

# **St. Robert Home and School Association Bylaws**

## **Article I      Name**

The name of this association is the St. Robert Home and School Association, a member of the Catholic Home and School Association of the Archdiocese of Milwaukee.

## **Article II      Objectives**

- A. Achieve financial/fundraising goals to help support the short- and long-term viability of St. Robert School.
  - 1. Provide direct financial support to the school for new academic initiatives, the purchase of items that meet identified needs for individual classrooms, improvements to the physical environment of the school, capital purchases that fall outside the school budget or other identified improvements or enhancements.
  - 2. Provide significant financial support to St. Robert Parish through an annual commitment of funds.
- B. Identify and sponsor community service opportunities for students, parents, and staff.
- C. Identify and sponsor social, relationship-building, and enrichment opportunities for students, parents, and staff.
- D. Support the director of development in school marketing and student recruitment and retention initiatives.

## **Article III      Membership/Parent Involvement**

- Section 1      All parents of St. Robert School students are members of the St. Robert Home and School Association. Membership is supported by dues paid annually at the time of student enrollment.
- Section 2      To ensure that the Association meets its stated objectives, and as stated in the Parent Covenant, parents are required to participate both financially and with volunteer time in Home and School Association events and activities in accordance with the Volunteer Policy.
- Section 3      If parents are unable to fulfill their volunteer obligations, they may choose to opt out by paying a buy-out fee. Parents may also be retroactively charged a buy-out fee if they fail to fulfill their volunteer obligations.

**Article IV**      **Officers**

- Section 1      The officers of the Association shall be the President, President Elect, Vice President of Fundraising, Vice President of Social & Relationship Building, Vice President of Enrichment, Vice President of Community & School Service, Vice President of Community & School Relations, Vice President of Volunteers, Secretary, Treasurer and, as needed, Assistant Treasurer. There shall also be a liaison from the Home and School Association to the School Advisory Board. The pastor, school principal, Director of School Advancement, the Home and School immediate Past President, and a liaison from the Parish Council and serve as ex-officio members (without voting privileges).
- Section 2      Officers shall serve for a minimum term of one year and a maximum term of three years in a given position. The President, which is a one-year term, must first serve for one year as President Elect. The Treasurer shall serve a minimum of a two-year term either as Treasurer or Assistant Treasurer.
- Section 3      The term of office will coincide with the organization’s fiscal year and begin on July 1 and end on June 30 of the following year. The incoming Board shall attend the June meeting for planning purposes, but without voting privileges.
- Section 4      A vacancy occurring in any elected office shall be filled by the President and President Elect with the approval of the Board.

**Article V:**      **Duties of Officers**

Each officer is expected to attend monthly Home and School Association meetings, have routine contact with committee chairpersons and provide support to committee chairs as necessary.

- Section 1      The President assumes the following duties in the second of a two-year term (first as President Elect): set the agenda and preside over all Board meetings of the Association; establish the Home and School calendar; provide oversight responsibility for all of the events and activities of the Association; and ensure that the Association fulfills its mission, objectives and financial goals/commitments. The President is responsible for annual review and update of the Bylaws and Annual Operating Guidelines. He/she shall request a meeting with the Pastor at least one time per school year to provide an overview and/or report of the Association’s priorities and key initiatives.
- Section 2      The President Elect assists the President in the first year of a two-year term, and prepares to assume the position of President in year two. The President Elect provides leadership and oversight for identified committees. The President Elect provides leadership in recruiting new officers and committee chairs to the Board.
- Section 3      The Vice President of Fundraising provides leadership and oversight responsibility to the chairpersons of all fundraising events.

- Section 4 The Vice President of Social and Relationship Building provides leadership and oversight responsibility to the chairpersons of all social and relationship-building activities.
- Section 5 The Vice President of Enrichment provides leadership and oversight responsibility to the chairpersons of all enrichment activities.
- Section 7 The Vice President of Community & School Service provides leadership and oversight responsibility to the chairpersons of all community and school service activities.
- Section 8 The Vice President of Community & School Relations provides leadership and oversight responsibility for all such Home and School-sponsored activities.
- Section 9 The Vice President of Volunteers coordinates and manages the assignment of parents to volunteer responsibilities for all Home and School sponsored events and activities according to the Volunteer Policy. The Vice President tracks fulfillment of volunteer responsibilities and assesses the “buy-out” fee as needed. The Vice President of Volunteers also manages and provides oversight responsibility for the tracking of Safe Environment training of parent volunteers.
- Section 10 The Home and School Association liaison to the School Advisory Board attends meetings of both organizations, providing updates as requested on Home and School initiatives to the School Advisory Board and providing a summary of the School Advisory Board meetings to the Home and School Association Board.
- Section 11 The Secretary records accurate minutes of all Board meetings and distributes such minutes in a timely manner to the Home and School Association Board, and upon approval by the Home & School Association Board the minutes are posted on the school website. The Secretary purchases gifts, as requested, for teachers and faculty in accordance with the Annual Operating Guidelines.
- Section 12 The Treasurer provides oversight responsibility and advises the Board of the Association’s overall fiscal health and wellbeing. The Treasurer manages the Association’s funds based on general accounting principles (including but not limited to keeping an accurate record of all receipts and expenditures and making disbursements only with approval of the Board). The Treasurer will educate and advise the Board on the Association’s investment funds’ status and opportunities, prepare and submit monthly financial reports to the Board and its ex-officio members, manage the budgeting process and prepare books for an outside audit at the close of each fiscal year (June 30).
- Section 13 The Assistant Treasurer will provide support to the Treasurer and prepare to assume the role of Treasurer when the current treasurer completes his/her term on the Board.

**Article VI: Board Meetings**

- Section 1 Regular meetings of the Home and School Association Board will be held once each month at a time and place agreed upon by the Board. If needed, additional meetings may be scheduled with at least 24 hours notice.
- Section 2 A member of the Board who does not attend more than four meetings in a one-year period may forfeit his/her voting privilege on the Board. Based on the circumstances, the Board may ask the member to resign from the Board and seek a replacement prior to the end of the year.
- Section 3 Regular monthly Board meetings are open to all parents, teachers and staff. A full schedule of meetings will be published on the website in the beginning of the school year. A complete copy of the minutes is posted on the school website after approval of the Board.
- Section 4 Quorum shall be  $2/3$  the number of Board members.
- Section 5 Changes in policies shall be approved by a  $2/3$  vote of the Board.
- Section 6 Voting on previously discussed issues/expenditures may occur via e-mail if necessary and the President will document results and forward to the Secretary for inclusion in the meeting minutes.

**Article VII Finances**

- Section 1 A tentative budget shall be drafted in the spring for the upcoming school year and approved by a  $2/3$  vote of the Board.
- Section 2 The Treasurer shall keep accurate records of any disbursements, income, and bank account information.
- Section 3 The Board shall approve all budgeted expenses of the organization.
- Section 4 The Board shall approve discretionary fund disbursements by a  $2/3$  vote of the Board.
- Section 5 Two authorized signatures shall be required on each check over the amount of \$200. Authorized signers shall be the Treasurer (or Asst. Treasurer) and the Pastor.
- Section 6 Any singular expense above \$300 that exceeds the budgeted amount must be approved by a  $2/3$  vote of the Board who will determine if competitive bids are necessary.
- Section 7 The Treasurer shall prepare a financial statement at the end of the year for external audit.

Section 8 The fiscal year shall run from July 1 to June 30 of the following year.

**Article VIII Roles and Responsibilities of Chairpersons**

Section 1 Chairpersons of Home and School Association committees are expected to lead, manage and successfully implement (with committee support) the events and activities for which they are responsible, based on stated goals and objectives, and in the collaborative spirit of the St. Robert Home and School Association.

Section 2 Chairpersons are responsible for effectively encouraging and managing active and engaged involvement of committee members (i.e., parent volunteers) to achieve desired outcomes.

Section 3 Chairpersons are responsible for keeping their respective Vice President informed of the committee's progress, needs and/or challenges.

Section 4 Chairpersons shall adhere to the Financial Policies & Procedures of the organization. All income shall be counted by 2 individuals at the end of the event, recorded, and delivered to the Treasurer for deposit within 48 hours of the end of the event.

Section 5 Chairpersons are responsible for providing a record of their committee's accomplishments by completing and submitting an Event Report Form within 30 days of the event or activity to their respective Vice President. Requests for reimbursement must also be submitted within 30 days to the Association Board Treasurer via the Request for Payment Form.

**Article IX Board/Committee Chair Appointments**

Section 1 With the advice and counsel of the President and Board, the President Elect will provide leadership in recruiting new officers to the Board and chairpersons to the various committees.

Section 2 Open Board positions will be announced via the Family Matters newsletter and the Volunteer Preference Form. Elections will be held for any and all officer positions for which multiple candidates express interest prior to the deadline. Positions remaining open will be filled by the President-Elect.

Section 3 The Board will approve (by 2/3 vote) all new officer appointees. Elections do not apply to committee chairperson positions.

Section 4 A committee chairperson may chair a committee for no more than three consecutive years unless no other parent steps forward to assume the leadership role.

Section 5 Officers can be removed from office with or without cause by a 2/3 vote of those present (assuming a quorum) at a meeting where previous notice has been given.

**Article X**      **Parliamentary Authority**

Robert's Rules of Order Newly Revised (RONR) shall govern meetings when they are not in conflict with the organization's bylaws.

**Article XI**      **Amendments**

Section 1      The Home and School Association Bylaws will be reviewed annually by Board.

Section 2      The Home and School Association Bylaws may be revised with a two-thirds (2/3) approved vote of the Board. These revisions will be made available to the Home and School Association Board, its ex-officio members, and the membership at large (parents) via the school website.