

**ST. ROSE OF LIMA SCHOOL
HOME SCHOOL ASSOCIATION
BYLAWS**

ARTICLE I: NAME

The name of this association shall be the St. Rose of Lima Home School Association.

ARTICLE II: PURPOSE/OBJECTIVES

A. Purpose

The purpose of this Association shall be to promote the ideals of Catholic education by encouraging parental participation through volunteerism and fundraising. The revenue raised by the Association is used to fund the normal operating expenses of the school.

B. Objectives

To bring together the home and the school so that parents and teachers may together educate our children spiritually and intellectually.
To provide effective communication between the school and home in matters of mutual concern to parents, administration and faculty.
To support the basic policies as communicated by the School.
To support the improvement of education through fundraising.

ARTICLE III: MEMBERSHIP

A. Definition of Membership

Members shall consist of all parents and guardians of the students of St. Rose of Lima Academy, members of the school faculty, and the parish clergy.

B. Rights and Responsibilities of Members

All members shall fulfill all the requirements defined in the article, perform all duties designated by these bylaws, pay annual dues and work toward the purposes of the Association.

ARTICLE IV: MEETINGS

A. Regular

There shall be at least two meetings each fiscal year. The time and place of the meetings are to be determined by the President in conjunction with the Executive Board.

B. Executive Board

Executive Board meetings are held approximately six times per school year. Time and place of the meetings are to be determined by the President in conjunction with the Executive Board members.

C. Special

Special meetings of the general membership may be called by the President or upon the request of three (3) members of the Executive Board. Notification of a special meeting of the general membership shall be made through the weekly parent communication (Green Envelope) or the telephone chain.

ARTICLE V: EXECUTIVE BOARD OFFICERS

A. Titles

The executive Board shall be comprised of the Pastor, or his representative, the school Principal, or his/her representative, and eight officers elected by the membership.

B. Officers

The elected officers shall be the President, two Vice-Presidents, Recording Secretary, a Treasurer, the Homeroom Parent Coordinator, Communications Coordinator and Athletic Director.

C. Vacancies

A Vice-President designated by the Executive Board fills the vacancy of the President. Other Executive Board offices are filled by appointment of the Executive Board, with the input of the Nominating Committee until the next election.

D. Appointments

The President with the approval of the Executive Board shall appoint such other persons as may be necessary to the conduct of business of the Association.

E. Term of Office

The term of office shall be (2) administrative years. No officer shall exceed two (2) consecutive terms in any one office or a total of six (6) consecutive years on the Executive Board. The administrative year shall be July 1 to June 30.

F. Duties

The duties of the Executive Board shall be as follows:

- The President shall be the executive officer and administer all business of the Association as provided for in the bylaws. He/She shall have the authority to sign all contracts and obligations as necessary to conduct the business of the Association. He/She is an ex-officio of all committees except Nominating.
- The First Vice-President performs the duties of the President in the President's absence. He/She performs other duties as requested by the President. The First Vice-President is also responsible for the organization of the beautification of the school grounds.
- The Second Vice-President performs the duties of the President when both the President and the First Vice-President are absent. He/She, or a representative appointed by the President and Second Vice-President, plans and implements cultural arts programs for the student body in consultation with the Principal. He/She, or a representative appointed by the President and Second Vice-President, shall be responsible for disseminating information relating to the activities of MMAC (Millburn Municipal Alliance Committee) to the school community.
- The Secretary shall record the minutes of all meetings of the Association and the Executive Board. The Secretary shall maintain an accurate roster of all members of the Association.
- The Treasurer shall receive all monies and dues of the Association and shall keep an accurate account of the same. He/She shall present a financial statement of accounts at each meeting or any time when requested by the Executive Board. He/She shall arrange for an annual audit of the accounts of the Association, and present the results thereof to the membership at the first business meetings of the following year. The

Treasurer shall prepare an annual budget for the next fiscal year to be approved by the Executive Board and presented for final approval.

- The Homeroom Parent Coordinator is responsible for all activities surrounding the coordination of the homeroom parents.
- Communications Coordinator shall assure that St. Rose of Lima students and activities are brought to the attention of parishioners and the community at large by coordinating the Green Envelope. The Communications Coordinator is not responsible for drafting the Green Envelope, but rather coordinating the information to be presented in the Green Envelope which is supplied to the Coordinator by the entire school community.
- Athletic Director – shall coordinate with the team coaches to help with scheduling gym time and referees.
- The Pastor has responsibility for all activities within the parish. Hence, the Home School Association becomes one of the activities for which he maintains an interest and concern. As such, the Pastor shall elect to be present at meetings or designate a representative to serve in his place.
- The Principal is the educational leader of the school and acts as the primary facilitator who works with the teachers, students and parents for the betterment of the school. He/She shall maintain an active interest and concern in the Association and be an active participant at meetings. He/She may choose to send a representative to meetings of the Association. He/She will support the activities of the Association.

ARTICLE VI: COMMITTEES

A. Standing Committees

The standing committees shall be Nominating, Principal Annual Fundraiser, Catholic Schools Week, and others as desired and determined by the Executive Board.

Each standing committee shall present an annual report to the Executive Board.

A1. Nominating

The Nominating Committee shall consist of three (3) members who are chosen by the previous year's Nominating Committee as well as the Principal. All members will be approved by the Principal. Where a disagreement occurs between the current Nominating Committee and the Principal regarding the new members of this committee, the Principal will have the final say.

The Nominating Committee shall:

Designate a slate of nominees for the Office of President, First Vice-President, Second Vice-President, Recording Secretary, Communications Coordinator, Treasurer and Athletic Director as well as other roles that need to be filled within the school to the current Executive Board as well as the Principal. The Principal will have the final say on all nominees.

In selecting nominees for each office, the Nominating Committee will consider and evaluate candidates based upon ability and commitment to the goals of the HSA as evidenced by prior participation in school activities.

In reporting their recommendations to the Executive Board and Principal; nominate for each office, the person they deem best qualified to serve and who has expressed to the committee the willingness to accept the responsibilities of the office to which nominated.

In the event that a member of the Nominating Committee is under consideration for nomination to a particular office, that member shall have no part in determining nominees for that office.

The Slate of proposed officers is then presented to the school community for approval.

A2. Principal Annual Fundraiser

The Principal Annual Fundraiser Committee shall be responsible for the coordination of the Association's major fundraiser known as WISH UPON A STAR

A3. Catholic Schools Week

A. The Catholic Schools Week Committee shall be responsible for the coordination of the activities surrounding the National Catholic Schools Week held annually.

B. Special Committees

Special committees may be appointed for some special work or purpose. A special committee expires with the completion of the charge and the presentation of the report to the Executive Board.

ARTICLE VII: FINANCE

A. Fiscal Year

The fiscal year shall be from July 1 to June 30.

B. Membership Fee

Payment of the annual membership fee entitles each family to a copy of the St. Rose of Lima HSA Directory. The Pastor, Clergy, Principal and Faculty are exempt from the annual fee.

C. Budget

Prior to the beginning of a new fiscal year, an annual budget must be presented to the Executive Board and the general membership for their approval. Expenses not provided for in the budget shall be incurred and paid for after study and approval by the Executive Board. However, any increase in the budget or an unbudgeted expenditure of over five hundred dollars (\$500) must be approved by two-thirds (2/3) vote of ballots cast when a quorum has been established at any regular or special general membership meeting.

D. Signature Authority

Checks of the Association shall be signed by the Principal or Pastor.

ARTICLE XIII: PARLIAMENTARY AUTHORITY

The rules contained in Roberts Rules of Order Newly Revised shall govern this Association in all cases in which they are not consistent with these bylaws.

ARTICLE IX: BYLAWS AND AMENDMENTS

A. Definition

Bylaws are those rules which govern the HSA which are of such importance that they cannot be changed in any way without prior notice to the membership.

B. Amendments

These bylaws may be amended by a three-fourths (3/4) vote of the members present and voting at any meeting of the Association. Proposed amendments shall be in the hands of the Executive Board at least one (1) month prior to the date of the meeting. Copies of the proposed amendment are to be distributed to the general membership at least one (1) week prior to the general meeting for comments and corrections. Proposed amendments are voted upon at the meeting following distribution.

ARTICLE X: DISSOLUTION

A resolution for the dissolution of the Association shall be signed by a majority of the members entitled to vote and shall be presented at a regular meeting of the Association. The officers shall notify the members and call a special meeting of the Association for this purpose of considering and acting upon such resolution. If three fourths (3/4) of those members present and voting shall vote for the dissolution, the officers shall notify the Pastor and Principal and take the necessary steps to conclude the affairs of the Association in accordance with statutory requirements existing at the date such action is taken. After payment or making provision for payment of all debts and liabilities incurred by the Association, the officers shall dispose of all assets of the Association exclusively for the purposes of SRL School. The recipient organization shall at the time qualify as an exempt organization under Section 501 (C)(3) of the Internal Revenue Code of 1986, as amended (or the corresponding provision of any future United States Revenue Law.)

Revised: September, 2016