



## **St. Augustine Catholic School Guild Bylaws**

### **ARTICLE I - Name of Organization**

The name of this organization shall be St. Augustine Catholic School Guild.

### **ARTICLE II – Members of the Guild**

All parents of the children attending St. Augustine School are members of the Guild.

### **ARTICLE III – Mission of the Guild**

The St. Augustine Catholic School Guild is an all-volunteer, all-inclusive, parent-run organization committed to fostering a strong sense of community through the planning of events and activities that support the spiritual, intellectual, social and/or personal growth of our children. Through cooperation, respect and courtesy, we work together to model our Catholic values and promote open and informed communications among parents, faculty and our parish school community.

- The Guild Board is tasked with scheduling and planning events and activities for school children & families that assist in the enrichment of the spiritual, intellectual, social and/or personal growth of the children.
- All activities of the Guild are subject to approval of the school Principal.
- All event contracts are subject to the approval and signature of the school Principal and/or parish Pastor.

### **ARTICLE IV – Board Members & Nominations**

The Executive Board of the Guild shall consist of (1) President, (1) Co-President, (1) Treasurer, (1) Secretary, (1) Communications Chair, the parish Pastor and school Principal. The General Board shall consist of the Executive Board, (2) Enrichment Coordinators, Room Parents, Parents, and (1) Faculty Advisor.

Nominations for the Executive and General boards shall be submitted in April to the Guild President for review. With the approval of the Principal and the Guild Executive Board, officers and grade room parents shall be appointed. The term commitment of Executive Board members and Room Parents shall commence with the Installation Ceremony in June and continue through

the following school calendar year. All Executive Board terms are two years, unless otherwise determined.

- All Guild Executive Board members, Room Parents, and Guild members and volunteers for any internal and external events must have an approved CORI form by the start of the school year and have also successfully completed VIRTUS Protecting God's Children (one time class) to volunteer at any Guild event.

## **ARTICLE V – Executive Board Duties & Responsibilities**

Section 1: The duties of the **PRESIDENT & Co-PRESIDENT** shall include, but are not limited to, the following:

### **President:**

- a) The President & Co-President of the Guild shall be the Executive Officers;
- b) They shall prepare for and preside at all meetings;
- c) They shall appoint all Room Parents/Co-Chairs of Events and Committees;
- d) With the approval of the principal, they shall have the power to call Special Meetings, when necessary.
- e) They shall organize a Guild fundraising roadmap and annual event calendar, along with the Board, and per the approval of the school Principal;
- f) They shall oversee all fundraising efforts and events, ensuring the Guild meets fundraising targets;
- g) They shall train to serve as a subject matter expert on the school's fundraising software for event planning and execution, running reports and assisting event chairs;
- h) They are responsible for all communications to event chairs, room parents and school community pertaining to Guild events and fundraisers;
- i) They shall hold Guild meetings bi-monthly.

### **Co-President:**

- a) They shall work alongside the President and Principal to determine the fundraising roadmap and the annual event calendar;
- b) They shall assist in the oversight of all Guild events and fundraisers, providing support (as needed) to all event chairs and room parents;
- c) They shall train to serve as a fundraising software subject matter expert, assisting with event pages and running reports;
- d) They shall assist with all communications to event chairs, room parents and school community pertaining to Guild events and fundraisers as needed.

Section 2: The duties of the **TREASURER** shall include, but are not limited to, the following:

- a) They shall manage and oversee the Guild financial accounts;
- b) They shall serve as the liaison between the Guild and external SAS accountant;
- c) Produce financial reports to the SAS community and for the accountants, and address any payment issue(s) as they relate to Guild-sponsored events and fundraisers;

- d) They shall receive all monies from Guild activities and deposit same in the Guild Account of the school; giving all records to the School Accountants;
- e) They shall manage the Guild's accounts payable; all monies to be paid out with the approval of the Co-Presidents and/or the principal;
- f) They shall maintain the financial records of the Guild and shall prepare and submit a report at each bi-monthly Guild meeting.

Section 3: The duties of the **SECRETARY** shall include, but are not limited to, the following:

- a) The Secretary shall record the minutes of the meetings, and other matters of which a record shall be deemed necessary, and transcribe them for submission to the Board Members and upload to the Guild Shared Drive within 7 days of most recent Guild meeting;
- b) They shall provide updates from Guild each week to Principal to be included in his/her newsletter;
- c) They shall collect and review function reports after each event and upload to Guild shared drive;
- d) They shall work with Communications Chair to post to social media accounts pertaining to Guild events and activities;
- e) They shall work with Communications Chair to update Guild website with pertinent updates and information.

Section 4: The duties of the **COMMUNICATIONS CHAIR** shall include, but are not limited to, the following:

- a) The Communications Chair shall work with the school's Marketing Associate to ensure school and Guild branding are aligned and consistent;
- b) They shall oversee all Guild communications, fundraising software event sites, Guild pages on the school website, and social media updates;
- c) They shall consult on all event fundraising communications (paper and electronic) to ensure a consistent message is delivered in/out of the SAS community;
- d) They shall ensure Guild related materials are reviewed and approved before being sent out;
- e) They shall consistently keep the Parish Media Manager well informed of Guild activities and events for the purpose of good and helpful publicity to the wider parish community.

Section 5: Duties of **ENRICHMENT COORDINATER(S)** shall include, but are not limited to, the following:

- a) The Enrichment Coordinator(s) is a Sub-Committee of the Executive Board;
- b) The Enrichment Coordinator(s) shall create an opportunity for school students to have extracurricular and/or in school classes or activities to enhance and support their educational experience;

- c) They shall be responsible for all planning, scheduling, registration and execution of internal and/or external enrichment activities with outside vendors per the approval of the President and/or Principal;
- d) They shall work with the Secretary and Communications Chair to promote all enrichment activities and programs for all SAS students;
- e) They shall work with Treasurer on a budget to determine events that will be funded from Guild Monies versus parent funded activities.

Section 6: Duties of the **ROOM PARENTS** shall include, but are not limited to, the following:

- a) All Room Parents shall report to the Executive Board before final commitments are made;
- b) All Room Parents shall commit to chair or co-chair one Guild sponsored event during the school year;
- c) Upon completion of all events and fundraisers, each Room Parent/Co-Chair shall complete a Function Report Form, including financial information, to be filed with the Secretary;
- d) Room Parents shall be available to assist their representative grade teachers to plan and coordinate classroom activities and events and serve as the liaison between the classroom teacher and parents for the events;
- e) They shall coordinate Teacher gifts twice a year (Christmas and End of Year);

Section 7: Board Commitments:

- a) The Executive Board shall commit to always use Guild email for all external communication;
- b) One Executive Guild Board Member must be at Guild sponsored events;
  - a. In regards to Enrichment activities, one Enrichment Coordinator, room parent, or faculty member must be present for the duration of the activity or event.
- c) Train and learn the fundraising software to assist with Guild event planning and execution.

## **ARTICLE VI – Meetings**

- a) The regular meetings of the Guild shall be held bi-monthly. Special meetings may be called by the President and/or the principal.
- b) The President will provide an agenda for all bi-monthly meetings. Guild members may submit relevant agenda items to the President for discussion.
- c) Guild meetings will be held at least once every other month on a weekday at St. Augustine School.

## **ARTICLE VII – Code of Conduct**

The long-term success of the Guild depends on the competence and integrity of its members and the community, which they represent.

All Guild members are required to uphold a high degree of integrity while engaging with one another, students, parents, faculty, and administration. This conduct expectation extends to include school and community events when acting as a representative of the St. Augustine Catholic School Guild.

- a) All Guild members shall agree to uphold a high degree of integrity and conduct themselves in a respectful and courteous manner while planning and executing all events and meetings and while engaging with students, parents, faculty and staff;
- b) They shall agree to the same Code of Conduct outlined in the St. Augustine School Handbook and Bullying Prevention and Intervention Plan;
- c) The Principal and/or Pastor has the right to ask any member of the Guild to step down in concern of conduct, for the greater good of the St. Augustine Catholic School Guild and community.

#### **ARTICLE VIII – Amendments**

- a) Any proposed amendments to these By-Laws must be presented to the Executive Board and are subject to approval by the Pastor and/or Principal of St. Augustine School.

Revisions have been made May 30, 2023.