

ST. ROSE SCHOOL

HOME AND SCHOOL ASSOCIATION CONSTITUTION

ARTICLE I – Name

The name of this organization shall be the Saint Rose Home and School Association; Girard, Ohio; Diocese of Youngstown.

ARTICLE II – PURPOSE

- A. To further Catholic education and reinforce the parental role as prime communicators of God-centered education for their children.**
- B. To work with the clergy, faculty, and parents in promoting the spiritual, moral, educational, social, and physical welfare of the children.**
- C. To provide a means of positive interaction between the school staff, parents, and parishioners.**
- D. To provide practical assistance to the school in the form of service and financial support.**
- E. To provide activities, speakers and educational enhancement for the benefit of the children.**

ARTICLE III – POLICY

- A. This Association shall refrain from endorsing any commercial enterprise or any candidate for public or private office.**
- B. This Association and its meetings shall not be used as a means of discussing the personal problems of students. The principal and teacher are available for private conferences on these matters.**
- C. This Association recognizes the professional competence of the administration and staff and therefore shall respect the established policies and practices as set forth by the administration and staff. Members of this Association, acting as a body or individually, shall refrain from interfering in matters which are deemed to be solely school or parish administration policies such as: selection of textbooks, curriculum, discipline, hiring of teachers, etc.**

ARTICLE IV – MEMBERSHIP

- A. Membership shall be open to the faculty and administration of St. Rose School, parish priests, parents, family and/or legal guardians of the students attending St. Rose School.**
- B. Membership shall be based on payment of dues which shall be a minimum of \$10.00 per family annually, payable by October 1.**
- C. Only paid members shall be eligible to vote on Home and School matters or to serve in any of the Association’s elected or appointed offices/chairpersons.**

ARTICLE V – OFFICERS

- A. The officers of the Association, elected from and by the paid membership, shall include: President, Vice-President, Secretary, and Treasurer and two board members.**
- B. The tenure of office will be from July 1 to June 30 , for two consecutive years with the President and Secretary and one Board Member being elected in the same year and the Vice President and Treasurer and one Board Member in the alternate year, with no more than two consecutive terms for the same office.**
- B. Candidates for officers must be active in Home and School preferably as a committee chair or active committee member or as a or board member in order to be nominated to an elected office.**

ARTICLE VI – EXECUTIVE BOARD

- A. The Executive Board shall consist of: the Principal, Association Officers, and Faculty Representatives.**
- B. The Executive Board shall meet prior to a general meeting as business necessitates.**

ARTICLE VII – DUTIES OF OFFICERS

- A. The President shall preside at the meetings of this Association and its Executive Board; appoint the chairmen of committees with the approval of the Executive Board; sign orders for the Treasurer of any disbursements; and perform duties as are incumbent to this office. The President is an ex-officio member of all committees and shall coordinate the work of officers and committees in order to accomplish the objectives of this Association.**

- B. The Vice-president shall be in charge of public relations; give the opening and/or closing prayer for meetings; serve as parliamentarian for all meetings; and support the work of other committees when necessary. The Vice-president would assume the duties of the President in his or her absence. The Vice President is also responsible for communicating Home and School activities to the school community, parish community, and to the community at large through bulletin announcements and newspaper releases.**
- C. The Secretary shall keep the minutes of all meetings of the Association and its Executive Board; keep all non-financial records of the Association; maintain a list of all members; carry on any correspondence of the Association with the approval of the Executive Board; and notify members of their appointment to committees.**
- D. The Treasurer shall receive all dues and other monies of the Association; keep an accurate account of all monies; make disbursements subject to the approval of the Executive Board; assist committees in fund-raising projects; and coordinate finances for all of the Association's projects. The Treasurer shall prepare a financial report for each Executive Board meeting; submit the books at the beginning of April to be audited by two members of the Association to be appointed by the President; submit a written report to the Association for distribution to its members by the end of April.**
- E. Board members shall help to make decisions regarding matters of Home and School business and will assist the Treasurer and Secretary in accountability and correspondence.**

ARTICLE VIII – MEETINGS

- A. Executive Board meetings will be held at the discretion of the President with a minimum of two a year.**
- B. There shall be regular monthly meetings of the membership during the school year. This needs to be changed to regular monthly meetings.**
- C. All voting shall be by a majority vote of those present at the meeting, both general and executive meetings, except in changes of, or amendments to, the Constitution as provided in Article X**

ARTICLE IX– STANDING COMMITTEES

- A. Standing committees shall be created and chairmen appointed by the Executive Board as deemed necessary to promote and accomplish the**

objectives of the Association.

- B. Upon appointment, the chairmen of these committees shall select their own committee members.
- C. The committee plans must be presented to and approved by the Executive Board before any work is undertaken.
- D. Each committee chairman shall keep and update a notebook for their respective committees containing all of the duties/aspects of their position and committee work.
- E. Standing Committees shall include:

1. Nominating Committee

A Nominating Committee will be appointed by the Executive Board no later than April 15 each year to nominate new officers. This committee will indicate their nominees, obtain their consent, issue take-home ballots with spaces for write-in candidates, count the ballots, and notify the elected persons. These elections shall be held no later than May 15 each year.

2. Social Committee

This committee is responsible for arranging refreshments at Home and School meetings and other activities of the Association or the school.

3. Ways and Means Committee

This committee is responsible for ways and means to generate funds to supplement the school budget and/or provide programs/activities for the students. Decisions for disbursement of funds generated by the Home and School Association rests with the Executive Board.

4. Home Room Committee

This committee of three is responsible for coordinating school parties (scheduled by the principal) with parents assisting and the teachers.

ARTICLE X – AMENDMENTS

This Constitution may be amended at any regular meeting of the Association by a two-thirds vote of the paid members present and voting, provided that notice of the proposed amendment shall have been provided the membership at a previous meeting or in written notice in a school or church communication.

ARTICLE XI – PARLIAMENTARY PROCEDURE

Robert’s Rules of Order Revised shall govern the parliamentary conduct of this organization and its committees except where otherwise provided by this Constitution.

ARTICLE XII – ORDER OF BUSINESS

- A. Call to order**
- B. Opening prayer**
- C. Reading of the minutes of the previous meeting**
- D. Approval of minutes**
- E. Report of Treasurer**
- F. Approval of treasurer’s report**
- G. Report of all committees**
- H. Unfinished business**
- I. New business (Agenda items must be submitted to the President at least one week prior to the meeting.)**
- J. Closing prayer**
- K. Adjournment**
- L. Program/Speaker and refreshments (if applicable)**

Revised 6/01/09