



# **Sacred Heart Parish School PARENTS' ASSOCIATION**

## **Operating Procedures**

### **School Year 2025-2026**

#### **ARTICLE I. IDENTITY AND MISSION**

##### **Section 1. Name**

This organization shall be known as the Parents' Association (PASS) of Sacred Heart Parish School, Hollister, California.

##### **Section 2. Purpose**

The purpose of PASS is to bring parents/guardians together to support the spiritual and educational values of Sacred Heart Parish School. The main responsibility of PASS is to assist the principal by sponsoring activities, which further develop Sacred Heart Parish School as a community of learners and believers. PASS provides opportunities for parents/guardians to become more involved in their children's school environment and fulfill their role as the primary educators of their children.

##### **Section 3. Authorization**

PASS is established by the school Principal and must adhere to all school policies, standards and administrative operations. The Principal is responsible for approving and monitoring the operating procedures and activities of PASS.

##### **Section 4. Membership**

The membership of PASS consists of all parents/guardians of students enrolled at Sacred Heart Parish School.

#### **ARTICLE II. PARENTS' ASSOCIATION OFFICERS**

##### **Section 1. Parents' Association Officers and Terms**

PASS officers are elected in the spring, to serve a two-year term of office. A faculty liaison also serves on the board.

## **Section 2. Responsibilities and Duties**

PASS officers organize, support, promote and direct PASS sponsored activities as well as advise the Principal on school programs and services, excluding personnel. Except for the office of President, the duties of all officers are not mutually exclusive but are a cooperative effort.

- President
  1. Presides at all General and Officer Meetings of PASS.
  2. Coordinates the efforts of PASS Officers in carrying out all PASS sponsored activities.
  3. Represents PASS as liaison (representative) to the Principal and Board of Limited Jurisdiction.
  4. Prepares annual calendar of PASS activities for Board input/approval.
- Vice-President
  1. Maintains a record of PASS Meeting minutes
  2. Manages promotions and publicity for PASS activities.
  3. Assumes the responsibilities of the PASS President upon the absence or vacancy of the President.
  4. Coordinates with the President and oversees the nominations and elections of PASS Officers.
  5. Provides support to the President in coordinating all PASS sponsored activities.
  6. Serves to help improve communication to the Sacred Heart community via the school website, school newsletter (The PULSE), the church bulletin, and church display case.
  7. Support volunteer efforts and acknowledge volunteer efforts
- Treasurer
  1. Manages the accounting, bookkeeping and auditing of PASS finances.
  2. Maintains PASS' general ledgers, ensures the prompt settlement of accounts payable/receivable, and prepares monthly budget reports and checking account reconciliation
  3. Oversees the Hot Lunch Program and Uniform Exchange Program
- One Heart Activities Director

Due to the demands of this position, one to two persons may have a shared responsibility for the following activities:
- 1. Facilitates activities which support families, community, and students and support of the One Heart activities.

#### **F. Social Activities Director**

Facilitates PASS activities which welcome and involve students, their families and their teachers, together as a community. Activities include:

1. New family orientation reception
  2. First day back to school morning welcome (coffee and pastries)
  3. Coffee with the Principal
  4. Grandparents' Day
  5. Campus Beautification
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- Room Parent Coordinator  
Coordinate activities of class room parents. Due to the demands of this position, one to two persons may have a shared responsibility for the following activities:
    1. Assist teachers in identifying room parents including yearbook support
    2. Coordinate room parent activities for all grades throughout school year
    3. Teacher Appreciation Day
    4. Serve as liaison between room parents, PASS board, and teachers to ensure effective communication
  - 5. End of year picnic day
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- Yearbook Coordinator
  - 1. Facilitates, organizes, and coordinates the following PASS activities: Yearbook & work with room parents & class representatives)

### **Section 3. Election Code**

The election of PASS officers is coordinated in the Spring by both the PASS President and the Vice President.

#### **A. Nominations**

Nominations for PASS officers are taken in April from the Sacred Heart Parish School Community.

#### **B. Voting**

Voting by the PASS Membership for officers takes place in May during the PASS meeting.

## **C. Installation**

New officers begin their term at the PASS Officer Meeting in June following the election.

### **Section 4. Officer Vacancies**

Officer vacancies may occur due to: a) a resignation to run for another office, to move out of the area, or for personal reasons; b) removal from office; c) an absence from office because no one is interested enough to run. The following procedures will be adhered to in the event that an officer's position is left vacant.

#### **A. Presidential Vacancy**

a. The Vice-President will assume the responsibilities of the PASS President upon vacancy.

#### **B. Officer Vacancy.**

a. In the event of a PASS Officer vacancy (Vice-President, Treasurer, or any Activities Director or Coordinator,) the President will appoint a new PASS Officer with the consent of the remaining officers. To serve the remainder of the term.

## **ARTICLE III. ROOM PARENTS**

### **Section 1. Room Parents and Terms**

Room Parents are suggested each year by the homeroom teachers to serve as Room Parents.

### **Section 2. Duties**

Room Parents help coordinate homeroom class activities and are a vital communication link to families in a particular grade. Room Parents may also serve as grade representatives at special PASS officer meetings to advise the Principal on school programs and services, excluding personnel.

## **ARTICLE IV. COMMITTEES**

The President will appoint PASS committees, both standing and special. Each Activities Director or Coordinator will establish a standing committee to assist with their responsibilities and duties. Special Committees are appointed as needed.

## **ARTICLE V. PARENTS' ASSOCIATION MEETINGS**

### **Section 1. General and Officer Meetings**

General and Officer meetings are scheduled monthly throughout the year, excluding July. (December meeting is on an as-needed basis.) The purpose of these meetings is to discuss and plan activities, as well as to exchange ideas regarding the spiritual and educational well-being of Sacred Heart Parish School's ministry.

## **Section 2. Agenda for Officer Meetings**

The agenda for PASS Officer Meetings shall be distributed to its membership prior to the meeting itself. The ordinary order of PASS Officer meetings will be:

- Opening Prayer
- Review of Minutes/Finances
- President's Remarks
- Principal's Sharing
- PASS Activities & Coordinator Reports
- New Business
- Closing Prayer

## **ARTICLE VI. PARENTS' ASSOCIATION FINANCES**

### **Section 1. Revenue Generated by the Parents' Association**

All PASS revenue-generating efforts shall have prior approval of the Principal and shall comply with diocesan guidelines and procedures. All self-generated revenues shall be for designated PASS activities; however, in the event of extraordinary need, the Principal may direct funds for other than previously designated purposes.

### **Section 2. Purchases, Order of Goods or Services**

PASS may not obligate the school for purchases, orders of goods, or services without prior approval of the Principal.

### **Section 3. Parents' Association Monies**

Monies collected and disbursed by PASS shall be handled with good and prudent business practices. All monies collected shall be received, accounted for, balanced and properly deposited within a diocesan cash management account. The Principal, PASS President and Treasurer shall be signatories on all PASS account(s). In accordance with diocesan policy, PASS account(s) shall not retain more than \$5000 at the end of each fiscal year (August 31<sup>st</sup>) or to the discretion of the principal. Any monies above this amount are to be transferred into the general account of Sacred Heart Parish School.

## **ARTICLE VII. PROGRAM OF ACTIVITIES**

A written plan, known as the “Program of Activities,” outlining PASS activities for the upcoming school year should be adopted annually no later than the August Officer Meeting.

## **ARTICLE VIII. AMENDMENTS**

### **Section 1. Amendments Proposed by the Parents’ Association**

Amendments to PASS Operating Procedures may be proposed by PASS officers to the Principal for review and approval.

### **Section 2. Amendments by the Principal**

The Principal retains the right to amend or waive provisions of the PASS Operating Procedures for “Just Cause” after consultation with PASS officers. The membership will be given notification to changes made.