

CONSTITUTION

ST. ROSE HOME AND SCHOOL ASSOCIATION

ARTICLE I

NAME

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

ARTICLE II

PURPOSE

The purpose of the St. Rose Home and School Association shall be

- a) the pursuit of ideal Christian values and high educational standards;
- b) to foster unity, cooperation, and understanding between parents and teachers; and
- c) to promote a cooperative Christian spirit among parish, school and community

ARTICLE III

FUNCTIONS

- Section 1. The association is organized to conduct fund-raising projects to help meet the financial responsibilities and requirements of St. Rose of Lima School.
- Section 2. The association promotes continuing education via presentations, conference, and special projects.

ARTICLE IV

POLICIES

- Section 1. This association shall be non-commercial, non-political, non-sectarian, and non-partisan.
- A. No commercial enterprise, political party, political issue, or candidate shall be endorsed by it.
 - B. Neither the name of the club, nor the names of any of its officers in their official capacity, shall be used in any connection with a commercial concern, political party, political issue, candidate, or with any partisan interest or for any purpose other than the regular work of the club.
- Section 2. This club may cooperate with other organizations or agencies such as conferences, groups or coordinating councils provided they make no commitments which bind their member group.

ARTICLE V

MEMBERSHIP

- Section 1. Any parent or guardian who has a student enrolled at St. Rose of Lima School, grades 3K through Eighth, shall be considered a member, and shall be obligated to participate in the club's activities.
- Section 2. All teachers employed by St. Rose of Lima School shall be considered members.
- Section 3. Any person who shall actively participate in the promotion of the goals for which this club is organized may become a member.
- Section 4. The pastor of St. Rose of Lima Parish, his associate, and the school's principal shall be ex-officio non-voting members.

ARTICLE VI

OFFICERS AND THEIR ELECTION

- Section 1. The officers of the St. Rose Home and School Association shall be a president, vice-president, a secretary, and a treasurer. These officers, along with the pastor and principal, shall constitute the Executive Board.
- Section 2. Nominations for these offices shall be made by a nominating committee.
- A. The nominating committee shall be composed of at least three (3) members appointed by the Executive Board at the February meeting.
- B. At the March meeting, the nominating committee reports to the club the names of preferably two (2) or more candidates per position. Additional nominations may be entertained from the floor at the March meeting.
- C. Eligibility for positions is as follows:
1. Only Home and School Association members shall be eligible for club offices.
 2. Spouses shall not be eligible to serve concurrent terms on the St. Rose Advisory Council and/or St. Rose Home and School Association Executive Board.
- D. Prior to nomination, nominees to elected association offices must have met the Pastor's approval.
- Section 3. Elections shall be held by ballot at the April meeting.
- A. Should there only be one candidate for any office, by motion from the floor, election may be by voice vote.
- B. A majority of all votes cast shall constitute an election, and such election is ratified at this time by the pastor.
- C. Term of position is two (2) years for the St. Rose Home and School Association.
- D. Election to association offices shall be of staggered arrangement. Candidates for the offices of association president and association secretary are elected the same year; the association vice-president and association treasurer the following year.

- Section 4. Association officers shall be installed by the pastor, or his delegate, at the May meeting, and begin their official duties on June 1.
- Section 5. An elected officer may be removed from office by the pastor, or by agreement of the principal and a two-thirds (2/3) vote of members present at a regular meeting, should the officer seriously fail to perform the duties of his/her office, fail to attend three (3) consecutive regular club meetings without sufficient reason, or seriously fail to act according to Christian principles.
- Section 6. A vacancy occurring in an association office shall be filled by appointment of the Executive Board if the vacancy is of a temporary nature; or by special election if the vacancy is of a permanent nature.

ARTICLE VII

MEETINGS

- Section 1. Regular meetings of the association shall be held once each month while school is in session, September through May, unless dispensed for sufficient reason by the Executive Board.
- Section 2. Special meetings of the club or of the Executive Board may be called by the president or by a majority of the Executive Board.

ARTICLE VIII

AMENDMENTS

- Section 1. This constitution may be amended at any regular meeting of the association by a two-thirds (2/3) vote of the members present, provided notice of such proposed amendment has been given at a previous regular meeting.
- Section 2. By-laws may be adopted, amended, or rescinded at any regular meeting of the association by a two-thirds (2/3) vote of the members present.
- Section 3. Standing Rules may be adopted, amended, or rescinded at any regular meeting of the association by a two-thirds (2/3) vote of the members present.
- Section 4. When in dispute, the pastor is the arbitrator and interpreter of any church laws.

BY-LAWS

ST. ROSE HOME AND SCHOOL ASSOCIATION

ARTICLE I

DUTIES OF OFFICERS

- Section 1. The president shall preside at all Executive Board and association meetings. The president sets the agenda and performs any administrative duties pertaining to the president's office. The president opens the meeting; announces business in its proper sequence; recognizes members entitled to speak; states and puts questions to vote; announces results of vote; is impartial during the meetings; decides questions of order; answers inquires and serves as ex-officio member of all committees, except the nominating committee.
- Section 2. The vice-president shall act as aide to the president, and shall perform the duties of president in the absence of that officer. By agreement of the Executive Board, the vice-president shall be assigned chairmanship of at least one (1) major association function. The vice-president shall oversee the publicity for the Home and School Association.
- Section 3. The secretary shall keep accurate records of all transactions of the association and of the Executive Board in a permanent book. The secretary shall assist the president with the agenda, shall tend to all correspondence, and shall perform such other duties as may be relegated. The secretary shall keep the Standing Rules of the association orderly and current.
- Section 4. The treasurer is custodian of all funds of the club. The treasurer shall receive all monies, pay all bills incurred by the association, keep an accurate record of all receipts and expenditures, and render payment of funds solely by check only as authorized by the association, Principal or President. The treasurer shall present a statement of account at each regular meeting of the association, and at other times when requested by the Executive Board.
- Section 5. The duties of the Executive Board shall be to transact necessary business between association meetings and such other business as may be referred to it by the association, and to approve plans of work of the standing committee chairmen.

ARTICLE II

COMMITTEES

- Section 1. Such special committees as needed shall be created by the Executive Board for a specific purpose. When the work of such special committee is complete, and a final report accepted, such committee shall automatically cease to exist.
- Section 2. Standing committees shall be created by the Executive Board as are necessary to promote the purpose and functions of the association. The chairmen of the standing committees shall be appointed by the Executive Board. Chairmen of all standing committees shall present plans of work to the Executive Board, and no work shall be undertaken without approval of the Executive Board.

ARTICLE III

MEETINGS

- Section 1. Regular meetings of the association shall be held the second Monday of each month, September through May, at such time as shall be designated by the Executive Board.
- Section 2. The January meeting shall be the annual meeting, at which time financial statements, reports, budgets, work rosters, etc. should be set for the following school year and presented to the membership.

STANDING RULES

1. Parents, or guardians, shall be given a copy of the St. Rose Home and School Association Constitution and By-Laws, and Standing Rules, upon registration of the child(ren) at St. Rose of Lima School. Teachers shall be provided copies of those same documents during the teachers' in-service meetings prior to the beginning of the school year.
2. St. Rose Home and School Association supports and endorses the Handbook of Rules and Policies of St. Rose of Lima School.
3. The St. Rose Home and School Association, while responsible for raising funds, shall not be considered the bill paying agency of St. Rose School. When sufficient funds have accumulated in the treasury (i.e., amounts well above \$1,000.00), funds shall be transferred to the parish school account to be used for school expenditures. The association shall retain only funds sufficient for its activities, such as advertising, change, incidentals, etc.
4. Should the association treasurer be employed by a local financial institution, association monies should not be handled by the institution of the treasurer's employment due to conflict of interest.
5. Parents shall be exempt from participating in association projects provided they pay the full cost of educating their Child, or children, for each school year the parents do not assist or participate in association projects. The amount shall be determined by the St. Rose Advisory Council according to the annual budget.
6. Room mothers/fathers, preferably a minimum of two (2) per class are accepted each school year on a volunteer basis. If the number of volunteers is lacking, room mothers/fathers shall be requested to serve by the association's Executive Board. Parents are not expected to serve for more than one class year. Room mothers/fathers are not obligated to pay the total cost of class parties themselves.