

**CONSTITUTION AND BY-LAWS OF
THE ST. ROSE HOME AND SCHOOL ASSOCIATION
Amended May 2021**

ARTICLE I-NAME

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

ARTICLE II-GOALS

1. To promote the clearer understanding of the mutual responsibilities of parents, teachers and staff to support our overall school community and Catholic education.
2. To promote the welfare of the children of St. Rose in the home, school, church and community.
3. To support and promote unified efforts among teachers, staff and parents that foster an overall sense of community, thereby providing our children the best possible opportunities for spiritual, emotional, moral, academic, social and physical development.
4. To raise funds for the purpose of 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 School Principal and in the School Handbook which is available on the school website at stroseschool.com.

ARTICLE IV - MEMBERSHIP

Any person who is a parent or legal guardian of a child attending St. Rose School in Pre-K through grade 8 is a Member. Voting privileges are granted to each family (one vote per family). The Executive Board shall invite all families to actively enroll in the Association each year, at which time the Executive Board will also collect yearly membership dues for the Home and School Association, in an amount determined by the Board. This is to help off-set the cost of executing community-building and fundraising activities. It is expected that all families will enroll and actively participate in the Home and School Association. The faculty and administration 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

Members who are not employees of St. Rose of Lima School are eligible to serve as Officers. The Officers of this association shall be the President, Vice President, 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 prior to the start of the new school year. 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 when possible. The President and Treasurer shall be elected during odd calendar years. The Vice President and Secretary shall be elected during even calendar years.

ARTICLE VI-EXECUTIVE BOARD

Section 1. Members

The Executive Board shall consist of the President, Vice President, Treasurer and Secretary. Non-voting members may consist of an Assistant Treasurer and a Parent Volunteer Coordinator. The voting members of the Executive Board shall determine if additional At-Large (non-voting) Representatives are warranted.

Section 2. Nomination and Election

A nominating committee shall be appointed by the President with the approval of the Executive Board when a board position becomes vacant. This nominating committee is responsible for identifying a slate of candidates for any open positions to present to Members. When possible, this will occur 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 (a minimum of 10 percent of K-8 families, based on the current school year registration at that time).

Section 3. Executive Board Authorization to Expend Funds

The Executive Board shall agree on a budget each year that is presented at the September General Meeting and approved by a vote of the Members. The Board shall expend funds to enable the conduct of fundraising and community-building activities. It is the intent of the Association to expend funds raised within the current or next fiscal year. For the purpose of clarity, the Home and School Association fiscal year runs from July through June.

In executing the Home and School Association's fiduciary responsibilities, it is the Executive Board's intent to expend all of monies raised within twelve months of the end of each budget cycle and for the benefit of St. Rose School. The use of HSA monies raised includes but is not limited to community-building events, school supplies, capital improvements, technology and/or software systems, classroom gifts, staff gifts, gifts for graduating students. The Executive Board may present within its budget special fundraising goals or targets for a given fiscal year based on requests from or with approval of the Principal.

Expenditure of any non-budgeted funds over the amount of \$2,500 shall be subject to the prior approval and consent of a majority of Members voting at any of the four Home and School Association General Meetings held throughout the year in accordance with Article VII Section 4. If such a decision is required before the next General Meeting, the vote is to be presented to all Members via email communication and the school newsletter, with a vote taken by Survey Monkey.

Notwithstanding the above, it shall also be the standard practice of this Association to carry forward into the immediately succeeding fiscal year sufficient funds to allow for costs

associated with various events and programs, fundraising or otherwise, that 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 a two-year term. When beneficial, the Assistant Treasurer's term will be staggered with the Treasurer's term, to allow for overlap from one Treasurer to his/her successor. Therefore, the Assistant Treasurer shall ideally be appointed during odd calendar years.

ARTICLE VI - OFFICER DUTIES

Section 1. Executive Board Duties

The Executive Board members are to attend monthly Board meetings during the school year and each of the four General Meetings. As a group, the Executive Board will compile a plan and calendar of events for each fiscal year. This plan is to include fundraising and community building events. The plan will be presented to the Members at the September General Meeting and updated throughout the year. The Executive Board will appoint one of its own members to lead oversight and planning for each program and/or event in a given year. For each assigned program, that Board member is the liaison between the Executive Board and the chairperson or team leading the program. That responsibility then becomes part of that individual's role for the year.

Section 1. President

The President shall preside at all meetings; including all Executive Board and HSA meetings (with the exception of the Nominating Committee); perform such other duties as the officers may impose; and is responsible for appointing event and program chairpersons along with any special committees as deemed necessary with the approval of the Executive Board. The President shall be responsible for the by-laws, ensuring that they are maintained and up-to-date, and shall be the person to provide same to any Association Member needing a copy. The President is to attend all School Advisory Board meetings and report back to the Executive Board. The President shall oversee all communications between the HSA and the school community.

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 also responsible for planning and overseeing activities to promote Community Building throughout the year. These shall be recorded in an annual calendar of events that is shared with all Members at each General Meeting.

Section 3. Treasurer

The Treasurer shall create the annual budget for the Executive Board's review and approval, receive and disburse all monies of the organization, keep an accurate record of receipts and expenditures, present a summary report at every General Meeting of the organization and other times 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 use Parliamentary procedure in all Executive Board meetings which shall be governed by Robert's Rules of Order and he or she will keep the records of the Executive Board meetings. The Secretary shall record attendance at and keep a record of the official presentation from all General Meetings. Each week during the school year, the Secretary shall provide an update on HSA activities for the School Newsletter. The Secretary will be responsible for volunteer sign-up during the September General Meeting and maintenance of volunteer lists for record-keeping and follow-up. The Secretary is responsible for conducting and recording all votes in accordance with Article VII.

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.

Section 6. Vacant Officer Positions

If a vacancy exists on the executive board, the remaining officers will divide up the duties as possible and may deem it necessary to reduce or eliminate activities in line with the reduced capacity to support them. Any changes to roles, responsibilities and planned programs/activities will be shared with the Principal and all Members via written communication.

ARTICLE VII – MEETINGS and VOTING

Section 1. Executive Board Meetings

The regular business meetings of the Executive Board are to be held monthly from August to June. Parliamentary procedure in all meetings shall be governed by Robert's Rules of Order, revised. Board votes may be taken in these sessions and captured in minutes for record-keeping.

Section 2. Closed Meetings of the Executive Board and School Leadership

The Executive Board is to meet monthly during the school year for closed executive sessions with the School Principal and the Dean of Student Life to discuss budget, issues and other topics. Board votes may be taken in these sessions and captured in minutes for record-keeping.

Section 3. Open Meetings of the Executive Board and School Representatives

Throughout the school year, the Executive Board shall meet with the School Principal, Dean of Student Life and other representatives as dictated by the Principal to discuss plans, programs, needs of the school community and other topics. These meetings will be open to faculty or staff members that that School Principal deems appropriate, and will be open for interested Members to attend.

Section 3. General Meetings

General Meetings with all Members are to be held four times each school year, typically in September, November, February and May. The general meetings are to be focused on providing updates, sharing proposals, announcing changes and introducing the subject matter of any upcoming votes (e.g., to approve election of board members, disbursement of funds or other important matters). All participants are expected to be polite and respectful toward others. A General Meeting schedule is to be shared with members as early in the school year as possible, no later than September. The November meeting is to include a State of the School update led by the Principal.

Section 4. Votes

The Executive Board shall vote on matters such as the annual plan and budget, candidates for nomination to the Board, and proposals to be presented at the General Meeting. An Executive Board vote is decided by majority. If there is no majority, the vote will be presented to the School Principal for a deciding vote.

For General Meeting votes, a quorum shall consist of 10% of the Home and School Association member families. Each family is entitled to one vote. Proxies may be used to register a vote for those not able to attend the General Meeting. Proxies are to be distributed using Survey Monkey or a similar tool. The outcome of each vote is to be recorded by the Secretary and reported back to the Members in a follow-up communication from the Executive Board.

Section 5. Rules of Order

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

ARTICLE VIII - AMENDMENTS

These by-laws will be reviewed annually and updated as needed. Amendments to the by-laws must be approved a majority vote of a quorum of Home and School Association Members (a minimum of 10 percent of K-8 families, based on the current school year registration at that time) at any General Meeting or via proxy vote, providing notice has been given at a previous meeting of the Executive Board and said Board has approved these amendments.

Amended May 2021