

**CONSTITUTION AND BY-LAWS OF
THE ST. ROSE HOME AND SCHOOL ASSOCIATION**

Amended May 2010

ARTICLE I – NAME

The name of this organization shall be the *St. Rose Home and School Association*.

ARTICLE II – GOALS

1. To promote the clearer understanding of the mutual educational responsibilities of parents, teachers and church.
2. To promote the welfare of the children of St. Rose in the home, school, church and community.
3. To promote unified effort among teachers, parents, and the community, thereby providing our children the best possible opportunities for spiritual, emotional, moral, academic, social and physical development.
4. To help parents and teachers acquire a profound appreciation of the ideals of Catholic Education.
5. To raise funds for the purpose of meeting the regional assessment and enhancing the education of the students attending St. Rose School.

ARTICLE III- RESPECT FOR SCHOOL POLICIES

The Home and School Association shall respect and adhere to the established school policies and practices as set forth by the pastoral council (the Board of Directors), the Regional Board of Education, the Diocese and the School Principal.

ARTICLE IV – MEMBERSHIP

Any person who is a parent or legal guardian of a child attending St. Rose Pre-K through 8 School is a member. Voting privileges are granted to each family (one vote per family). The Executive Board shall collect yearly membership dues for the Home and School Association, in an amount determined by the Board. The Home and School Association is a voluntary organization but it is expected that all families will join. The faculty and administration member of St. Rose School and the parish pastor shall be non-voting members of this organization and are not required to pay dues.

ARTICLE V- OFFICERS OF THE ASSOCIATION

The Officers of this association shall be the President, Vice-President, Treasurer, Assistant Treasurer and Secretary. The Officers are to assume their official duties no later than the first

regular meeting scheduled for the Executive Board following their election, typically held in August or early September. Incoming officers should be prepared to assume their duties immediately. Officers are to serve two-year terms, with no person serving for more than two consecutive terms in the same position. The terms are to be staggered to provide continuity. The President and Secretary shall be elected during even calendar years. The Vice-President and Treasurer shall be elected during odd calendar years.

ARTICLE VI – EXECUTIVE BOARD

Section 1. Members

The Executive Board shall consist of the President, Vice-President, Treasurer, Assistant Treasurer, Secretary, School Principal, and Director of the Pre-School. The School Principal and Director of the Pre-School shall determine if a Pre-School Representative is warranted at the beginning of each school year. Non-voting members may consist of the Teacher Representative, two At-Large Representatives and an Advisory Council Representative. The voting members of the Executive Board shall determine if two At-Large Representatives are warranted at the beginning of each school year.

Section 2. Nomination and Election

A nominating committee of no less than three (3) nor more than five (5) members shall be appointed by the President with the approval of the Executive Board in the month of March. This nominating committee is responsible for obtaining a slate of officers for the positions of President, Vice-President, Treasurer and Secretary to present at the General Meeting in May, at which time a vote will be taken. The slate of officers must be presented to the Executive Board prior to the General Meeting for approval. The elected candidates must receive a majority vote of a quorum of Home and School Association Members.

Section 3. Executive Board Authorization to Expend Funds

The Executive Board shall expend funds for fund raising activities, to be held in the current fiscal year, as it deems necessary in order to cover normal expenses associated with the start-up costs of each of the approved fund raisers.

In executing the Home and School Association's fiduciary responsibilities, it is the Executive Board's intent to expend all of monies raised in excess of the School Board Assessment on education products or materials not otherwise provided for in the school's operating budget, with approval of the Principal. This may include but is not limited to classroom gifts for each class, staff gifts for end of year and retirement, gifts for graduating students, and graduation scholarships including National Junior Honor Society Scholarship Awards.

Expenditure of any non-budgeted funds over the amount of \$2,000 shall be subject to the prior approval and consent of a majority of members voting at any of the four General Home and School Association Meetings held throughout the fiscal year. During the summer, the Executive Committee may approve expenditures up to \$3,000 provided the recommended minimum of \$5,000 is maintained in the accounts. An explanation of summer spending will be given to the general membership at the September General Meeting.

Notwithstanding the above, it shall also be the policy of this Association to carry forward into the immediately succeeding fiscal year sufficient funds to allow for start up costs associated with the various events, fund raising or otherwise, the Association is responsible for conducting. The recommended minimum is \$5,000.

Section 4. Appointment of the Assistant Treasurer

The President may in his or her discretion, determine that an Assistant Treasurer would be a desirable addition to the Executive Board during any term. If the President shall make such a determination, then the President, with the approval of the Executive Board, may appoint an Assistant Treasurer to serve for the balance of the Executive Board's term.

ARTICLE VII – OFFICER DUTIES

Section 1. President

The President shall preside at all meetings; act ex-officio at all committee meetings (with the exception of the Nominating Committee); perform such other duties as the officers may impose; and is responsible for appointing special committees as deemed necessary with the approval of the majority of the Executive Board. The President is also responsible for appointing various chairpersons of the Association's fund raising events, again with the approval of the majority of the Executive Board. The President shall be responsible for the by-laws and shall be the person to provide same to any Association member needing a copy. It is the President's responsibility to ensure that the by-laws are maintained and up-to-date.

Section 2. Vice-President

The Vice-President shall act as assistant to the President in all regards and is responsible for substituting for the President in his or her absence. The Vice-President is responsible for attending the Parish Council meetings and is to act as the Home and School Association's official representative. If the Vice-President is unable to attend, then the President is to be notified and is expected to represent the Home and School Association at the meeting. The Vice-President is also responsible for planning activities to promote School Community Building throughout the year, including the Catholic Schools Marathon.

Section 3. Treasurer

The Treasurer shall receive and disburse all moneys of the organization, keep an accurate record of receipts and expenditures, present a statement of account at every business meeting of the organization and other time when requested by the Executive Board, and shall make a full report at the May Annual Meeting. Every Treasurer and President of the Home and School Association must be bonded.

Section 4. Secretary

The Secretary shall keep the records of the Executive Board and General Meetings and take care of any correspondence from this organization. The Secretary shall schedule all meeting rooms. The Secretary will also be responsible for the disbursement of volunteer lists and the organization of the lists.

Section 5. Assistant Treasurer

The Assistant Treasurer shall assist the Treasurer in all of the Treasurer's duties. At the President's request, the Assistant Treasurer shall be responsible for receiving and disbursing funds in connection with special projects, such as, but not limited to the SCRIP program.

ARTICLE VIII – MEETINGS

Section 1. Executive Board and General

The regular business meetings of the Executive Board are to be held monthly from August to June on the same day of the month as agreed by the Executive Board. If a unanimous agreement cannot be reached on the day, then the President shall make the decision. General Meetings are to be held in September, November, March and May. A schedule is to be sent out to families of the school as early in September as possible.

Section 2. Quorum

A quorum shall consist of 10% of the Home and School Association member families. Proxies may be used to register a vote for those not able to attend a General Meeting. The quorum of the Executive Board shall be a majority of the members of that committee, with the School Principal having (required) to be present.

Section 3. Rules of Order

Parliamentary procedure in all meetings shall be governed by *Robert's Rules of Order*, revised.

ARTICLE IX – ASSESSMENT

Each year the Association is responsible for payment of an assessment, specific to our school, to the Budget Office. The assessment is determined at the end of each school year when the budget for the school is prepared for the following year. The assessment is determined by the School Board. Installments will be made in accordance with the School Board Rules.

ARTICLE X – AMENDMENTS

These by-laws may be amended by two-thirds vote of a quorum of Home and School Association member at any General Meeting, providing written notice has been given at a previous meeting of the Executive Board and said Board has approved these amendments.

Amended May 2010