



*We the Community of St. Thecla Catholic School dedicate ourselves to serving God,
through our growth in faith, education, and love for one another as members of God's Family!*

St. Thecla Catholic School Home & School Operating Policies & Bylaws

The name of this organization shall be St. Thecla Home and School Association of Clinton Township in the Archdiocese of Detroit, within the state of Michigan.

This organization shall operate under and serve the administration of St. Thecla Catholic School and the Pastor of St. Thecla Catholic Church

OBJECTIVE

The objectives of this Association are:

1. To help create parent support that follows and supports the mission of our school
2. This Association is service-oriented and does not seek to direct the administration of the school or to control its policies
3. To provide support, both manpower and financial assistance to benefit the school in the development of its classroom and technology environment
4. To promote involvement of the Association's members in the school and its functions
5. To inform its members of the school's functions and achievements

MEMBERSHIP

Membership shall consist of parents/guardians of St. Thecla Catholic students, members of the school's faculty, and any member of the parish community in good standing who has paid yearly dues.

1. Annual dues to be paid per family of amount decided by board and approved by Principal not to exceed \$20.00
2. All full-time staff members are exempt from paying dues
3. It is necessary to be a current due paying member or faculty member to vote on any Association issues.

School Vision Statement

St. Thecla Catholic School forms faithful disciples of Christ with commitment to develop lifelong, independent learners and leaders through a rigorous curriculum anchored in our Catholic faith.



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4. The Association may not prohibit membership of any family whose child is currently enrolled in the school.

5. Actions of all members of the Home & School Association must fall under the mission of our school.

OFFICERS

Elected officers shall be the President, Vice President, Secretary, Treasurer and Events Coordinator.

All Home & School Officers are collectively responsible for:

- Helping all families and students live out the mission of our school
- Engaging school families to help achieve the school vision
- Acting as a liaison between all Home & School members (parents/guardians, faculty, parish members)
- Developing, implementing, and ensuring the success of Home & School events and fundraisers
- Determining financial goals and developing an expenditure plan for improvements (based on suggestions from Home and School members)
- Ensuring the successful implementation of Home & School funded improvements
- Attending Home & School monthly meetings
- Acting as goodwill ambassadors for St. Thecla Catholic School helping to promote our school's mission

Additionally, individual responsibilities for officer positions include:

1. President -

- Development agenda and overseeing monthly Association officer meeting
- Liaison between Association and Principal and Pastor
- Representative to other committees upon request
- Working to publish and communicate H & S information to proper channels
- Working with Association event coordinator to plan annual events and reserve areas for the year.

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- Approve requisitions for the payment of bills of the Treasurer
2. Vice President -
- Overseeing meetings and performing the duties of President in President's absence
 - Acting as liaison between the Association and staff
 - Assisting in duties of President as requested or needed
 - Maintain calendar coordination with school office
3. Recording Secretary -
- Recording minutes of all meetings and maintain a copy of the minutes in the school office binder and given to website administrator to be posted
 - Assisting in handling all correspondence from Association to members (letters, flyers, etc.)
4. Corresponding Secretary -
- Works directly with office on communication and/or coordination of events in school
 - Assists in advertising and communicating events, programs to the community and/or staff
 - Assists in communicating with classroom parents
4. Treasurer -
- Managing all monetary issues of H&S, including tracking fundraising income and expenses, tracking improvement expenditures, collection yearly H & S dues, etc.
 - Responsible for keeping an accurate account of all monies
 - Requesting disbursements only as directed by the Officers and signed by the President, Principal and/or Pastor.
 - Providing a YTD financial report at monthly H & S Officer meetings
 - Issuing the year end financial report to the Archdiocese of Detroit
5. Events Coordinators - Elected and/or appointed position by the administration, may have two people in this position.

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- Working with Association board to plan annual events and reserve areas for the year,(usually done in May for the upcoming year).
- Assists in finding volunteers & chairpersons as needed by board
- Acting as liaison between H&S and H&S event chairperson
- Working with the event chairperson(s) to ensure that the event has everything necessary (dates, room, supplies, volunteers, etc.) to be successful
- Ensuring the event chairperson(s) adhere to the guidelines and policies when utilizing St. Thecla facilities and possessions
- Providing event progress report if chairperson is unable to attend meeting

ELECTIONS

The term of the officers will commence at the beginning of the Association's fiscal year (July 1) and will continue for two years. The President and Secretary positions are elected in alternate years from the Vice President, Treasurer, and Events Coordinators.

NOMINATIONS

The administration (school office) will send out paperwork for the nominations by the first Monday of May. July 1 will start the new tenure of the new board. Meetings will resume in August. Nominations will be requested for Officers of the board and published in all communications for a minimum of 2 weeks and include a deadline for the submittals. All nominations must be submitted in written or electronic format and sent to designated school staff members. You may nominate yourself or someone else. Nominees will be contacted by staff to determine whether they will accept the nomination and would be willing to serve. Ballot will be sent out either via email or hard copy. One ballot per family is allowed/counted. Family name of the voter must be included on the ballot for it to be counted. The school administration may or may not require a minimum amount of attendance at general meetings to qualify for voting.

GENERAL MEETINGS

The General Meeting of the Association shall be held in the months of August – May. Meetings will be held on the first Tuesday of the month at 5:00 pm in the Media Center and will have a representative from the school in attendance. Meeting times and locations may be changed with the approval of the administration.

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The President shall provide a written agenda for each meeting following this format

1. President calls to order
2. Prayer
3. Reports from Principal/Teacher - Requests
4. Treasurer's report
5. Old Business
6. Committee Reports
7. New Business
8. Open Discussion
9. Adjournment

Attendance will be tracked at every meeting and then kept with the minutes in the school office.

RECORD KEEPING

A copy of all agendas, minutes with financial reports and attendance will be kept in a binder in the school office. This is the responsibility of the recording secretary.

A copy of the agenda, minutes and attendance will be given to the website administrator to put on our website

AMENDMENTS

Changes of these bylaws/operating policies may be done either by a request on behalf of a majority of the Home and School board and with written approval from both the Principal and the Pastor of St. Thecla Catholic School, or if School Administration (Pastor and Principal) deem a change is necessary. The changes will be immediately added into the official bylaws.

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SOCIAL MEDIA

By accepting the nomination and board position, all board members agree to act in the best interest of St. Thecla Catholic School. Any board member that posts any adverse, negative, privileged and/or not released information from the school on any social media outlet against St. Thecla Catholic School, St. Thecla Church, any staff member, another parent and/or any student, may immediately be terminated from their board position by the principal and/or Pastor.

Bylaws accepted and approved by administration on 4/28/2022

Bylaws accepted and approved by administration on 5/17/2022

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