpose of transacting official business, it shall be necessary that a two thirds majority of total members of the Executive Committee be present
- A simple majority of those present and voting shall carry a motion
- A written record of all acts of the Executive Committee shall be maintained and preserved by the secretary. They shall be available for inspection or reference by members of the PA at any time in the school office

**ARTICLE XIII**  
**CONDUCT OF MEETINGS OF THE PA EXECUTIVE COMMITTEE**

Whenever an agenda item is presented for action at an Executive Committee meeting, the members will attempt to reach a consensus after careful consideration and discernment in a spirit of cooperation.

Formal votes, utilizing parliamentary procedure, may be utilized at the discretion of the president. A simple majority will carry motions.

The agenda of meetings shall be:

1. Opening prayer
2. Calling of the roll
3. Approval of minutes
4. Treasurer's report
5. Correspondence
6. Committee reports
7. Unfinished business
8. New business
9. Communications
10. Closing prayer
11. Adjournment

Meetings of the PA Executive Committee should normally not exceed ninety minutes.

**ARTICLE XIV**  
**DUTIES OF OFFICERS**

The president shall:

- Have served as an Officer of the PA or as a Chairperson of a Standing Committee for a minimum of 1 year prior to becoming president. If no Officer or Chairperson accepts the position of president, it will then be open to the general membership.
- Preside at all regular and special meetings of the PA Executive Committee, and all PA meetings
- Oversee all Board Positions and Committee Chairs to ensure jobs are being completed in a timely manner
- Meet with the principal on a monthly basis

The vice president shall:

- Preside in the absence of the president
- Act as a liaison between the executive board and the room parents
- Chair ad hoc committees as requested by the president
- Perform the duties of the president when the president is unable to do so

The secretary shall:

- Be responsible for recording the minutes of the PA Executive Committee and general meetings
- Provide copies of minutes for all meetings after consultation with the president and principal
- Maintain a permanent record of all minutes and resolutions
- Forward a copy of all minutes to the PA president and principal
- Attend all PA Executive Committee meetings

The treasurer shall:

- Receive the monthly financial reports from the business manager
- Report to the PA Executive Committee at each regular meeting
- Insure all PA activities are operating within their budgets
- Be responsible for acquiring all receipts, bills or invoices that account for disbursements, and for keeping an up-to-date file of all receipts, bills, and invoices
- Attend all PA Executive Committee meetings

The parliamentarian shall:

- Assist the president as needed
- Coordinate Parent Orientation, Back to School Night and Catholic Schools Week
- Chair Executive Committee meetings if the president and vice president have a conflict of interest or wish to participate in discussion
- Assist the presiding officer by keeping track of the order of those wishing to speak, motions, amendments, voting, etc., during meetings.
- Attend all PA Executive Committee meetings

The faculty/staff liaison shall:

- Serve as the liaison between the PA and the pastor and principal
- Serve as a resource to various committees
- Serve as chair of ad hoc committees, as needed
- Attend all PA Executive Committee meetings

#### **ARTICLE XV** **STANDING COMMITTEES**

The standing committees of the PA are:

- Hospitality Committee
- Nominating Committee
- School Service Committee
- Volunteer Services Committee
- Fundraising Committee

The president of the PA shall appoint chairpersons for standing committees in May of each year, with the approval of the principal and pastor. Committee chairpersons shall serve annually and may be reappointed to additional terms.

The president of the PA shall provide a written charge for each standing committee annually.

**ARTICLE XVI**  
**REMOVAL OF MEMBER FROM EXECUTIVE COMMITTEE**

If a member of the executive committee fails to adequately fulfill their duties or is found to be acting in an unethical matter, the member may be removed at the principal's sole discretion.

**ARTICLE XVII**  
**SPECIAL COMMITTEES**

Special committees shall be established by the president, with the approval of the principal and pastor.

**ARTICLE XVIII**  
**AMENDMENTS**

Subject to all current provisions of Archdiocesan school policy, the bylaws may be amended by a vote of two-thirds of the PA Executive Committee.

Amendments must be presented to the pastor for approval.

Insofar as it complies with all current provisions of archdiocesan policy concerning the structure and operation of the Parent Association, the foregoing bylaws are duly approved by the Archdiocese of Los Angeles Education and Welfare Corporation. When executed by the principal, they shall become effective.

Dated this first day of August, 2017  
at  
St. Andrew Catholic School  
42 Chestnut Street  
Pasadena, CA 91103

By: \_\_\_\_\_

Principal



# **ROLES AND RESPONSIBILITIES**

## **PA EXECUTIVE COMMITTEE**

### **Purpose**

To provide leadership and coordination of activities for the Parent Association.

### **Membership**

The PA Executive Committee shall consist of the officers of the PA (president, vice president, secretary, treasurer, parliamentarian and faculty/staff liaison) and the chairpersons of the standing committees (hospitality, school service, volunteer and fundraising)(see PA Bylaws, Article XV).

### **Responsibilities**

- To prepare the agenda for the monthly planning meeting
- To conduct monthly planning meetings
- To coordinate activities of various committees
- To receive reports from various committees
- To ensure that PA proceedings are communicated to all parents and teachers
- To ensure that minutes are maintained
- To provide support for the principal
- To work with the principal in planning the quarterly Parent Association meetings during the school year
- To approve all fundraising activities and their respective budgets
- To audit the accounting for all monies raised by PA fundraising activities

## **PA STANDING COMMITTEES**

### **HOSPITALITY COMMITTEE**

#### **Purpose**

To provide hospitality for school events and to promote school community

#### **Responsibilities**

- Reports to Hospitality Chair
- To coordinate hosting responsibilities for all parent meetings
- To coordinate annual Welcome Back Party
- To coordinate Grandparents and Special Friends Day
- To coordinate events for Teacher Appreciation Week
- To coordinate any other events as specified by the president

## **NOMINATING COMMITTEE**

### **Purpose**

- To solicit suggestions from parents of people to serve on the PA Executive Committee
- To solicit from parents where they would like to serve on committees or on the PA Executive Committee
- To utilize the room parents as a source for suggestions for committee members
- To present a slate annually of officers and committee chairs

### **Membership**

The Nominating Committee shall consist of the president, the vice president, and the parliamentarian.

### **Responsibilities**

- To develop a questionnaire to solicit needed nominating information to fulfill the above stated purpose
- To send the questionnaire to all school parents and to summarize the information received by April 30th
- To select a slate of officers and committee chairs by May 30th
- To place parents on committees by May 30th who have the skills to complete the committee responsibilities as stated in the committee charges
- To receive approval of the slate from the pastor and principal

## **SCHOOL SERVICE COMMITTEE**

### **Purpose**

To promote school service and community, and to coordinate parent/student events.

### **Responsibilities**

- Reports to the Service Chair
- To recruit and support subcommittee members to put on events
- To communicate school events and activities to the parents
- To plan and coordinate the following annual events:
  - Mother/Daughter
  - Father/Son
  - Mother/Son
  - Father/Daughter
- To plan and coordinate any other events as specified by the president

## **VOLUNTEER COMMITTEE**

**Purpose** To meet the needs of all PA committees relating to volunteers by coordinating parent volunteer services and maintaining records of the parent volunteer program.

**Responsibilities**

- Reports to the Volunteer Chair
- To coordinate service obligations and volunteer opportunities
- To research and identify service and volunteer needs of the school, parish, and PA committees
- To identify and recruit volunteers
- To compile and categorize a list of volunteer opportunities
- To develop an email list for volunteers
- To organize ways to recognize and thank volunteers
- To ensure service records are maintained
- To prepare end of year report to bill for unperformed service
- To evaluate and propose changes and policies for service

**FUNDRAISING COMMITTEE****Purpose**

To develop and coordinate the yearly fundraising plan for the benefit of the school.

**Membership**

The Fundraising Committee shall consist of the Fundraising Chairperson and the chairpersons of the fundraising events and activities.

**Responsibilities**

- Reports to the Fundraising Chair
- To recruit and support chairpersons for each fundraising program or event including the annual Gala, Springfest and Fun & Fitness day
- To evaluate and propose future changes for fundraising events and programs
- To develop the fundraising plan for the school year in the spring
- To coordinate and seek approval for all fundraising activities and their respective budgets
- To establish goals, budget and criteria for each event
- To set yearly fundraising goals with the principal and business manager

ROLE	EVENTS & OTHER RESPONSIBILITIES
President	Everything
Vice President	Room Parent Liaison
Secretary	Minutes & Records
Treasurer	Money
Parliamentarian	Parent Orientation Back to School Night Catholic Schools Week
Hospitality Chair	Hospitality Committee Parent Meetings Welcome Back Party Grandparents/Special Friends Day Teacher Appreciation Week
Nominating Chair	Slate the Board every year
School Service Chair	School Service Committee Mother/Daughter Event Father/Son Event Mother/Son Event Father/Daughter Event
Volunteer Chair	Volunteer Committee Recruit Volunteers for various committees and events Maintain Parent Service Hours logs for all families
Fundraising Chair	Fundraising Committee Gala Committee Fun & Fitness Committee Springfest Committee