



*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 in an advisory capacity.

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 the involvement of the Association's members in the school and its functions
5. To inform its members of the school's functions and achievements

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.



*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!*

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 the amount decided by the board and approved by the Principal not to exceed \$25.00
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.
4. The Association may not prohibit membership of any family whose child is currently enrolled in the school.
5. Actions of all Home & School Association members must fall under our school's mission. Members of this board serve as leaders and role models in our community. As part of this role, their actions must fall under the mission and vision of our school, and all members of the board should be actively participating in school activities. It is necessary that representatives on this board actively attend Masses and participate in Parish activities.

OFFICERS

Elected officers shall be the President, Vice President, Secretary, Treasurer, and

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.



*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!*

Events Coordinator.

All Home & School Officers are collectively responsible for the following:

- 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 and 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 (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 the Association and Administration and the Pastor
- Representative to other committees upon request
- Working to publish and communicate H & S information to proper channels
- Working with the Association event coordinator to plan annual events and reserve areas for the year.

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.



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!

2. Vice President -

- Overseeing meetings and performing the duties of the President in the President's absence
- Acting as a liaison between the Association and staff
- Assisting in the duties of the President as requested or needed
- Maintain calendar coordination with the school office

3. Recording Secretary -

- Recording minutes of all meetings and maintaining a copy of the minutes in the school office binder and giving them to the website administrator to be posted
- Assisting in handling all correspondence from the Association to members (letters, flyers, etc.)

4. Corresponding Secretary -

- Works directly with the office on communication and/or coordination of events in the school
- Assists in advertising and communicating events and 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, collecting yearly H&S dues, etc.

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.



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!

- Responsible for keeping an accurate account of all monies
- Requesting disbursements only as directed by the Officers and signed by the president, administration, 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 by the administration may have two people in this position.

- Working with the Association board to plan annual events and reserve areas for the year (usually done in May for the upcoming year).
- Assists in finding volunteers and chairpersons as needed by the board.
- Acting as liaison between H&S and the 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.
- Provide an event progress report if the chairperson is unable to attend the meeting.

FINANCIALS

- Any approval of payment or purchase over \$1,000 should be brought to the vote of the H & S Board, including the Executive Officers and

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.



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!

- event coordinators. This includes but is not limited to payments for venues, inventory items, and/or purchases that support an event.
- Any item over \$1,000 that the board has approved must also have the approval of the Principal prior to purchase.
 - Deposits will be done the next day that school is open; all deposits should be counted by two people - including one of the event chairs. All deposits must be given to the school office to be deposited.
 - All receipts must be turned in within 10 days of the event in which the items were purchased. This is the only way to provide accurate public financials. Receipts should have a check request form attached.
 - All check requests must have the signature of a board member of H&S and the principal and should be turned in to the school office.
 - Financial updates are to be given at each H & S board meeting, including a review of the profit and loss statement per each event.
 - Items purchased by H & S are property of St. Thecla Catholic School and must be returned within 5 days of the event when used for off-campus St. Thecla events.
 - Inventoried H & S items (such as spirit wear) that are available for purchase must be paid for when the item is received. H & S representatives are not to give items out without receiving payment for them. NO exceptions
 - Raise Right (SCRIP) and Spirit Wear inventory needs to be balanced monthly with the orders that have been filled and what we have remaining. Counting of these items should be done by a person not filling and/or accepting the orders.
 - Start-up cash for any event needs to be requested at least 2-3 weeks in advance the check will be made out to the chairperson of the event. If this is not possible, then a board member will be the default person.

ELECTIONS

The term of the officers will commence at the beginning of the Association's

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.



*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!*

fiscal year (July 1) and will continue for two years. The term of any one person on the board is for 4 consecutive 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, including 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. Staff will contact nominees to determine whether they will accept the nomination and would be willing to serve. A ballot will be sent out either via email or hard copy. One ballot per family is allowed/counted. The 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. These meetings will be as scheduled by the administration and have a staff member in attendance. Meeting times and locations may be changed by mutual agreement between the administration and the school board.

The President shall create an agenda for each meeting following the format listed below. Administration and members must send items they want added to the agenda to the President at least 3 days prior to the meeting; the President shall provide the agenda to administration and board members to all board members at a minimum of 2 days prior to the scheduled meeting.

1. President calls to order

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.



*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!*

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 administrator to put on our website.

AMENDMENTS

Changes of these bylaws/operating policies may be done either by 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 Administration) deem a change is necessary. The changes will be immediately added to the official bylaws.

SOCIAL MEDIA

By accepting the nomination and board position, all board members agree to act in

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.



*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!*

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 Administration and/or Pastor.

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

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

Bylaws accepted and approved by the administration on 8/15/2022

Bylaws accepted and approved by the administrator on 8/14/2023

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.



*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!*

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.