



BEARS PARENT CLUB BY-LAWS

MISSION STATEMENT

The mission of the Holy Spirit Parish School BEARS Parent Club is to support the school's teachers and administration, and to support the fundraising and social activities of Holy Spirit Parish School. The goal is to encourage parental involvement, facilitate communication between parents and school administration, and provide community building opportunities within the school and the school/parish communities.

Article I — Name and Consent

The Name of the organization shall be the BEARS Parent Club. The BEARS Parent Club shall function only with the approval of the Pastor and Principal.

Article II— Objective

The purpose of the BEARS Parent Club is to build a Catholic community, to support the school's teachers and administration, and to support the fundraising and social activities of the Holy Spirit Parish School.

Article III - Membership

Membership shall be open to all parents, guardians, staff and teachers interested in the objectives and promoting the work of the BEARS Parent Club.

Article IV – BEARS Parent Club Officers

- Bears Club President
- Bears Club Vice President
- Bears Club Communications Chair
- Head Room Parent
- New Family Liaison (Parent Ambassadors)

Article V - Duties and Terms of Officers

BEARS Club Officers are selected by the School Administration. All parents are welcome and encouraged to self-nominate for these positions.

1. **President** – The President shall serve for one school year, unless an exception is made by the Principal. The President oversees all activities of the BEARS Parent Club and coordinates with all BEARS Club Officers. They shall preside at monthly Parent Club meetings and will consult with the Principal prior to setting the agenda for each meeting.

The President, in conjunction with the school administration, shall set all social and fundraising events for the school year, help select BEARS Club Officers and Fundraising Event Chairs. They will serve as the primary point of contact with the school administration and ensure accurate and timely dissemination of information to the BEARS Club Officers and school families.

The President, along with the school Advancement Director, will work closely with Event Fundraising Chairs, to ensure fundraising events are successful, effective and a positive use of

school resources, and volunteer and school families time.

The President, along with the BEARS Club Officers and their appointed Chairs shall direct and coordinate social, hospitality, and community building events. These events will include, but are not limited to:

- Uniform Exchange
- Welcome Back to School event
- Back to School Night
- Big/Little Events
- Breakfast with Santa (in conjunction with the Knights of Columbus)
- Catholic Schools Week
- Teacher/Staff Appreciation

2. **Vice President** – The Vice President shall serve one year as Vice President, continuing on to serve as President, unless an exception is made by the Principal. The Vice President shall take an active role in assisting the President in all aspects of the BEARS Parent Club. It is recommended that the Vice President have previous Bears Club experience before assuming his or her respective office.

3. **Communications Chair** – The Communications Chair works closely with the BEARS Club President and Vice President to craft and manage communication tools to keep school families up-to-date on all school activities. These tools include, but are not limited to, the BEARS Club Facebook page, the BEARS Club website page, the BEARS Club newsletter, and FACTS SIS text messages and emails as needed.

4. **Head Room Parent** – The Head Room Parent works closely with the Principal to select Room Parents for each grade level. The Head Room Parent serves as the communication link between the BEARS Club, the administration, and each Room Parent. Room Parents assist the teachers as needed and assist with all classroom-level fundraising needs. Room Parents are an essential source of communication between the school and each family.

5. **New Family Liaison/Parent Ambassadors** – The New Family Liaison shall contact new families prior to the start of the new school year to assist with their integration into the Holy Spirit community. They may plan various gatherings for new families to meet each other and current Holy Spirit parents. Administration and BEARS Club officers are invited to these events. In the fall and throughout the year, they shall contact the new families with information they need to know. The Liaison is also available for any questions that may arise. This position works with school administration and in collaboration with the Advancement Director.

Article VI – Fundraising Event Chairs

Fundraising Event Chairs are selected by the School Administration, Advancement Director and BEARS Club President. All parents are welcome and encouraged to self-nominate for these positions. Each event will have a Chair and Vice Chair who serve at the discretion of the Principal. Vice Chairs are asked to serve as Chair, following their year as Vice Chair, to ensure continuity.

Fundraising event dates are set at the end of each school year after careful review and consideration. Events are not automatically renewed for each year.

Fundraising events include, but are not limited to:

- Chili Cookoff and Cornhole Tournament
- Crab Feed
- Golf Tournament
- Auction and Gala Dinner
- Jog-A-Thon

It is essential that Fundraising Chairs have event planning experience and understand the organization, budgeting and financial goal requirements. Each Chair will work closely with, and report to, the school Advancement Director. The Fundraising Chairs can build their own team, with the assistance of the Bears Parent Club, to coordinate all aspects of each fundraising event.

Bears Parent Club Bylaws updated Spring 2023