

# **Our Lady of Lourdes Regional School**

## **PTO By-Laws**

**Effective May, 2013**

### **Foreword**

Jesus Christ gave His disciples a mandate to go into the world and teach all people. The Church has in every age taken this mandate seriously. We the faithful of the Church of Northumberland County, receive this commission with the same seriousness and responsibility. Grateful to God for the freedom with which we can give to our children the precious gift of faith, we pledge ourselves to the noble task of doing all in our power to prosper the cause of Catholic education. To this end, we the parents, teachers, and pastors commit ourselves to work together for the students. We will employ the means of the Our Lady of Lourdes Home and School Association as an aide to help us in our effort.

### **Name**

The name of this association shall be the Our Lady of Lourdes Home and School Association, hereinafter referred to as the "HSA."

### **Mission Statement**

The objective of the Home and School Association (HSA) is to establish and maintain a working relationship among parents, school, and community. The Association will provide programs that will support and enrich the cultural and educational opportunities of the students. The Association will use fundraising activities to benefit the operations of the school.

### **Meetings**

All meetings will be scheduled on the yearly school calendar. There will be four meetings per year. The Home and School Association officers will meet one week before the general meeting to set an agenda. Attending this meeting will be:

High School Principal/Administrator

Elementary Principal

Two Faculty Representatives (one elementary; one High School)

Two Co-chairs representing the elementary and high school

Secretary

Treasurer

The general meeting of the Home and School Association is attended by member parents, teachers, and aides. All HSA Board members must be in attendance at the general meetings.

### **Home and School Association Board Member Duties**

- Co –Chairpersons:** Co-Chairs will oversee the Home and School Association meetings and provide agendas for those meetings. The agendas are determined by the co-chairs, the principals and the home and school board members. The co-chairs will be made up of one representative from the elementary school and one representative from the high school.
- Secretary:** The secretary will record the minutes of all the Home and School Association general and executive board meetings. The secretary will send notices and correspondence as necessary.
- Treasurer:** The treasurer will maintain financial records and complete purchase orders. The signed approval by the Administrator and the completion of any purchase orders are necessary before any expenditure of more than \$200 is permitted. Purchases of less than \$200 do not need a purchase order but all sales receipts must be kept. All funds from fundraising are remitted to the business manager for deposit.

### **Nominations and Elections of Officers**

#### **Voting**

All parents/guardians with student(s) attending Our Lady of Lourdes Regional School have the right to nominate and vote for officers. All Administrators, teachers and aides have a right to nominate and vote for officers.

#### **Nomination of Officers**

Nomination of officers will be accomplished by signed nomination papers distributed to the Home and School Association members via email for all parents or through the weekly communication envelope sent home for the elementary parents. The nominations will take place in early April and returned to school office one week later. All will be notified of the date they are to be returned.

#### **Election of Officers**

Election of Officers for the upcoming school year shall be accomplished by signed paper ballots, which will be distributed to all Home and School Association members via email and the Weekly Communication envelope during the last full week of April. All election ballots must be returned to the school office one week later. All will be notified of the date. Officers will be announced via the weekly communication envelope and the Weekly Update during the second week of May.

A term limit of two (2) years is established for each office.

If, for any reason, a position is left vacant, the principals will appoint an officer to the vacant office for the remainder of the year or until elections can be held again for that office.

### **Home and School Association Events and Responsibilities**

- **Provide the school funding for special assemblies for the students.**
- **Participate in Raiderfest.**
- **The annual mum sale.**
- **Provide each teacher \$20 to use for gas or spending at the annual Diocesan Meeting.**
- **Provide a gift card to the teacher with the highest parent attendance at the general meeting.**
- **Trunk or Treat festivities (used to be the Halloween Parade).**
- **Sale of Christmas wreathes and poinsettias.**
- **Provide candy for the St. Nicholas visit.**
- **Provide receptions for the Christmas programs and open house during Catholic Schools Week.**
- **Santa Secret Shop for the Elementary Students.**
- **Christmas gifts for students, faculty and staff.**
- **Catholic Schools Week Appreciation Lunch for faculty and staff.**
- **Ice Cream Sundaes during Catholic Schools Week for students.**
- **Disney Vacation Fundraiser**
- **Provide social and a gift for First communicants in May.**
- **Ice Pops for Race for Education**
- **Trophies and dinner for Forensics competitions**
- **Gifts for Secretaries and Administrative Assistants on Administrative Assistants' Appreciation Day.**
- **Kindergarten Graduation reception**
- **Knoebels picnic at the end of the year.**