

# **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 and second vice- president, recording secretary, corresponding secretary, and treasurer.

- A. These officers shall be elected by the entire membership of the Association in the March/April 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:
  1. 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.

# BYLAWS

## ARTICLE 1 OFFICERS

### Section A. The President

- A. Preside at all Executive Board and General Membership Meetings.
- B. Be an ex-officio member of all committees except the Nominating Committee.
- C. Be responsible for obtaining a suitable meeting place for all General Meetings of the Association.
- D. Coordinate, with the Vice President, the establishment of committees in order that the HSA objectives and mission may be promoted.
- E. Develop the agenda for all General Membership and Executive Board Meetings.
- F. Serve as liaison to the Resurrection St. Paul School Board.

### Section B. The 1<sup>ST</sup> Vice President

- A. Serve as President in the second year of term.
- B. In the absence of the President, perform all duties assigned to that office.
- C. Be an ex-officio member of all committees except the Nominating Committee.
- D. Determine if a quorum is present at Association Meetings.
- E. Register votes of Association at General Meetings.

### Section C. The Second Vice-President

- A. In the absence of the 1<sup>st</sup> Vice President, perform all duties assigned to that office.
- B. Serve as Room Parent Coordinator.

### Section D. The Recording Secretary

- A. Keep full and accurate records of Association and Executive Board Meetings.
  - a. Distribute minutes to members of the Executive Board as soon as possible but no later than the next regular Executive Board Meeting.
- B. Have records available at all times.
- C. Post approved minutes to school website.

### Section E. The Corresponding Secretary

- A. Distribute/post to school website correspondence of this Association.
- B. Notify Association and Executive Board Members of General Association Meetings and post agenda on school website in advance of meetings.
- C. Maintain an accurate list of all board members on school website.
- D. Serve as liaison to Director of Public Relations and Development.
- E. Maintain accurate, up-to-date copy of Constitution and Bylaws on school website.

### Section F. The Treasurer

- A. Collect and disburse funds for the Association and keep an accurate account of these funds.
- B. Post financial reports on the school website prior to General Association Meetings, i.e. Back to School Night, February/March State of the School Address, May General Membership Meeting.
- C. Make all books, records, and ledgers available for inspection by any member at each General Meeting.

### Section G. The newly elected officers shall assume their offices at the May 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, 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 F.** 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 G. 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.

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