

**MERCYMOUNT COUNTRY DAY SCHOOL
PARENTS ASSOCIATION COMMITTEE**

GUIDELINES

A. MISSION

The Parents Association accepts and promotes the mission of Mercymount Country Day School,

- To be faithful to the mission of the Religious Sisters of Mercy and to Catholic educational traditions and to the spirit and charism of Venerable Catherine McAuley
- To strive to ensure the development of strong academic skills, creative abilities, a sense of community and of social responsibility.

B. PURPOSE

The purpose of the Parents Association Committee shall be to serve as a consultative body to the principal of Mercymount Country Day School. The Association shall pursue the following objectives:

- To create a bond of unity among parents, faculty and students,
- To assist the faculty and the principal of the Mercymount community in fulfilling its mission,
- To support all programs (spiritual, academic and extracurricular) and to encourage participation by the members of the student body,
- To create and maintain sound public opinion of Mercymount and promote cooperation in and good will toward its general welfare,
- To assist Mercymount to attain its financial goals through fund- raising.

C. MEMBERSHIP

All Mercymount Country Day School parents/ guardians are members of the Parents Association.

The management of the affairs of the Association shall be vested in a Committee which consists of at least 12 but not more than 15 people. With the principal as its head, the composition includes four officers, with the remaining members serving on various committees. Employees of Mercymount Country Day School may not serve on the Parent Association Committee.

D. OFFICERS

The officers of the Association shall be the President, Vice President, Treasurer and Secretary. They will be selected or approved annually at the final meeting in June. Officers may serve three consecutive years with the option to continue not more than an additional three years, unless at the discretion of the Principal.

E. DUTIES OF OFFICERS

- **President** – preside over meetings, prepare agenda with principal, provide leadership related to mission, assign duties and responsibilities to members
- **Vice President** – perform duties of president when president is absent; succeed president
- **Treasurer** – responsible for development and presentation of budget, keep accurate records
- **Secretary** – handle all correspondence, maintain minutes

F. COMMITTEES

The following committees have been established in order to advance the purpose of the Association through specific activities:

1. **Volunteers** – to organize volunteers to assist administration, faculty and staff
2. **Enrichment** – to plan student programs in coordination with principal and faculty
3. **Hospitality** – to promote a welcoming spirit and refreshments at school events
4. **Sunshine** – to recognize significant events in the Mercymount community
5. **Sports** – to provide students with varied activities related to sports
6. **Parent Federation** – to attend diocesan-sponsored programs regarding state regulations, changes, etc. and to act as liaison in relaying pertinent information regarding the State of Rhode Island and Diocese of Providence
7. **Advancement** – to sponsor or support programs which generate financial resources for the school
8. **Socials** – to plan family events for the school
9. **Host Family** – to connect new families with existing families for community and information sharing; to host a gathering for new families in the summer

G. APPOINTMENTS AND TERMS

All selections to the Parent Association Committee shall be approved by the principal. Recommendations from the Parent Committee shall be considered for appointment or reappointment.

Parent Committee members shall serve for a three-year period commencing on July 1, and may serve no more than two consecutive terms, unless at the discretion of the Principal. After a year's absence, a member may be re-appointed to the Committee.

H. VACANCY

In the event of a vacancy on the Parent Committee, the Principal shall determine the necessity of filling the vacancy for the period of the unexpired term.

I. MEETINGS

- The general meeting of the Parents Association shall be held once a year in September. Special meetings may be called by the principal.
- The Parent Committee shall hold monthly meetings unless otherwise determined by the members.
- All meetings of the Parent Committee are open to all members of the Association. Any member may address the committee if he/she has submitted a request to the principal or president prior to the meeting.

J. REVENUES AND FINANCES

Annual dues are paid to the Parent Association account from the Registration Fee required from each family. The administration determines the amount given to the Parent Committee at the start of the school year. Revenues are to be used for the works of the Committee and/ or allocated for purposes designated by the Parent Association Committee and approved by the principal.

K. AMENDMENTS

Amendments to these Guidelines in whole or in part are the prerogative of the Principal in collaboration with the Parent Committee of the Parents Association.

AMENDMENTS:

1. MEETINGS /PARTICIPATION

March 20, 2000

- a. Members are expected to attend all meetings throughout the year. More than two unexcused absences will result in termination from the Parent Committee.
- b. Members are expected to participate in the over-all workings of the Parent Committee and to join one of the sub-committees where their gifts and talents will best be utilized.

2. PARENT ASSOCIATION ACCOUNTING

March 21, 2001

- a. At the end of the school year (June), 20% of the ending balance of the Parent Association's treasury be given to Mercymount Country Day School Endowment Fund.

3. FUNDRAISING

November 2008

- a. Once a fundraising goal is set by the specific committee (i.e., Magazine Drive, Auction, Tournaments, etc.), the remainder or a portion thereof determined by the Principal will be transferred to the Endowment Funds.

4. MEMBERSHIP

July 2012

- a. Deleted Financial and Development Directors from membership on Committee.

5. COMMITTEES

July 2012

- a. Deleted "Alumni/PR" (#6) and replaced with "Parent Federation."

6. NAME CHANGE

November 2016

- a. Executive Committee name of this body changed to the Parent Association Committee.

7. COMMITTEES/ ORGANIZATIONAL CHART

November 2022

- a. Added "Socials" and "Host Family" to Committees.

- b. Updated Organizational Chart.

MERCYMOUNT COUNTRY DAY SCHOOL
ORGANIZATIONAL CHART

