

# **Corpus Christi Catholic School Parent-School Organization Amended and Restated Bylaws as of August 2, 2017**

## **MISSION STATEMENT**

The Corpus Christi Catholic School (CCCS) Parent-School Organization supports the CCCS philosophy, programs, and activities for the benefit of all CCCS students. The Parent-School Organization under the leadership of the principal provides parents and educators a vehicle to foster collaboration in educational and social endeavors. The PSO shall facilitate communication and parent education as well as encourage and coordinate volunteerism. The PSO which is comprised of parents, faculty, staff, and administrators, shall foster a spirit of faith community, inclusion, partnership, and cooperation.

## **BY-LAWS**

### **Article I – Name**

The name of this organization shall be the Corpus Christi Catholic School “Parent-School Organization”. (Here in after referred to as the “PSO”.)

### **Article II – Purpose**

The Parent-School Organization under the leadership of the principal and the pastor provides parents and educators a vehicle to foster collaboration in educational and social endeavors. The PSO shall facilitate communication and parent education as well as encourage and coordinate volunteerism. The PSO which is comprised of parents, faculty, staff, and administrators, shall foster a spirit of faith community, inclusion, partnership, and cooperation.

- PSO supports all school/parish fundraisers which include the Auction, Spring Fling, Annual Fund, and Steps for Students.
- PSO implements fundraisers specifically to support PSO goal(s). PSO fundraisers may include the Used Uniform Sale, Spirit Night, Birthday Balloons, Box Tops, A+ School Rewards, and Spirit Store.
- PSO fosters a spirit of faith community and partnership between parents, faculty, staff, and administrators. For example, PSO hosts various events throughout the school year including: Back to School Social, Grandparents Day, Family Night, and Faculty/Staff Appreciation.

## **Article III – PSO Membership, Dues, and Budget**

### Section 1. Membership and Dues

- A. All parents or guardians of CCCS students shall be dues paying members.
- B. All faculty, staff, and administration of the school who are not parents or guardians are invited to be non-dues paying members.
- C. All members shall have equal voting privileges. Each PSO member has one vote in the general election of the PSO Steering Committee, as defined in Article IV below. The general election procedures are outlined in Article IV below.

### Section 2. Dues

- A. Dues shall be assessed with student registration fees.
- B. Dues shall be used for expenses associated with the programs provided for the membership.
- C. The PSO Board, in conjunction with the principal, shall establish dues. The annual dues for membership are determined each year by the current Officers and Chairperson's of the PSO (collectively, the "PSO Board").

### Section 3. Budget

- A. A budget of projected annual revenues and expenses shall be developed and approved by the PSO Board.
- B. Per the Archdiocese of Galveston-Houston, "all organization funds belong to the school and are managed by the principal through the school account number. No separate account numbers are allowed. The Principal must approve all fund disbursements".
- C. Upon taking office, each Chairperson that incurs expenses and/or earns any income is provided a three-year financial history for their event or service by the Treasurer. Based upon such financial information, each Chairperson prepares a written proposed income and expense statement ("Proposed Budget") for their event or position for the coming year. The Proposed Budget is provided to the President and Treasurer at the beginning of the school year.
- D. Each Chairperson is responsible for signing all check requests for expenditures for their event or service. The check request should include a copy of the invoice and/or receipts. Such expenditures should be consistent with the Chairperson's Proposed Budget. The check request will be submitted to the Treasurer in a timely manner and must have approval of the President and Principal.

E. The PSO Board, in conjunction with the Principal, determines how PSO net profits will be allocated.

#### **Article IV – Officers**

##### Section 1. Steering Committee

A. The PSO Board (“The PSO Board”) consists of the Steering Committee, all Chairpersons, and the Faculty Liaison.

B. The Steering Committee of the PSO consists of the President, Vice President, Secretary, Treasurer, Primary At-Large Member, Elementary At-Large Member, Middle School At-Large Member.

C. All members of the Steering Committee are considered Officers (“Officers”) of the PSO.

D. The Steering Committee is responsible for the day-to-day management of the PSO.

E. The Steering Committee may remove any member of the PSO Board for failing to perform his or her duties required by their position on the PSO Board or if their actions are in violation of Archdiocesan guidelines. A vacancy in any office, because of death, resignation, removal, disqualification or otherwise, may be filled by the Steering Committee for the remaining portion of the term.

##### Section 2. Nominating Committee

A. The President, as chair of the Steering Committee, appoints a nominating committee in January, with the advice of the Past President, for the purpose of developing a slate of candidates for the PSO Board for the following school year. The Nominating Committee consists of six people: two representatives from each of the primary, intermediate, and middle school classes. The Nominating Committee is assisted by the Past President, who acts in an advisory capacity only, to develop a slate of candidates for the Steering Committee and Chairpersons.

##### Section 3. Election and Vacancy

A. The Nominating Committee shall accept nominations from the members of the PSO and obtain consent of each nominee to serve if elected. The Nominating Committee shall present a report at the February meeting of the Steering Committee. The chairman of the Nominating Committee (“the Vice-President”) shall present the candidates at the Annual Meeting in March.

B. The officers shall be elected at the April Annual Meeting. All members shall have equal voting privileges. Each PSO member has one vote in the general election of the PSO Steering Committee

#### Section 4. Terms

- A. Officers shall serve for two years.
- B. An Officer may not serve for more than two consecutive years, and may not serve consecutively in the same position. Former officers may return after a year's absence from the Steering Committee.
- C. Staggered terms for Officers shall be determined by the Steering Committee.
- D. All Chairpersons serve one (1) year. The term of each PSO Board Member mirrors the fiscal year of the school, with the technical start date of July 1, and the end date of June 30<sup>th</sup>.

#### Section 5. Duties

- A. President: The President presides at all PSO Board meetings, provides an agenda for such meetings, and acts as a chair of the Steering Committee. The President works in conjunction with the Principal to further the objectives of the PSO. The President appoints a nominating committee for the purpose of selecting a slate of Officers and Chairpersons for the following school year.
- B. Vice President/President-Elect: The Vice President/President-Elect officiates in the absence of the President and assumes the office of President for the remaining term if the office becomes vacant. The Vice President assumes the office of President the following school year and the office of Past President the year thereafter.
- C. Secretary: The Secretary records the minutes of each meeting of the PSO Board and provides copies to each member of the PSO Board. The Secretary is responsible for reserving the room for the PSO Board meetings, notifying the PSO Board members of upcoming meetings, and recording attendance of PSO Board members. The Secretary shall provide the school with a copy of all minutes at the end of the fiscal year.
- D. Treasurer: The Treasurer serves a two-year term on the PSO Board. The Treasurer receives all funds of the PSO and deposits such funds with the school business manager. The Treasurer oversees disbursement of funds and is responsible for the accounting and reporting of all funds at each PSO Board meeting. The Treasurer serves as financial advisor to all Chairpersons.
- E. Past President: The Past President serves in an advisory role to the President and the Steering Committee. The Past President oversees the Nomination Process, as described in Section 2 of Article IV.
- F. Chairpersons: The Chairpersons of the PSO are the leaders of the following: Auction Item, Steps for Students, Spring Fling, Spirit Nights, Spirit Store, Box Tops, Birthday Balloons, New Family Welcome, Campus Beautification, Hospitality Committee, Faculty and Staff

Appreciation, Used Uniform Sale, Easter Egg Hunt, Grandparents Day, and Back to School Social. All Chairpersons lead their event or project during the year of their term in office. All Chairpersons have voting rights, with the Chairpersons of each position being equal to one (1) vote, regardless of the existence of Co-Chairpersons.

G. Faculty Liaison: The Faculty Liaison to the PSO Board is appointed by the Principal annually and serves as a liaison between the PSO Board and the School faculty. The Faculty Liaison may not vote on matters involving the disbursement or allocation of PSO Funds.

H. At-Large Members: The At-Large Members are responsible for encouraging school families to participate in school and PSO sponsored events by communicating throughout the year with homeroom parents and new families in their grade levels. The At-Large Members will oversee homeroom parents for designated grade levels.

## **Article V – Committees**

The PSO sponsors services and events to benefit the school. Each Chairperson position and any corresponding committees conform to all PSO Bylaws and standing rules as provided in Article VII Below. All Chairpersons present an activity report at regularly scheduled PSO Board meetings when needed. All Chairpersons provide a written proposed income and expense statement to the Treasurer and President at the beginning of the PSO Board year as provided in Article III Section 3. All PSO Members are entitled to be committee members.

## **Article VI – Meetings**

### Section 1. Structure

A. The meetings of the PSO Board are held at times and locations during the year as determined by the Principal, President, and Steering Committee. The PSO Board meets monthly throughout the year to conduct the business of the PSO. All meetings of the PSO Board are open to PSO members. The PSO adheres to all Archdiocesan rules and regulations.

### Section 2. Voting

A. A PSO Board member who has a conflict of interest relative to voting items refrains from voting on those matters. Should the existence of a conflict be disputed, the decision of the majority of the Steering Committee as to the existence of a conflict governs. Should the Steering Committee determine a conflict of interest exists, a recommendation shall be made to the Principal to determine the appropriate course of action. If a faculty or staff member serves on the PSO Board, they may not vote on matters involving the disbursement or allocation of PSO funds.

### Section 3. PSO Board Members Attendance

A. All PSO Board Members are required to be present at monthly PSO Board Meetings. Any PSO Board Member who is not in attendance at a PSO Board meeting must send a written notification to the President. The President has discretion to excuse meeting attendance under extraordinary circumstances.

### **Article VII – Quorum**

A quorum of the PSO Board consists of a simple majority of the PSO Board, made up of the Steering Committee, Faculty Liaison, and one co-Chairperson from each Chairperson position, in order to conduct business at a regular PSO Board meeting.

### **Article VIII – Amendments**

These bylaws may be amended at any meeting of the PSO Board by a two-thirds (2/3) vote of the PSO Board present and entitled to vote, provided that written notice of such amendments have been presented to the school Principal no less than one week in advance of such meeting. The bylaws may be amended no more often than ONCE every year with the exception of required Archdiocesan changes.

### **Article IX – Standing Rules**

The PSO Board, with the advice of the Principal and the approval of a majority of the PSO Board, adopts standing rules consistent with its needs to insure the efficient operation of the PSO. See Appendix A: Standing Rules.

## Appendix A: Standing Rules

- **Communications:** All PSO communications that are sent to a broad audience need to be submitted to the school Principal.
- **Letters:** The Principal is the only person who may sign tax letter acknowledging donations. Any letters, invitations, flyers, and documents being generated for broad distribution must first have the content approved by the Principal, sent via the PSO President.
- **Colt Logo:** The Principal is the only person who may approve and add the Colt logo to any letters, invitations, flyers, and documents being generated for broad distribution. Any chairpersons wishing to have the Colt logo placed on a document must submit a request to the school principal, sent via the PSO President.
- **Tax ID and Tax Exempt Letter:** The school business manager is the only person who may provide the Tax ID and/or Tax Exempt Letter. A request for the school Tax ID and/or Tax Exempt Letter must be submitted to the school business manager.
- **Cash Reimbursement Requests:** Cash reimbursement requests must be made using the PSO Cash Reimbursement Form. The original receipts must be attached to the PSO Cash Reimbursement Form and the form must be signed by the chairperson and the PSO Treasurer. The PSO Cash Reimbursement Form will be submitted to the PSO Treasurer to be approved by the school business manager.

