**RESURRECTION- ST. PAUL HOME AND SCHOOL ASSOCIATION**

**CONSTITUTION**

**ARTICLE I: NAME**

The name of this association shall be the Resurrection-St. Paul Home and School Association.

**ARTICLE II: OBJECTIVES**

The objectives of this association shall be:

A. To promote a clearer understanding of the mutual educational responsibilities of parents and teachers and to be alert to the

environmental conditions which might influence our children's behavior.

B. To transmit information between parents, teachers, school administration, and parish organizations and to make available a means for parents to discuss issues regarding their child's education. C. To provide supplemental support to the school.

**ARTICLE III: RESPECT FOR SCHOOL POLICIES**

The Home and School Association shall respect the established school policies and procedures as set forth by the Resurrection-St. Paul School Board. The Association may submit recommendations concerning said policies and practices to the School Board.

**ARTICLE IV: MEMBERSHIP**

Membership shall consist of fathers, mothers, and guardians of the pupils of Resurrection- St. Paul School, and full and part-time members of the school faculty and staff. Each parent with a child registered and attending the school and each full and part-time member of the faculty and staff shall have one vote. In no instance shall any one person be entitled to more than one vote.

**ARTICLE V: OFFICERS**

The elected officers shall be President, first Vice President, Co-Room Parent Coordinators, Secretary, and Treasurer.

A. These officers shall be elected by the entire membership of the Association in the May annual election.

B. All officers shall serve a two-year term of office in their elected position with the exception of First Vice-President. The First Vice President shall fulfill his/her two year term of office as follows:

l. First year in the position of First Vice-President.

2. Second year in the position of President.

C. No officer shall be allowed to serve consecutively for more than two full terms in the same office.

**ARTICLE VI: VOTING**

*Section 1.*

The Executive Committee will review these by-laws annually and make recommendations for any required changes. Amendments will be posted on the school website and the General Membership will vote on amendments electronically. A simple majority will constitute approval of amendments.

*Section 2.*

The General Membership will elect Executive Board Members through electronic vote. A brief biography for each candidate will be posted on the school website at least one week prior to the election.

*Section 3.*

All other motions will be voted on at General Membership Meetings with passage being a majority of those in attendance.

**ARTICLE VII: SPIRITUAL ADVISORS**

The pastors of the Church of the Resurrection and St. Paul Parishes will be spiritual advisors.

**ARTICLE VIII: AFFILIATION**

The Association shall be affiliated with Resurrection-St. Paul School, Inc.

**RESURRECTION- ST. PAUL HOME AND SCHOOL ASSOCIATION BYLAWS**

**ARTICLE I: OFFICERS**

*Section A. The President*

➢ Preside at all Executive Board and General Membership Meetings

➢ Be an ex-officio member of all committees except the Nominating Committee

➢ Be responsible for obtaining a suitable meeting place for all General Meetings of the Association

➢ Coordinate, with the Vice President, the establishment of committees in order that the HSA objectives and mission may be promoted

➢ Serve as liaison to the RSPS School Board (non-voting member)

➢ Maintain accurate, up-to-date copy of Constitution and Bylaws on school website

➢ Maintain and organize the calendar of events from the HSA

➢ Committee Chair for:

* Faculty and Staff Appreciation: Baking Committee and Teacher Appreciation and Year of service award

*Section B. The Vice President*

➢ Serve as President in the second year of term

➢ In the absence of the President, perform all duties assigned to that office

➢ Be an ex-officio member of all committees except the Nominating Committee

➢ Determine if a quorum is present at Association Meetings

➢ Register votes of Association at General Meetings

➢ Committee Chair for:

* Marketing Committee: Spirit Wear/EPI/Script/Restaurant Nights
* Event Planning Committee: Back to School, Happy Hours, Christmas Coffee, Family Fun Night

*Section C. The 2nd Vice President/Room Parent Coordinator Co-Chairs*

➢ In the absence of the 1st Vice President, perform all duties assigned to that office

➢ Serve as Room Parent Coordinator, seek out and engage prospective room parent volunteers in mid-August/September

➢ Committee chair for: Room Parents

➢ Oversee all holiday parties and events

➢ Main communication between school and parents

➢ Oversee all emails from all grades

➢ Coordinate with teachers for all special events (Halloween, St. Nicholas’ Day, Christmas, Valentine’s Day, End of School parties)

*Section D. The Secretary*

➢ Keep full and accurate records of Association and Executive Board Meetings

➢ Distribute minutes to members of the Executive Board

➢ Have records available at all times (Google Docs)

➢ Post approved minutes and correspondence to school website (Done with Cheryl Martin) within 3-4 days of meeting

➢ Notify association about General HSA meetings and post agenda in advance (Agenda to be written and agreed upon by President and Vice President)

➢ Maintain an accurate list of all board members on school website

➢ Serve as liaison to Director of Public Relations and Development (Gina West)

➢ Develop meeting agenda a week prior to meeting and disseminate to executive board members

*Section E. The Treasurer*

➢ Collect funds for the Association and keep an accurate account of these funds

➢ Approve reimbursement request for committees and fundraising programs

➢ Serve as liaison with business manager (Jill Buls)

➢ Create budget for future school year

➢ Post financial reports on the school website prior to the General Association Meetings

➢ Make all books, records, and ledgers available for inspection by any member at each General Meeting

➢ Chair Fundraising Committees

o (Used Uniforms, Breakfast with Santa, Trees & Greens, Gifts of Gratitude)

*Section F.*

The newly elected officers shall assume their offices at the June General Membership Meeting.

**ARTICLE II: EXECUTIVE BOARD**

*Section A. Membership*

The Executive Board shall consist of the elected officers as enumerated in Article V. of the Constitution and the School Principal. The Faculty shall select a voting representative to the Board. All members shall have one vote each. All votes are of equal value.

*Section B. Voting Procedure*

All business approved by the Board will be handled by an official show-of-hands vote; the results will be recorded in the minutes of the meeting.

**ARTICLE III: MEETINGS**

*Section A.*

The general meetings of this Association shall be held three (3) times a year, i.e. Back to School Night/Fall General Assembly, February/March State of the School Address, May General Meeting.

*Section B.*

All meetings of the Executive Board shall be open to the General Membership, who shall not have a voice in the meeting. Under circumstances deemed necessary by the Executive Board, portions of the Board Meetings may be closed.

*Section C.*

Special meetings of the Executive Board may be held at any time on the call of the President, or in the event of the President's absence, by any two members of the Board.

*Section D.*

Special meetings of the Association may be held at any time on the call of the Executive Board, provided that one week's advance notice is given to the General Membership.

**ARTICLE IV: NOMINATIONS AND ELECTIONS**

*Section A.*

The immediate past President of the Association shall recommend a chairperson for the Nominating Committee to be approved by the Executive Board.

*Section B.*

The members of the Nominating Committee, having been approved by the Executive Board, shall be announced via the school newsletter-. This committee shall consist of at least three (3) members. The Nominating Committee members shall recruit eligible members of the Association to run and shall accept nominations for offices.

*Section C.*

As stated in Article VI of the Constitution, the General Membership will elect Executive Board Members through electronic vote. A brief biography for each candidate will be posted on the school website at least one week prior to the election.

1. Officers shall be elected by a plurality of votes.

2. Results of the election will be published in the school newsletter.

*Section D.*

In the event of an uncontested election, there will be no electronic vote. New Executive Board Members will be announced in the school newsletter.

*Section E.*

If any officer resigns, or is otherwise unable to serve the remainder of their term, the vacancy shall be filled for the remainder of that term as follows: 1. If the office of President becomes vacant, the office shall be filled by the First Vice-President, and a new First Vice-President shall be chosen as in #2 below.

2. For any other vacant office, the Executive Board shall appoint a member of the Association to fill the vacancy for the remainder of the term.

**ARTICLE V: RULES OF ORDER**

All meetings of this Association shall be conducted according to Robert's Rules of Order, latest revision, when not conflicting with this Constitution and Bylaws.

**ARTICLE VI: QUORUM**

*Section A.*

The quorum of an Association Meeting shall consist of at least 5 members of the General Membership.

*Section B.*

The quorum of the Executive Board shall consist of a majority of the members. **ARTICLE VII: MANAGEMENT OF FUNDS**

*Section A.*

The signature of the Principal will be required on all business transactions of the Association.

*Section B.*

Any expenditure over $100, that is not budgeted, must have Executive Board approval. Any expenditure over$ 500, not budgeted, shall require membership approval. All expenditures, under $100, not budgeted must have joint approval of the Treasurer and the President.

*Section C.*

The Treasurer and the President together, after consultation with the School Principal, shall prepare and publish a budget for the Association to be posted on the school website and electronically approved by the General Membership. A plurality of votes will constitute approval.

Section D.

From receipt to deposit, all monies, whether cash or checks, should be handled by two people. No one person should ever be left alone with funds collected. Except when making a deposit, fundraising monies must never be taken off-site or home by anyone. Every effort will be made to have two individuals take deposits to the bank. Funds collected must be placed in a tamper-evident bag and stored in the school safe until deposit. Counting of funds should never occur at someone’s home. Drop safes should be considered to allow money to be placed into a safe, without the person having knowledge of the combination. All funds received should be recorded according to their source and supported by accompanying documentation. Documentation likely to require 2 signatures at all times. Supporting documentation may vary by type of event and may include, for example, a log of ticket sales or a summary of amounts paid for individually identified auction items.

Section E.

Specific Procedures for Auctions/Raffles: The following procedures should be followed for any auction/raffle, in addition to the general control, cash receipt, and expense procedures for fundraisers. **Procedure:** A) If tickets are used, the tickets should be inventoried according to the serial numbers on the tickets. The number of tickets sold should match the money collected. B) Raffle winners that receive at least $600, but not more than $5,000, must complete a Form W-2G, if the prize is at least 300 times the amount of the wager, not reduced by the wager. (Example: If a raffle winner wins $4,000 and bought a $5 ticket, 300 x $5= $1,500, therefore, the winner should be issued a Form W-2G, since he/she won over $1,500. The winner must furnish the game operator proper identification, and their name, social security number, and address. If the winner does not provide this information, then the game operator must withhold tax at the rate of 31%.) A single prize, less the wager, exceeding $5,000 requires the completion of Form W-2G and regular gambling withholding of 28% of the net winnings as required by the IRS.

Section F.

Specific, detailed procedures have been developed for ReadRight sales. These procedures, available on the HSA website, should be followed in addition to the general control, cash receipt, and expense procedures for fundraisers.

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