

# **MARYMOUNT PARENT COUNCIL**

## **BYLAWS AMENDED 08/2006**

### **PURPOSE**

The purpose of the Marymount Parent Council (MPC) is to aid the Head of School and the faculty in promoting parent participation and communication, to provide financial and organizational help in areas that are of the greatest interest to the membership, and to assist in organizing and running school functions.

### **MEMBERSHIP & DUES**

All parents who have a child or children enrolled at Marymount are members of the Parent Council. Dues are collected annually with the first tuition payment and are used to cover the operating expenses and all standing projects of the MPC. Parents are expected to participate in the organization of at least one MPC function each year. The MPC Board consists of the MPC Executive Officers and all Committee Chairpersons.

### **MEETINGS**

Meetings are held regularly. General members are invited and encouraged to attend all meetings. The dates of the MPC meetings will be listed in the Parent Handbook, and will be posted in the Marymount Messenger.

### **BYLAWS**

The Bylaws shall be reviewed and revised at least every two years by the MPC Executive Board.

### **NOMINATING COMMITTEE**

The Nominating Committee shall consist of the current MPC President(s), the Nominating Chairperson, and (1) Room-parent from each grade level. This committee shall be established at the first Room-Parent Meeting. The Nominating Committee shall meet at least two months prior to the end of the school year to create a slate of officers for the upcoming school year. This slate will be presented and voted on at the final MPC Meeting of the year.

### **MPC EXECUTIVE BOARD**

Any parent who has a child currently enrolled in the school is eligible to serve as and MPC Officer. The term of service is for one year and shall not exceed 2 consecutive years in the same position with the exception of the office of Treasurer who may serve up to three consecutive years. The MPC Executive Board shall consist of five (5) members. This board shall be comprised of one (1) President, two (2) Vice-Presidents, a Secretary and a Treasurer, or two (2) Co-Presidents, one (1) Vice-President, a Secretary and a Treasurer, or one President (1), one President-elect (1), one (1) Vice-President, a Secretary and a Treasurer. It is recommended that at least one of the Presidents served on the Executive Board the year preceding his/her term. The MPC Executive Board is ultimately responsible for filling all committee chairperson positions. A majority of the executive Board must approve all major purchases (over \$1,000) made for the school using MPC funds.

## **PRESIDENT (S)**

The President will preside at all meetings of the MPC and MPC Executive Board, and will oversee all MPC activities. The President will coordinate the work of the officers and committees of the MPC in order to fulfill the purposes of the Marymount Parent Council. With the approval of the other Board members, she/he may create committees and appoint chairpersons as needed. The President will submit a list of officers and committee chairpersons to be published in the Marymount Parent Handbook and Directory. The President shall be apprised of the financial status of the MPC on a regular basis and will assist the Treasurer in creating an annual budget. The President will meet with the Head of School regularly in order to maintain good communication. The President should schedule meetings with other faculty members as needed in order to ascertain additional ways that the MPC can be of service to them. The President will attend all meetings of the Marymount Board of Trustees, will have a single vote on the Board of Trustees and act as a liaison between the MPC and the Board of Trustees.

## **VICE PRESIDENT (S)**

The Vice President will assist the President with all presidential responsibilities and will assume those duties in the absence of the President. The Vice President, along with the President, will oversee all MPC sponsored activities. She/He will also collaborate with the Secretary to ensure that all MPC meetings be announced and publicized properly. The Vice President will be responsible for collecting all committee reports and organizing them for the following year's Committee Chairs.

## **SECRETARY**

The Secretary will take minutes at all meetings of the MPC. She/he will give the Head of School and the President a copy of the minutes of each meeting and will submit a copy of the minutes to the Marymount Messenger. The Secretary will write additional information for the Messenger at the direction of the President. The Secretary will also assist with MPC correspondence as needed. She/he will keep records of all amendments to the MPC Bylaws.

## **TREASURER**

The Treasurer will keep all the financial records of the MPC. The Treasurer will, along with the President, prepare a yearly budget and present it to the membership. The annual budget is to be voted on by the Executive Committee prior to the first MPC general meeting. All MPC funds belong to the MPC to be budgeted as needed for the current year. Profits/losses from activities do not carry forward annually. Based on this budget, all committee chairs will be duly informed of the amount budgeted for each event. The Treasurer will make all MPC disbursements from the MPC checking account. This account shall require two signatures on all checks. The Treasurer will guard over any certificates of deposit for the MPC, keeping them in higher interest earning accounts at secure financial institutions. She/He will work with the Marymount Bookkeeper to transfer dues to the MPC account in October of each year. The Treasurer will keep precise records of all financial transactions of the MPC and will give regular reports at the MPC meetings.

## **Committee Chairpersons**

All Committee Chairperson will serve a minimum of one year. If desired, two people may chair a committee. All committee chairs will keep the MPC Executive Board informed of the details of their event, and work in conjunction with the President and Marymount faculty to set the date and time of their event. Chairpersons will submit announcements to the Marymount Messenger publicizing their activities, and will be asked to speak at the MPC meetings to discuss their event. The Head of School must approve all new events. At the conclusion of their event, the chairperson will prepare a written summary of their activity to be used in subsequent years.

### **ARTS & LITERACY**

The Arts & Literacy Chair will coordinate presentations to the students to promote interest in the Arts.

### **BACK TO SCHOOL BBQ**

The Back to School BBQ Chair will organize and coordinate all details of this annual event, usually held the day before school begins in September. She/He will form a committee, set a date, select a theme & location, send invitations, and attend to all details of this event. This event typically pays for itself.

### **BOOK FAIR**

The Book Fair Chair will work with the librarian to coordinate all details of the Book Fair. The proceeds of this event will benefit the Marymount library and/or classroom libraries.

### **CULTURAL ENRICHMENT**

The Cultural Enrichment Chairperson will, in coordination with the Head of School, organize and arrange for various art and science related enrichment programs for the school. The Chair will strive to present programs, which highlight different cultures and stimulating experiences. The Chair will keep the teachers informed of these events, and provide the teachers with additional resources relating to the programs if available.

### **FATHER DAUGHTER DANCE**

The Father Daughter Dance Chair will organize and coordinate all details of this annual event. This event presents an opportunity for the girls of Marymount to attend a dance with their Father, or other male adult friend. It is traditionally held on campus and typically pays for itself.

### **GRADUATION**

The Graduation Chair will assist the Middle School Faculty with graduation events. She/He will put together a committee consisting of representation from the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade parents. She/He will organize and coordinate any graduation festivities beyond those which Marymount hosts.

### **GRANDPARENTS' AND SPECIAL FRIENDS' DAY**

The Grandparents' Day Chair will work with the Development Office to organize and coordinate all aspects of this day, including publicity, invitations, decorations, refreshments, and format. The Head of School, the Development Office and the Grandparents' Day Chairperson will determine the format of this day.

## **HOSPITALITY**

The Hospitality Chair will arrange for refreshments and room set up for the MPC meetings and other designated MPC events when needed. The Hospitality Chair will keep an inventory of the MPC hospitality supplies stored at Marymount.

## **HOST FAMILY PROGRAM-ELEMENTARY/MIDDLE SCHOOL**

The Host Family Chairpersons will assign families new to Marymount to a returning Marymount family before school begins in the fall, and as needed throughout the year. This will be done in conjunction with the Admissions Director. The Chair will encourage the host families to attend school functions with the new family, and to provide general outreach and support to their new family.

## **HOT LUNCH**

The Hot Lunch Chair will organize and coordinate all details of the Hot Lunch Program. She/He will publish menus in the Marymount Messenger. The Hot Lunch Chair will coordinate with the Room Parent Chair to get parent volunteers to help with the weekly serving of the lunches. She/He will provide the treasurer with a yearly accurate financial statement.

## **GREENERY SALES**

The Greenery Sales Chairperson will organize and coordinate various plant sales throughout the year. The proceeds of these events may be applied to Buildings and Grounds wish list projects.

## **MIDDLE SCHOOL SNACK SHACK**

The Snack Shack Chairperson will be responsible for stocking and organizing the contents of the Snack Shack at the direction of the Middle School Leadership Advisor. Whenever possible, she/he will purchase supplies for the Snack Shack using Scrip. Funds for purchasing food will be provided by the Head of Middle School.

## **MOTHER-SON EVENT**

The Chair of this event will organize and coordinate all details of this annual event, including invitations, theme, publicity and budget. All Marymount boys are invited to attend this event with their mother or other female adult friend. This event typically pays for itself.

## **OFFICE SUPPORT**

This person offers support as needed to the office at Marymount, particularly to the school secretary.

## **POSTERS & MARQUEES**

The Poster Chairperson prepares a monthly bulletin board highlighting pertinent events of that month for the display box located next to the First Grade classroom. She/he is also responsible for posting the monthly calendar on the school marquis located in the lower and Middle School parking lots.

## **RELIGION CHAIR**

The religion chair will work with the faculty Religion Coordinator. The chair will appoint a parent volunteer to assist the religion coordinator with any needs for First Communion including providing the flowers at the mission. A Parent volunteer will assist the Middle School Head with any needs for Baccalaureate including providing the flowers. The chair will assist the faculty Religion coordinator with any needs for any of the yearly masses/prayer services. The chair will be responsible for coordinating the First Friday Mass Snacks at the Mission.

## **ROOM PARENT CHAIR**

The Room Parent Chair will conduct a sign-up for the positions of Room Parents in the late spring prior to the following school year. She/he will then conduct a meeting with all room parents in August or September to inform them of their duties. The Room Parent Chairperson will be the liaison between the MPC Executive Board and the rest of the MPC, and will be used to communicate important information between these two groups. The Chairperson will inform and enforce the room parent policies as stated in the attached document.

## **SCRIP**

The Scrip Chairperson will coordinate all aspects of the scrip program, including coordinating the selling of scrip, maintaining "Standing Order" sales, and soliciting and supervising a sales committee. She/He will place all orders to maintain a stock of scrip, and will keep accurate financial records regarding all sales and orders. Scrip sales are traditionally the MPC's largest fundraising mechanism.

## **SPORTS COORDINATOR**

The Sports Coordinator Chair will have a committee with liaisons for middle school and elementary school after school programs. The Sports Coordinator chair will work closely with the Athletic Department Head to assist in coordinating carpool rides for away games, providing snacks for team players on game days, insuring uniform returns at the end of season.

## **THEME**

The Chairperson(s) will meet with the Head of School, the Head of Middle School and the Head of Elementary school to decide on a school wide theme in February prior to the start of the next academic year. The Head of School will appoint a faculty advisor to sit on the theme committee. The group will implement the theme through school wide assemblies and classroom activities throughout the school year.

## **TEACHER APPRECIATION LUNCHEONS**

The Teacher Appreciation Luncheon Chairperson will coordinate 2-3 luncheons a year for the Marymount staff. The Chairperson will work with the MPC Executive Board and the Head of School to determine the dates of these luncheons. The Chair will work with a committee to choose a theme and organize all details of these lunches. She/He will then assign different grade levels to assist with the food and drinks for these events.

## **UNIFORM EXCHANGE/LOST & FOUND**

The Uniform Exchange Chairperson will check the Lost & Found closet regularly and make an effort to return lost items to the appropriate family. Uniform items without names will be laundered and placed into the Uniform Exchange. All other items without names will be donated to charity. This Chairperson will also maintain the Uniform Exchange closet.