



EPIPHANY
OF THE LORD
CATHOLIC SCHOOL

**Epiphany of the Lord Catholic School Parent Association Bylaws
(the “PA Bylaws”)**

Approved:

ARTICLE I – NAME

The name of this organization shall be Epiphany of the Lord Catholic School Parent Association (the “PA”).

ARTICLE II – OBJECTIVES

The objectives of the PA shall be:

- To administer parent volunteer programs within Epiphany of the Lord Catholic School (the “School”),
- To work with the Principal to establish and promote educational, social, and/or fundraising events for the benefit of the School and to coordinate such events.
- To develop positive relationships between parents, faculty & staff, parishioners, and community members which will further the school’s mission of growth of the foundations of Faith, Knowledge, Compassion, and Character,
- To bring into closer relationship the home and School so that parents and teachers may cooperate in the education of the child.

ARTICLE III – POLICIES

The work of the PA shall be carried on primarily through committees and events. The PA shall work with the Principal as to all policies. The Principal and School Advisory Board shall have final authority in policy matters. The PA shall assist the Principal in scheduling and coordinating School fundraising and other related events and activities. The School Principal is the sole party with authority to sign contracts on behalf of the PA, unless the Principal specifically delegates that authority to another party for a specific purpose.

ARTICLE IV – PA MEMBERSHIP

The membership of the PA shall consist of all registered families and faculty for the current school year. The annual membership dues for families are determined by the Principal and paid to the School in registration fees at time of enrollment.

ARTICLE V – MEETINGS AND QUORUM

Section 1 - The meetings of the PA shall be held at times and locations as determined by agreement of the Principal and President with input from the PA Executive Board. The date,

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time, and place shall be announced publicly (i.e., via the school newsletter, website, and/or marquee) at least 24 hours in advance of each meeting.

Section 2 - The Executive Board shall meet monthly during the academic school year to conduct business of the organization. Additional Executive Board meetings may be held at the discretion of the President for special purposes. All meetings of the PA Executive Board are open to the general membership.

Section 3 - For all PA meetings in which business is conducted, the President or Vice-President must attend and preside, along with a quorum of the Executive Board. A quorum shall consist of a simple majority of the PA Executive Board. The PA Secretary shall act as secretary of all meetings of the Executive Board, but in the absence of the Secretary, the presiding officer may appoint any person to act as secretary of the meeting.

Section 4 - All meetings and business of the PA Executive Board shall be conducted according to Robert's Rules of Order, when not inconsistent with the Bylaws. The PA adheres to all Archdiocesan rules and regulations.

Section 5 - A PA Executive Board member who has any personal or financial conflict of interest in any matter affecting the PA or School shall fully disclose such interest to the PA Executive Board and shall not participate in any discussion or vote on the matter. Should the existence of a conflict be disputed, the decision of the majority of the Executive Board as to the existence of a conflict shall govern.

ARTICLE VI – OFFICER SELECTION AND INSTALLATION

Section 1 - The Executive Board: The Executive Board of the PA (the "Executive Board") shall consist of the School Principal, the immediate Past President of the PA and the following PA Officers: President, Vice President (also known as "President Elect"), Secretary, Treasurer, Room Parent Chair, Communications Chair, Advancement Chair, Volunteer Chair, Hospitality Chair(s) (up to 4 positions), and Historian. The Executive Board is responsible for the day-to-day management of the PA and each member in good standing has full voting rights for all PA business decisions. In the event that an Executive Board member holds multiple positions, only one vote per person may be counted. The Executive Board may remove from office by majority vote any Officer of the PA Executive Board for failing to perform his or her requisite duties on the PA Executive Board or for violating school policy, school rules, or Archdiocesan guidelines. A vacancy in any office, because of death, resignation, removal, disqualification or otherwise, may be filled for the remaining portion of the term by majority vote of the Officers present at the designated Executive Board meeting.

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Section 2 - The Nominating Committee: The nominating committee of the PA (the “Nominating Committee”) shall consist of the current President and current Vice-President as “ex-officio” members, the PA Secretary, the PA Treasurer, two (2) parishioners of the parish, and a faculty member of Epiphany of the Lord Catholic School. If one of these persons is unable to serve in this capacity, the Principal has authority to appoint an additional person to the Nominating Committee. This committee shall consider interested candidates and select a candidate for each available PA office. If more than one person is interested in serving in the same office, the Nominating Committee shall discuss and vote on its recommendation or in the event of a split decision, may bring the matter for vote/resolution before the Executive Board. The Nominating Committee will present a recommended slate of officers at a PA Executive Board meeting held at least one month prior to the scheduled installation of new officers (in either March or April of the school year).

Section 3 - Eligibility, Selection, and Installation of Officers: In February of each school year, an announcement shall be published in the school newsletter about available positions on the Executive Board. PA members are eligible for office if they are members in good standing as determined by the Nominating Committee. Members are eligible for the office of Vice-President and President only if they have previously served on the Executive Board for at least one year or have other previous experience on PA Committees and have the approval of the School Principal and Nominating Committee to hold the office. Except in extenuating circumstances, candidates for the office of President must have served as Vice-President for at least a portion of the immediately preceding school year. Candidates for the office of Treasurer must have some previous financial or bookkeeping training, education, or experience.

The Nominating Committee’s proposed slate of officers will be introduced at a PA Executive Board meeting in the second semester of the school year with prior notice given to PA members via the school newsletter. The Executive Board and any other PA members who attend the Executive Board meeting shall be eligible to vote on the proposed slate of officers presented by the Nominating Committee. The President will then present the approved slate of Officers to the Principal and/or Pastor for final approval before Installation.

The Principal will install the approved PA officers for the following school year during the School’s annual PA Recognition Mass held in April/May of each year. The new Executive Board will receive an annual report from previous officers, learn their responsibilities, and will assume their official duties on or before the last day of school after Installation occurs. To better prepare for the next school year, the new President may hold an introductory Executive Board meeting in the second semester after Installation of the new Executive Board.

Section 4 - Terms of Office: The term of each office shall be one year, with the exception of Treasurer, which shall have a 2-year term. All officers may hold the same office for up to two consecutive years. All officers may serve in only one office at a time, with the exception of Vice-President, who may serve simultaneously in another office if needed

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ARTICLE VII – OFFICER DUTIES

Section 1 - President: The President works in conjunction with the Principal to further the objectives of the PA. The President shall:

- a. preside and preserve order at all PA meetings,
- b. attend School Advisory Board Meetings as Ex-Officio member
- c. provide an agenda for such meetings based upon communication with the Principal and Committee Chairs,
- d. act as Chair of the Executive Board, be a member of all PA committees, and serve as liaison between school administration and PA
- e. approve expense reports and check requests from PA members for PA expenses,
- f. approve information from committees for publication in school newsletters as needed,
- g. meet monthly during the school year with the Principal to discuss ongoing PA business.
- h. at the end of the term, assist the President-Elect with transition to office of President.

Section 2 - Vice-President/President-Elect: The Vice President/President-Elect (the “Vice-President”) shall:

- a. serve as an aide to the President and officiate in his/her absence,
- b. assist the School in the annual “Grandparents’ Day” event,
- c. assume the office of President for the remaining term if the office becomes vacant,
- d. assume the office of President the following school year after serving as Vice-President.

Section 3 - Secretary: The Secretary shall:

- a. record the attendance and minutes of each meeting of the Executive Board and provide copies to the President and Vice-President within 48 hours of each meeting,
- b. publish the PA meeting minutes, after review by the President and/or Vice-President, on the school website, and include notice of the next PA meeting date and time,
- c. keep a readily-available copy of the minutes, meeting agendas, bylaws, code of conduct, PA forms, and any other necessary documents or supplies and bring them to meetings
- d. perform other duties as assigned.

Section 4 - Treasurer: The Treasurer shall:

- a. work with the President to establish a PA Proposed Budget for the School year before the first meeting is held,

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- b. keep accurate records of all receipts and expenditures of money by the PA, and reconcile such records with the School business manager's records periodically through ongoing communications with School business manager,
- c. prepare and present a financial report, including year-to-date expenditures and income received, at each Executive Board meeting,
- d. maintain and provide upon request updated expense reimbursement or "check request" forms for all PA-related expenses, and have authority to approve such expenditures for reimbursement,
- e. request cash box(es), as needed, from the School business office for PA events,
- f. adhere to the policies and procedures described in the Treasurer's binder, and
- g. maintain the Treasurer's binder in good order and provide it to the new Treasurer for transition into this office.

Section 5 - Hospitality Chair: There shall be up to four (4) Chair(s) of Hospitality, who will work together or divide responsibilities in an agreed manner to carry out the following duties:

- a. ensure that facilities are prepared and decorated (if desired) and food/beverages are provided (if requested) for designated School and PA events, including monthly faculty meetings, Staff Appreciation Luncheons, and Grandparents' Day,
- b. order and provide food and beverages, if requested, for additional events such as Snacks with Santa, New Student Testing, and New Family Orientation,
- c. serve and/or re-stock food as needed at designated events, and
- d. perform other duties as requested and assigned by the President.

Section 6 – Advancement Chair: The Advancement Chair shall:

- a. Work with School Advisory Board Advancement Chair on coordinating major fundraising efforts
- b. manage and operate the business of the PA Spirit Store and maintain the Spirit Store website,
- c. order and re-stock inventory for the Spirit Store, with all purchases requiring prior approval of the President,
- d. attend designated events (such as Casino Night, Back to School Night) to sell Spirit Store inventory

Section 7 - Communications Chair: The Communications Chair shall:

- a. coordinate, update, and review all PA communications efforts within the PA, School community, parish, and external publications, if applicable,
- b. work with the PA President and School office administration to keep the PA information (including links to PA documents and forms) accurate and up-to-date,
- c. communicate with PA officers and committees to solicit and gather information for publication in the school's newsletter and to ensure consistency in communication,

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- d. facilitate publication of upcoming PA events in School newsletters, and ensure submissions are sent in a timely fashion (in accordance with School deadline),
- e. upon request of PA President, write announcements and articles for inclusion in School newsletters or other publications, and
- f. ensure PA volunteers are recognized and thanked for their service either in School newsletters or by other means as agreed upon by the Executive Board.

Section 8 - Volunteer Chair(s): There shall be up to two (2) Volunteer Chair(s), who will work together or divide responsibilities in an agreed manner to carry out the following duties:

- a. set up and maintain a method (via website, email, or otherwise) to secure School approved volunteers as requested by the President,
- b. provide announcements for the school newsletter about volunteer opportunities as they arise, and work with Room Parent Chair to solicit volunteers via email if and when needed,
- c. communicate with PA Committee Chairpersons to ensure they are adequately staffed with volunteers when needed,
- d. communicate with faculty & staff to coordinate any volunteer opportunities as they arise
- e. perform other duties as assigned.

Section 9 – Room Parent Chair: The Room Parent Chair shall:

- a. coordinate Room Parents
- b. prepare and or organize a binder with the yearly events, class contact information, calling tree and staff contact information and "likes" page
- c. hold a homeroom parent meeting at least once every two months to help aid and prepare each grade level for upcoming events
- d. be an aid for each homeroom parent as needs arise
- e. in charge of organizing any event that has all grades participating as individual classes

Section 10 - Historian: The Historian shall:

- a. compile and keep a record of the activities and achievements of the PA,
- b. coordinate or arrange for a volunteer to take photographs at designated events,
- c. provide publicity photographs and information as the need arises, and in accordance with the School's technology policy and procedures (particularly with regard to privacy requests), and
- d. perform other duties as assigned.

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Section 11 - All Officers: In addition to the enumerated duties for each specific Officer position, all Officers are required to:

- a. be VIRTUS trained and fulfill all Archdiocese requirements of volunteers
- b. attend the back-to-school events at the beginning of each school year as volunteers, unless extenuating circumstances exist, and advance notice is given to the President,
- c. attend a minimum of five (5) PA Executive Board meetings per year, including at least 2 meetings in each semester of the school year, and when unable to attend, submit an oral or written report of any recent PA business to the President,
- d. stay informed of the ongoing School and PA business by reading school and PA communications (i.e. newsletters, IRIS Alerts, emails from the PA President, etc.), and
- e. each officer is required to record and submit an annual report including a chronological list of activities/duties/responsibilities for the office and committee, list of committee members and roles, and finance report (income & expenses for committee).
- f. read and comply with these PA Bylaws and the PA Code of Conduct, attached as Appendix A.

ARTICLE VIII – COMMITTEES

Section 1 – All PA sub-committees are coordinated through the PA Executive Board and are formed for the primary purpose of sponsoring projects and events that benefit the School or a School-sponsored community service. A committee shall be made of parent volunteers and led by at least one Committee Chair.

Section 2 – Special committees shall be appointed from time to time as deemed appropriate by the PA Executive Board to promote objectives of the organization and to carry out its work.

Section 3 – Sub-committee Coordinators shall be appointed among School-approved volunteers by the PA Executive Board or Committee Chair. The Coordinator of each Sub-committee shall present reports to the appropriate PA Executive Board Chair.

Section 4 – Sub-committee Coordinator shall read and sign the PA Code of Conduct attached as Appendix A and shall abide by all standing PA rules, procedures, and Bylaws, where applicable.

ARTICLE IX – AMENDMENTS OF PA BY-LAWS

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The Bylaws shall be distributed to PA Executive Board members for review at the beginning of each school year. Bylaws may be amended at any PA Executive Board meeting by two thirds (2/3) vote of the PA Executive Board present and entitled to vote, provided such amendments have been presented in writing and approved by the Principal. The Bylaws may be amended no more often than ONCE every year with the exception of required Archdiocesan changes or changes in School Policy. A copy of the Bylaws is available from the PA Secretary upon request.

ARTICLE X – FINANCIAL ACTIVITIES

The President, based upon information provided by the Treasurer, shall make available a general income and expense report to PA Executive Board members at the beginning of the school year for the prior school year.

The President, based upon information provided by the Treasurer and Chairpersons, shall provide a Proposed Budget to the PA Executive Board at the beginning of the school year for the current school year. The Executive Board shall vote on acceptance and significant amendments to the Proposed Budget.

Each Officer or Chairperson is responsible for monitoring the expenditures, if any, of its office or sub-committee and filling out all check request forms for said expenditures. Such expenditures shall be consistent with the PA's Proposed Budget, and any exceptions require approval from the President or Treasurer.

Each Officer or Chairperson is responsible for ensuring that all check requests and deposits are submitted to the PA Treasurer in a timely manner, consistent with the PA's current financial procedures. Forms and instructions for check requests and deposit procedures will be provided by the President and/or Treasurer at the beginning of each school year and are available upon request from the Secretary or Treasurer.

The PA Executive Board, in conjunction with the Principal or School business office, shall determine annually the disbursement of the PA net profits at the conclusion of the School year.

The Principal, in consultation with PA President, have final discretion over all PA funds and financials.

ARTICLE XII – STANDING RULES

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The Executive Board, with the advice of the Principal and the approval of a majority of the PA Executive Board, may adopt standing rules and procedures consistent with its needs to ensure the efficient operation of the PA.

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Epiphany of the Lord Catholic School PA

CODE OF CONDUCT (Appendix “A” to PA Bylaws)

The Epiphany of the Lord PA is operated by volunteers and is governed by the rules of our Catholic Archdiocese, our School Advisory Board, and our Principal. Below is a list of guidelines we would like to follow in the interest of productivity and respect for all volunteers.

By signing this Code, all PA Officers and Chairpersons agree to:

1. Follow school policy at all school-related functions, activities, and meetings.

Always follow the guidelines set forth in VIRTUS training. Sign in with the front office and abide by the school rules when on campus.

2. Be polite and respectful of fellow PA members.

Discussions, questions, and even disagreements should be polite and courteous. Conflicts should focus on issues, not individuals. Speak up when you have an opinion or question but please support the final decisions of the PA and/or our school principal.

3. Be a team player.

Use your talents and gifts to the best of your ability and let others do the same. Everyone has something to contribute.

4. Fulfill their duties or responsibilities.

Please fulfill your obligations to the best of your ability. The reputation and success of the PA and event for which you've volunteered depends on promises being kept.

Being a part of the PA is about the support and improvement of Epiphany of the Lord Catholic School and our children. Put the best interests of the school and the students ahead of individual desires.

5. Refrain from bringing children to formal meetings or school functions without the Principal's express approval.

Our PA meetings are designated for adults to come together and share ideas and discussion. Children can be a distraction to you and others attending formal meetings. At school events, children who are not being supervised by a teacher can distract volunteers who are serving. More importantly, our school policy generally forbids children who are not students to be on campus for most volunteer activities that take place during school hours. If you are making a campus visit to pick up or drop off

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items or perform a brief function in the PA room, your children may be permitted to accompany you (with approval) if you supervise them.

6. Be an ambassador for our school.

Promote our school and speak well of it to others. Be especially respectful of our school and its personnel and programs in conversations with others and when using social media and other means of publicity.

Look for opportunities to introduce yourself and invite other parents to be involved in the PA. We will grow and thrive given the support of many.

Support our PA by attending meetings and volunteering when it's convenient for you.

Stay informed about what is happening with the PA by checking our school website, reading school newsletters, and reading emails sent by PA Executive Committee members.

Our goal is to support our wonderful teachers, administrators, PA members, and parents. We all want what is best for our children and our school community.

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