

**BYLAWS OF PAWS**

**MARY QUEEN OF THE HOLY ROSARY**

**PARENT ORGANIZATION**

**ARTICLE I**

**NAME**

- Section 1.** The name of this organization will be PAWS – Parents Active With School, the Mary Queen of the Holy Rosary Parent Organization, hereafter referred to as PAWS.

**ARTICLE II**

**MISSION**

- Section 1.** To inspire involvement and create a positive sense of welcome and belonging for all members to continue to strengthen and grow the Mary Queen School community.

**ARTICLE III**

**OBJECTIVES**

- Section 1.** To promote the welfare of children and youth in school, home, church and community.
- Section 2.** To organize and support a wide range of activities and events benefiting the school and/or parish, providing diverse ways for parents/guardians to become involved.
- Section 3.** To provide financial and moral support to the faculty and staff of Mary Queen School, thereby providing every child the highest advantage in physical, mental, social, and spiritual education.

**ARTICLE IV**

**POLICIES**

- Section 1.** The mission of PAWS is to initiate, coordinate, and promote teacher/parent/child appreciation, enrichment activities, and/or social activities. PAWS shall also provide information to parents/guardians concerning school events, fundraisers, and volunteer opportunities in order to build a strong family-school connection and community.
- Section 2.** PAWS will not seek to direct the administrative activities of the school or to control its policies. However, PAWS may offer insight or suggestions to activities and school events to support the school community.
- Section 3.** PAWS shall be non-profit and non-partisan. The parents or guardians of school students and the school Principal are members of PAWS. MQHR Faculty and staff are welcome and encouraged to participate and attend meetings.
- Section 4.** In the event of the dissolution of PAWS, the assets of PAWS will be distributed equally to the Mary Queen of the Holy Rosary Parish and to the Mary Queen of the Holy Rosary School.
- Section 5.** All policies developed and defined by PAWS and these by-laws as established or amended will be consistent with those of the Mary Queen of the Holy Rosary School Council.

**ARTICLE V PAWS MEMBER BOARD**

- Section 1.** The PAWS Member Board will consist of a Chair, Assistant Chair, Committee Heads, and the Principal of the school. There are three Standing Committees, but additional Committees may be added as the PAWS Member Board deems necessary by majority vote. The Standing Committees, each having at least 2 Heads are:
- Welcoming Committee
  - Hospitality Committee
  - “Jack-of-all-Trades” Committee
  - Classroom Connection Committee
- Section 2.** The faculty representatives will consist of rotating faculty members to attend a PAWS meeting to build communication and relationships between school and parents.
- Section 3.** The responsibilities of the PAWS Member Board are to lead PAWS:
- To enhance and foster a stronger school and parish community;
  - To coordinate grade level activities and school-wide events;
  - To provide social opportunities for parents/guardians for a stronger network;
  - To coordinate and review the work of the standing committees;
  - To present a report for the School Council meetings;
  - To organize and/or support school fundraisers; and
  - To be a resource for parent development and support.
- Section 4.** Meetings of the PAWS Member Board will be held monthly prior to the monthly PAWS meetings and/or on an “as needed basis” as determined by the activities and events of the school year as deemed necessary by the Chair and members of the PAWS Member Board.

**ARTICLE VI CHAIRS AND THEIR ELECTION**

- Section 1.** The Officers of the PAWS will be a Chair, Assistant Chair, and Committee Heads. These Officers will be elected, per the terms defined below, by ballot.
- Terms for the Officers will be as follows:
- a. Each Officer will serve for two years;
  - b. Officers may serve a maximum of two consecutive terms in their respective offices.
- Section 2.** The PAWS Member Board will encourage participation and solicit nominations for Chairs during the month of March.
- Section 3.** The PAWS Member Board will receive the consent of each candidate before placing his/her name on the ballot. The ballots will be distributed to all school parents/guardians and other PAWS members in coordination with the School Council elections. After the ballots have been returned, any available PAWS Board members not running for re-election will tabulate the votes and announce the new officers at the May PAWS meeting.
- Section 4.** In case a vacancy occurs in the office of the Chair, the Assistant Chair will assume the office. Vacancies in the other offices will be filled by majority of the remaining members of the PAWS Member Board for the remainder of the term of the position so vacated.

**ARTICLE VII                    RESPONSIBILITIES OF OFFICERS**

- Section 1.**            The Chair will preside at all meetings of the PAWS Member Board and all General PAWS meetings. The Chair will set the meeting agenda from items submitted from the PAWS Member Board, School Principal, and general PAWS members. All items need to be submitted to the Chair one week prior to the meeting date. The Chair will also be a member ex-officio of all committees, will name special committees and will perform all other duties usually pertaining to the office. The Chair shall also attend monthly School Council meetings to communicate the happenings of PAWS.
- Section 2.**            The Assistant Chair will perform all duties of the Chair in the absence of that officer and will perform such other duties as may be delegated to that office.
- Section 3.**            The Assistant Chair will keep an accurate record of all PAWS Member Board and General meetings and will perform such other duties as may be delegated to that office. The Assistant Chair will submit meeting minutes to all PAWS Member Board members within one week of the previous meeting. Changes or corrections may be requested within a week to accurately reflect the PAWS's discussions. After all Board members approve the minutes, they will be distributed school wide via the website. The Assistant Chair will also be responsible for initiating a review of the PAWS by-laws every two years.
- Section 4.**            Committee Heads will lead their designated committee by communicating upcoming activities and events to PAWS committee members, coordinating school activities and events on behalf of PAWS, communicating with PAWS Member Board, and encouraging increased PAWS member participation.
- Section 5.**            All check requests or reimbursements will be approved by majority of the PAWS Member Board and submitted by the Chair or Assistant Chair, in writing to the School Registrar. Only the Principal and Assistant Principal are authorized to sign checks.
- Section 6.**            All monies collected through PAWS on behalf of school activities and events will be for Deposit, in the name of "Mary Queen of the Holy Rosary School." The PAWS members responsible for managing the funds for a particular event will work with school personnel to turn in monies each day.

**ARTICLE VIII                MEETINGS**

- Section 1.**            PAWS will hold General Meetings monthly on various days to accommodate the majority of the members' schedules throughout the school year. A schedule of the academic year PAWS meetings will be determined by the 1<sup>st</sup> meeting of the new school year and published on the school's website.
- Section 2.**            All monthly PAWS general meetings are deemed "open" meetings to all school parents/guardians and attendance is encouraged.
- Section 3.**            The Annual PAWS Member Board Meeting, which is the last meeting of the year, shall be held in May. This PAWS Member Board meeting will be attended by both the old and the new Officers so that the transition of leadership can be facilitated. At this time, all new PAWS Member Board members will receive a copy of the PAWS by-laws.
- Section 4.**            Special meetings of the PAWS may be called by the Chair, or by majority of the PAWS Member Board.

**ARTICLE IX                    STANDING COMMITTEES**

- Section 1.**        The Welcoming Committee Heads shall solicit volunteers to welcome new families to the school community, answer questions and concerns, and mentor and provide support through the first year by inviting them to activities and encouraging their participation in school events, as well as other activities deemed necessary by the PAWS Member Board.
- Section 2.**        The Hospitality Committee Heads shall solicit volunteers to support social activities such as cooking/baking or decorating for events as Grandparents Day, Catholic Schools Week, Teacher Appreciation Day, etc., and coordinate class parents/guardians as well as other activities deemed necessary by the PAWS Member Board.
- Section 3.**        The “Jack-of-all-Trades” Committee Heads shall solicit volunteers who have diverse talent, trade, skill and/or knowledge whom the school can call upon in special circumstances, as well as other activities deemed necessary by the PAWS Member Board.
- Section 4.**        The Classroom Connection Committee Heads shall solicit volunteers who work with the classroom teacher on various school projects and initiatives at the request of the Principal and/or PAWS. Such examples might include coordinating classroom volunteers for Fall Festival, Night of Angels, Box Tops, Rice Bowls, and Book Fair.
- Section 5.**        To promote the objectives and interests of the PAWS, the PAWS Member Board may create committees. Chairpersons of these committees will serve until the expiration of the Chair’s term under which they were appointed, or until their appointment is terminated by the Chair, or the committee has accomplished its task, whichever first occurs.

**ARTICLE X                    RULES OF ORDER AND DECISION MAKING**

- Section 1.**        The bylaws identified are intended to govern PAWS and its members and are subject to be amended, as needed. Any changes must be approved by current PAWS Member Board and/or its members and the School Council.
- Section 2.**        A majority of the members of the PAWS Member Board including the Chair and/or Assistant Chair must be present in order to transact official business.
- Section 3.**        The decisions of the PAWS will be made by the majority method.
- Section 4.**        The PAWS Member Board will inform appropriate school personnel of all activities that are scheduled.

**ARTICLE XI                    AMENDMENTS**

- Section 1.**        These bylaws shall be amended by majority of the members of the PAWS Member Board.