

BYLAWS OF CATHEDRAL HIGH SCHOOL PARENT COUNCIL

ARTICLE I. Name and Location.

Section 1. Name. The name of this organization shall be the Cathedral High School Parent Council, hereinafter referred to as CHS Parent Council.

Section 2. Location. The principal executive office of the Parent Council is located at 312 7th Avenue North, St Cloud, MN 56303.

ARTICLE II. Affiliation.

Cathedral High School Parent Council is an unincorporated affiliate of The Cathedral High School, St Cloud, Minnesota, a Minnesota non-profit corporation, conducting as Cathedral High School. The Parent Council adopts as its purposes the purposes of The Cathedral High School, which are specified in Article II of its "Articles of Incorporation, a copy of which is attached to these Bylaws. All Parent Council activities shall be subject to the policies of and shall be provided for the benefit of Cathedral High School. From time to time Parent Council may report to and make information available to the Board of Trustees of Cathedral High School as requested.

ARTICLE III. MISSION, PURPOSE and GOALS.

Cathedral Parent Council Mission Statement

CHS Parent Council welcomes all parents/guardians of Cathedral students to membership. CHS Parent Council meets monthly to facilitate the interaction and collaboration of Cathedral parents and families, in a spiritual environment, always for the ultimate good of the school.

Cathedral Parent Council Purpose

CHS Parent Council is the primary organization of all parents/guardians of students of Cathedral High School. CHS Parent Council allows parents/guardians to become involved in the work of the school by providing volunteer opportunities and by encouraging parental participation. The Executive Board of the Association, The Parent Council, coordinates many activities on behalf of both parents and school.

Activities include:

- Acting as a resource for faculty and staff;
- Coordinating parent volunteers in many areas of school life;
- Fostering and maintaining parent-to-parent and parent-to-school communication;
- Sponsoring events of interest to school parents.

Cathedral Parent Council Goals Statement

The goals of the CHS Parent Council, in consultation with the school's leadership, are to conduct activities to support the achievement of the school's goals and the recognition of the school's administration, staff and faculty.

More specifically, Parent Council plans events and/or topic specific speakers for CHS staff, parents/guardians and/or students. We also support CHS faculty and staff with conference meals twice a year, monthly treats, and by providing grants for classroom needs funded by the sale of CHS's annual phone books and CHS Parent Council membership dues.

ARTICLE IV. MEMBERSHIP.

All parents and/or guardians of by virtue of their child/ren's status as a student of Cathedral High School have access to be members of the Parent Council.

Annual membership fees are discussed and voted upon per Parent Council meeting in the spring prior to the end of the school year. Membership forms are provided to all Cathedral High School families in the new school year packets distributed at the start of the school year.

ARTICLE V. Executive Board. The Parent Council functions through an executive board.

Section 1. Membership. Executive Board members consist of the President, Vice-President, Treasurer, Secretary, Volunteer Coordinator, whom agree to devote significant amounts of time to the purposes of the Parent Council.

Section 2. Appointment. Executive Board members join the council by invitation or by offering to serve followed by a majority vote approval at the most recent Parent Council meeting.

Section 3. Terms. Term of service is based on an annual appointment. Prior to the end of the school year, current Executive Board members will be asked if they would like to continue on in their current role on the Executive Board or if they wish to change positions on the Executive Board or if they would like to step away from the Executive Board. A parent may remain in the Parent Council as long as the parent/guardian has a child attending Cathedral High School.

It is recommended that parents experience a year as a member of the Parent Council before joining the Executive Board. It is expected that memberships rotate through an informal process, so that new people have the opportunity to join and continuity is maintained.

Annual elections will be held to those wishing to stay on the executive board and those wishing to take on the role in an executive board position.

Section 4. Administration Relationship. The official liaison to the Parent Council is the Cathedral High School Principal. Parent Council members communicate regularly with school administrators and those staff members who work with the council. Routine communication exists between Parent Council and Cathedral High School Main Office, the Development office, The Activities Office and the Counseling Office.

Section 5. Duties. Executive Board members are responsible for accomplishing the tasks necessary to achieve the purposes of the council. Specific projects and activities may vary, and duties may be divided among the larger population of Parent Council members in any manner appropriate. Member duties include planning, coordination and performance of tasks. Members are encouraged to develop volunteer support from among the general membership of Parent Council, in order to build community and help satisfy the needs of the school.

Following the term as Parent Council Executive Board member, a member is free to resume regular membership in the council. In the event of a resignation, a veteran member may step in as an Executive Board member upon majority approval at a Parent Council meeting.

ARTICLE VI. Duties of Officers.

President:

- Complete monthly meeting agenda
- Confirm monthly speaker/s
- Email Cathedral website manager Parent Council agenda to send to all CHS Parents inviting to meeting. Send email 1 week prior to meeting and 2 days prior again with virtual meeting link.
- Facilitate monthly Parent Council meetings; September-May

- Determine how many staff we have and what staff appreciation we are planning for Dec.
- Gather items for Staff/Student appreciation for Parent Council Meeting
 - Candy Canes
 - Christmas Cards
 - Markers
 - Gift Certificates, cash, etc.(confirm with Treasurer)
 - Arrange SANTA for candy cane distribution for students during lunch hour
- Email CHS Principal about staff grants and applying
- Beginning of the School Year: Facilitate Phone Directory Digital and/or paper copy distribution
- End of Year:
- Connect with CHS Main Office regarding Parent Council Meeting dates for the upcoming school year for dates to be placed on Cathedral Calendar
- Parent Council paperwork reviewal for summer packet, connect with student scheduling coordinator
- Arrange speakers for the upcoming school year via information and input from Parent Council meetings and members
- Email Vicky from Nutrition Services:
 - Monthly snack cart
 - Conference Meals (1st night). Parent Council serves the meal and does clean up
- Close communication with website coordinator as to Parent Council meeting dates, speakers, etc.

Vice-President:

- Assist President with duties as assigned
- Fill in as President Role when/if president is unable to fulfill their duties or in their absence

Treasurer:

- Connect with CCS Finance Dept as to update of expenses and revenues of prior month
- Send a copy of the monthly expenses and revenues along with current balance to the CHS website manager to send to Parent Council members

Secretary:

- Make a list of Parents wishing to be Parent Council members
- Complete minutes for Parent Council Meeting and send to CHS website manager to send to Parent Council members upon monthly meeting reminder
- Complete correction of Parent Council Minutes following PC Meeting
- Send a copy of PC Minutes to website manager for posting under "Parent Council meeting minutes" on the Cathedral website

Volunteer Coordinator:

- Assist with coordination of volunteer duties via email to Cathedral High School Parent Council members. Such duties as Celebration of Seasons, phone directory distribution, monthly staff treats and/or evening parent education program help.

ARTICLE VII. Meetings.

Section 1. Timing. Monthly meetings are held for parents/guardians every second Tuesday of the month beginning in September and continuing through May. At our meetings we share

information about CHS, have guest speakers who provide pertinent information about our school, and allow parents/guardians to keep in touch with what is going on at school.

Section 2. Procedure. Parent Council meeting times may be published in any appropriate manner. General and business meeting times are to be announced so as to provide adequate advance information to the Parent Council members of meeting dates and times. Location of meeting dates and time are located on the Cathedral High School website under “Parent” information as well as on the Cathedral Parent Council Facebook page.

Section 3. Number of members for quorum. The number of members of the Parent Council present at the meeting shall be considered sufficient for a quorum for meeting voting purposes.

Article VIII. Standing Committees. Committees are organized to accomplish the major tasks of Parent Council. Small or single projects can be elevated to standing committee status as the Executive Board determines.

Such tasks may include:

- Hosting/Special events
- Parent Council Monthly Meetings
- Parent to Parent contacts with new families, ie Open House or as Admission Coordinator requests
- Special Projects
- Monthly Staff treats
- Phone Directory

Article IX. Finances. The costs of Parent Council activities are funded by budget allocation. The annual sale of student phone directories and Parent Council Membership dues and parent donations augment the council’s budget.

Typical costs include but are not limited to staff conference meals, printing costs for letters, flyers, student phone directories, social media boosting of Parent Council events, speaker fees and hospitality, staff grants, requests and staff care gifts.

Article X. Reports.

Section 1. Monthly Reports. Monthly account statements will be provided to all Parent Council members prior to or at Parent Council meetings. A financial report will be provided to the Cathedral Board of Trustees as requested.

Article XI. Other Parent Groups. All parent volunteer activity is not coordinated through the Parent Council. Other major volunteer efforts exist through the booster clubs of various sports or clubs, and boards which direct the school's finances and administration. These organizations recruit volunteers through their own means. Parent Council attempts to liaison with other parent groups but does not coordinate activities of other groups.

The Parent Council is prepared to coordinate with other exiting groups, develop new standing committees of the Parent Council, or delegate new tasks within the council, depending on time constraints and circumstances.

Article XII. Amendments. The Bylaws may be amended by a majority vote at any meeting of the general membership, provided any amendment is first approved by the Executive Board of Parent Council. No amendment to the Bylaws is valid without the approval of the Cathedral High School Board of Trustees.

Revised: 2/23/2021