

ST JAMES SCHOOL

PARENT SCHOOL ORGANIZATION

BYLAWS

Article I. Purpose

The PSO is an organization dedicated to the enrichment of St. James School and its students and faculty. The organization:

- Strives to help parents and teachers acquire an appreciation of the ideals of Catholic Education.
- Promotes a clear understanding of the mutual educational responsibilities of both parents and faculty.
- Encourages a greater degree of cooperation between the home and school as well as other parish organizations.
- Actively encourages financial support in order to maintain Catholic Education.
- Lastly, assists the school authorities in the continuing goal of improving the quality of Catholic Education.

Article II. Mission

The mission of the PSO is to initiate and manage school fundraisers, volunteer opportunities, and teacher/parent/child appreciation and enrichment activities. It is the responsibility of the PSO to provide information to parents concerning school activities, fundraisers, and volunteer opportunities in order to better their commitment to our children and our school.

Article III. Meetings

Meetings will be held the second Monday of each month and at other times as deemed necessary. Meetings may be canceled or rescheduled as the need arise.

Time of meeting shall be 6:00 P.M.

A recorder is elected for each committee and will provide a record of discussion and decisions made at each committee.

In the month of September, the Annual Meeting shall be held at the Open House in September.

This meeting will clarify the commitment and expectations of the organization. Opportunities will be given for families to commit to activities during that meeting.

Article IV. Committees: Standing Committees

Development Committee: Fundraising is part of school development. Its purpose include fostering school spirit, creating community and commonality of purpose among families as well as raising funds to support and enhance the school community. In this spirit all families of St. James students are expected to participate to the fullest extent possible in all fundraising and development activities sponsored by the church and school. Guidelines are designate under "Responsibilities."

PSA Committee: The Parent/School Association sponsors "Fun Raisers" that incorporate family, teacher, and student's participation. While some activities accrue funds, the main purpose of the group is to sponsor family-oriented activities that incorporate relationships to the school curriculum as well as promoting the connection between school and home. This committee provides all parents with the opportunity to be actively involved in school related activities. Specific activities are listed in activities column and vary from year to year.

Volunteer and Community Service Committee: Service to the school and community are dealt with by this committee. Room parents, field trip chaperones, coaches, family sponsors, and others help the school to fulfill its

mission. Without the help from many all of the programs within the school would not be possible. The Family Picnic, Walk-a-thon, and Field Day are among the many activities that benefit from family volunteers.

Events Chairs: In addition to managing the event, the chair or co-chairs of a St. James Event is responsible to:

- Record and report all volunteer hours completed by all members.
- Receive budget approval for expenses from the principal
- Keep and submit all receipts for reimbursement.
- Attend the PSO general meeting prior to and directly following the event or activity
- Submit all flyers and advertisements to the office for approval prior to distribution.
- Use the school's tax exempt number for reimbursable expenses.
- Submit all volunteer hour records and fundraising monies no later than one week after the event.

Article V. Responsibilities: Service Hours and Family Assessment:

With tuition not covering all the expenses of the school, expenses defined as those materials needed to run the school from day to day, it is necessary that *every family* participate in the fundraising programs outlined by the school administration and the Parent-School Organization. This is known as the "assessment."

The assessment for the 2009-10 school years is \$40,000. The assessment directive is aimed at insuring that every family contributes equally. The school succeeds because of everyone's participation.

The required assessment and service hours for each family must be completed by May 1. Service hours completed after May 1 are applied to the following school year.

Families in K-8: Yearly assessment is **\$400.00** and **15** service hours **5** of which must be done at the annual Bazaar.

Families in PreK: Yearly assessment is **\$100.00** and **5** service hours. (Applies only to families who do not have children in Grades K-8.)

- There is a \$10.00 per hour fee for every unfulfilled service hour.
 - More than one adult family member can accrue service hours at the same event.
 - At the discretion of the Principal, families may be excused from service hour requirements if circumstances prohibit volunteer time.
 - Coaches and events chairman will receive a \$200.00 waiver on the assessment.
- Service hours will be submitted by the chairman of each event.

Opt-Out Plan: Families may pay their assessment in full by September 30; however, families are still responsible for service hours and may participate in any fundraiser they choose.

Article VI. Book of Account

The Book of Account shall be a complete set of accounts, consisting of assets, liabilities, and appropriate revenue and expense accounts. This account will be authorized and handled by the school's financial secretary.

Article VII. Annual Accounting

Each calendar year, a full and complete account of the condition of the organization shall be made to the School Board. The annual accounting shall take place at the Annual Meeting for the preceding year.

All financial transactions shall be reviewed monthly by a Principal.

Article VIII. ACTIVITIES

The following is a list of activities planned for this school year. Some dates maybe subject to change. **Fundraisers** are indicated and it is highly recommended that parents participate in Asterisk (*) activities. **Fun Raisers** are coordinated by room parents and coordinators of each grade level. Service hours can be acquired through pre-event preparation, setup, phone trees, serving, and food preparation, clean up as well as sponsorship. Activities that are sponsored by the school indicate needed grade level parent participation. *Although Fun Raisers are assigned by grade, anyone who has completed ARMATUS training may volunteer to assist on any event.*

COMMUNITY SERVICE	DATE	COORDINATOR
FOOD PANTRY THANKSGIVING*	NOV	Grade 8/Mrs. Cyr
BLOOD DRIVE*	JAN	CSW/PSO
FISH FRY	LENT	KNIGHTS OF COLUMBUS
MARKETING	All Year	Mrs. Trainor/Mr. Dexter

VOLUNTEER/SCHOOL EVENTS	DATE	COORDINATORS
BOX TOPS FOR EDUCATION	Year	Grade 7 and Mrs. Hebert
WALK-A-THON	September	All/Mrs. LaPointe/HAS
FAMILY DINNERS	Nov/Jan	ALL/Mrs. Stuckart
FAMILY PICNIC	June	ALL Grades
FIELD DAY	June	All Grades

