

IHMCS Home and School Committee By-Laws

June 2004

Article I Name

The name of this body shall be the Immaculate Heart of Mary Catholic School (IHMCS) Home and School Committee, or HSC.

Article II Mission and Goals

Section 1: *Mission*

To encourage and facilitate the active involvement of parents in the spiritual and academic life of IHMCS by providing support in the areas of fundraising and volunteer services.

Section 2: *Goals*

- A. Service: Provide opportunities for parents and others to participate more effectively in the spiritual and educational mission of the school.
- B. Communication: Help maintain and improve communication between parents, staff, administration and parishioners.
- C. Fundraising: Understand the financial needs of the school and be responsible for raising funds as determined by the IHMCS Advisory Council.
- D. Curriculum Support: Enhance the educational programs by providing support services through volunteers that aid the established curriculum and school driven events and programs.

Article III Reporting System

The Committee is accountable to the Advisory Council of IHMCS.

Article IV Membership

The Committee shall consist of all parents and guardians of students enrolled at IHMCS.

Article V Committee Leadership

Section 1: Members

The Committee Leadership shall consist of a Chair, Past Chair, Class Coordinator, Fundraising Coordinator, Education Coordinator, School Spirit Coordinator, Communications Coordinator and Athletic Coordinator. Additionally, the Principal serves as an advisory member to the Committee.

Section 2: Eligibility

Individuals eligible for selection to Committee Leadership include all members having been with the school one or more years.

Section 3: Terms

- A. The term for each appointed position is two years with the exception of the Chair, who serves an additional year after serving as Chair in the capacity of Past Chair.
- B. Individuals may serve any number of terms, however consecutive terms are not permitted.
- C. Terms shall terminate on June 30th of each year. Terms of new appointed members shall commence on July 1st of that year.
- D. At any one time, leadership seats will be filled such that there will be 4 members with two-year term obligations and 4 members with one-year term obligations.

Section 4: Selection

- A. A Nominating Committee is charged with encouraging nominations and awareness of the process, visiting with all applicants and presenting applicants for selection.
- B. The Nominating Committee is made up of the Chair, a 1st year member, a 2nd year member, and the Principal. The Principal and Chair will be responsible for identifying the Nominating Committee members.
- C. Members are nominated (self or other) in the spring. Interested candidates complete an application form and visit with the Nominating Committee.
- D. Upon conclusion of all visits, the Nominating Committee presents the applicants and their findings to the full Committee Leadership and puts the applicants to a secret vote. Selection will be by a simple majority of those present.

- E. Those individuals having applied for a Committee Leadership role but not selected are encouraged to volunteer and serve via opportunities outlined on the LOVE Agreement.

Section 5: *Composition*

The goal of the Committee Leadership is to source individuals based on the following priority list:

- Demonstrated integrity and leadership abilities
- Willingness to commit the effort required
- Relevant interests and talents
- Diverse and representative across the constituencies of the school.

Section 6: *Vacancies*

Unplanned vacancies shall be filled by appointment of the Principal to complete the term of the vacancy.

Section 7: *Participation*

Any individual who has an absence from two (2) or more regular or special meetings without justifiable cause shall forfeit their Committee Leadership position.

Article VI Chair Selection – Committee Leadership

Section 1: *Eligibility*

Candidates for the Committee Chair must have served either one or two years in a Committee Leadership role.

Section 2: *Selection*

Individuals shall be nominated at the regular March meeting and voting conducted at the regular April meeting. Selection will be by a simple majority of the Leadership members present. Election will be by secret ballot. Results will be tallied and announced by the Chair/Principal. The Chair term will commence the following July 1.

Article VII Nature and Function – Committee Leadership

Section 1: *Nature*

The Committee is a consultative group. All decisions regarding the work and recommendations of the Committee rest with the Pastor and Principal. The Leadership

members cannot act apart from the Pastor and Principal and cannot make decisions binding for the school without the approval of the Pastor. Consultation also means that decisions will not be made in major matters related to fundraising and volunteerism unless the Committee Leadership has been consulted.

Section 2: *Duties*

The Leadership members, with ratification by the Pastor and Principal, have responsibilities as outlined below. Efforts and initiatives will be aligned with the goals of the broader parish and when appropriate, partnerships created.

A. Chair

1. The Chair shall serve as an active member of the IHMCS Advisory Council and in so doing, lead the Home and School Committee.
2. In leading the Home and School Committee, the Chair shall:
 - a) Preside at all regular and special meetings of the Committee.
 - b) Collaborate with the Principal to plan all meetings.
 - c) Work as a member of the Nominating Committee to facilitate selection and appointment of all Home and School Leadership Positions.
 - d) Prepare the annual listing detailing the service and volunteer efforts to be overseen by each coordinator position.
 - e) Ensure minutes and written documentation are created and maintained as necessary.
 - f) Oversee the volunteer coordination and LOVE Agreement effort and ensure it is managed and effective.
 - g) Facilitate the annual evaluation and action planning regarding Committee efforts and results.
 - h) Provide updates to the IHMCS Advisory Council on a regular basis.

B. Past Chair

The Past Chair provides consultation and documentation from past efforts and assists the Chair in defining the calendar for the upcoming year. They serve as a back up to the Chair should the Chair be unable to perform the duties of the Chair position due to absence or disability.

C. Class Coordinator

The Class Coordinator works with room parents to coordinate activities determined to be Grade Level Assignments and other programs designated by the Committee throughout the course of the year.

D. Fundraising Coordinator

The Fundraising Coordinator works with the chairs of all fundraising activities established on the LOVE Agreement or as determined by the Committee throughout the school year. They oversee the periodic evaluation of fundraising efforts and prospects relative to the goals and expectations established by the IHMCS Advisory Council and the Home and School Committee.

E. Education Coordinator

The Education Coordinator assists the chairs of the various committees from the LOVE Agreement that involve learning activities and other programs designated by the Committee throughout the course of the year.

F. School Spirit Coordinator

The School Spirit Coordinator works with the Committee to promote ideas and activities for the students and school families to enhance the school's efforts to instill a sense of pride and connection within the IHMCS community.

G. Communications Coordinator

The Communications Coordinator assists the chairs and volunteers involved in communication efforts to the current school families as outlined by the Home and School Committee and the LOVE Agreement. They work in partnership with the PR/Marketing Committee of the IHMCS Advisory Council, when appropriate.

H. Athletic Coordinator

The Athletic Coordinator works with the Athletic Director and the chairs of the various committees outlined by the Committee and the LOVE Agreement that involve athletic sponsorship and support.

Section 3: *Ad Hoc Teams*

Ad hoc teams shall be created as needed by the Committee.

Article VIII Meetings

Section 1: *Committee Leadership*

- A. The Committee Leadership shall hold monthly meetings, August through May; day, time and location are to be determined by the Committee at the onset of the year. Additional meetings may be scheduled as required.

- B. Meetings are to be announced in advance and “Open” to the school community. Visitors wishing to make a presentation to the Committee must request time on the meeting’s agenda by contacting the Committee Chair either verbally or in writing 48 hours prior to the meeting. Such presentations are to be no longer than 15 minutes in length.

Section 2: *General Assemblies*

- A. The Committee hosts a general assembly in early fall for all school parents. The intent of this meeting is to inform all parents of the Committee’s purpose, results of the previous year’s effort relative to plan, and plans and expectations for the coming year.
- B. Additional general assemblies may be scheduled as necessary.

**Article IX
Budget and Fund Raising**

Section 1: *Budget*

The Committee will run all inflows and outflows through the school’s operations.

Section 2: *Fundraising*

- A. The goals for fundraising will be set each year by the IHMCS Advisory Council.
- B. Funds raised will be funneled to the target areas as raised based on the percentage goals established. Target areas include financial aid, general operations, and athletic efforts.

**Article X
Committee Review and Evaluation**

Section 1: *Review and Evaluation*

The Committee Leadership shall review, at the close of each year, the effectiveness of the Committee in performing assigned duties and functions. Efforts and results should be assessed against annual goals and plans. Improvement opportunities should be incorporated in efforts going forward.

Section 2: *Reporting*

Evaluation results and actions shall be shared with the IHMCS Advisory Council.

Article XI
Amendments

The By-Laws may be amended by a vote of two-thirds of the Committee Leadership and ratification by the pastor . Amendments must be presented in writing to each member of the Committee Leadership at least one week in advance of the vote.

Approved by: Father Patrick Hipwell

Date: