

CONSTITUTION

FOR

ST. JOHN

REGIONAL CATHOLIC SCHOOL

HOME AND SCHOOL ASSOCIATION



St. John
REGIONAL CATHOLIC SCHOOL

ARTICLE I-NAME

The name of the organization shall be St. John Regional Catholic School Home and School Association (hereafter called “the Association”).

ARTICLE II-ORGANIZATIONAL AUTHORITY

- A. This Association is an independent association, which follows the guidelines of the Division of Catholic Schools, Archdiocese of Baltimore.
- B. This Association is organized exclusively for charitable, literacy, or educational purposes within the meaning of Section 501(c) (3) of the Federal Internal Revenue Code or corresponding section of any future Federal Internal Revenue Code.

ARTICLE III- PURPOSE

The objectives of the Association shall be:

- A. To promote open communication among the parents, teachers, and administration.
- B. To provide parents and teachers with the information to aid in all aspects of education growth, and development.
- C. To promote good will and cooperation between and among students, parents, faculty, the administration, School Board, and the regional parishes of St. John Regional Catholic School.
- D. To direct and coordinate parental support through fund raising activities as determined by the Executive Board of the Association.
- E. To foster the political action of parents as advocates regarding national, state, and local legislation that affects Catholic schools as well as the lives of students and parents.

ARTICLE IV- MEMBERSHIP

- A. Membership shall consist of the parents and guardians of the students of St. John Regional Catholic School and the faculty of the School.
- B. The membership fees shall be determined by the Executive Board of the Association annually.
- C. Membership in the Association will allow families to participate in all association activities, allow members to vote in all association elections, hold any association elected office or appointed position and provide each family a Student/ Family Directory.

ARTICLE V- EXECUTIVE BOARD

The executive board shall consist of the President, Vice President, Secretary, Treasurer and ex-officio members such as the Past President, Principal, Vice Principal, and faculty representative. This board shall have full responsibility for the Association’s business affairs, including the approval of committee appointments, review of their reports, consideration of suggestions concerning St. John Regional Catholic School policies and other administrative details, review and recommend disbursements of money

collected from dues, fund raising events and contributions. The Executive Board shall meet at the pleasure of the President before regularly scheduled meetings of the Home and School Association and times the president deems necessary. The Executive Board shall also formulate plans and programs for the St. John school year in accordance with Archdiocesan regulations and act together in the exchange of ideas.

ARTICLE VI- OFFICERS AND DUTIES

A. The officers of the Association shall consist of:

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer

Non-voting, ex-officio members shall include but not be limited to the past president, principal, vice principal, and faculty representative. Additional ex-officio members may be appointed by the president of the Association.

B. The duties of the officers shall be defined as follows:

- a) The President shall:
 - a) Preside at and administer all regular, special, and executive board meetings.
 - b) Call special meetings of the Association's Executive Board.
 - c) Serve as the official spokesperson of the Association.
 - d) Have co-signature authority with the Vice- President for payment of the Association's bills.
 - e) Serve as an ex-officio member of all Association committees.
 - f) Perform such duties as are incumbent of this office.
- b) The Vice President shall:
 - a) Assume the duties of the president in their absence.
 - b) Perform additional duties designated by the president.
 - c) Assist in the formation of all committees and serve as an ex-officio member.
 - d) Have co-signature authority with the president for payment of the Association's bills.
- c) The Secretary shall:
 - a) Record and make available to the members copies of the minutes of all executive board and general meetings.
 - b) Conduct the correspondence of the Association.
 - c) Publicize meetings and functions in the School newsletter.
 - d) Perform additional duties designated by the President.
 - e) Be responsible for coordinating and publishing the Student Directory.

4. The Treasurer shall:
 - a) Collect and deposit all dues and other monies received through fund raising and contributions.
 - b) Maintain records of all receipts and expenditures.
 - c) Review and recommend payment of bills to the Executive Board.
 - d) Provide a written report for all general membership meetings of the income and expenditures for the Association.
 - e) Perform additional duties designated by the President.

ARTICLE VII-ELECTION AND TENURE OF OFFICERS

- A. All officers of the Associations, except the faculty representative, shall be elected by the members at the general meeting in May.
- B. The Board will solicit volunteers to run for each of the Associations Executive Board positions, and present the nominee slate to the general membership for consideration and voting.
- C. The term of office shall be one year. New officers shall assume their offices on July 1 of the school year in which the election took place, and their term will end on June 30 of the following school year. If an officer is unable to complete the term of office the general membership shall choose a replacement.

ARTICLE IX- COMMITTEES

- A. The president of the Association shall call for volunteers for the committees at the May general meeting.
- B. All members of the Association are eligible to be a Chairperson or members of the committee.
- C. The President may appoint special committees to implement the Associations' objectives.
- D. The Chairmen of committees will report their findings and recommendations to the Executive Board and, if appropriate, report them to the general membership.
- E. The Chairpersons are responsible for funds channeled through their committee. Such funds should be turned over promptly to the Treasurer of the Association on a regular basis or upon request of the President or Treasurer. Likewise, all bills and receipts for reimbursements are forwarded to the Treasurer as they are received.
- F. The Association's four major fundraisers are the Annual Spring Fair which includes a live and silent auction, the Fall Product Sale, the Spring Product Sale and The Frederick Keys Concession. The Executive Board shall appoint the senior and Junior Co-Chairs, for the spring fair, who serve two year staggered terms.
- G. The Executive Board will determine other fundraisers yearly. Chairpersons will be appointed by the Board.
- H. Chairpersons of the major fundraisers will earn tuition reimbursement. The Spring Fair Senior and Junior Co-Chairs will each earn 5% of net profit as tuition reimbursement, totaling 10%. The Frederick Keys Concession chairperson will

earn 10% of net profits as tuition reimbursement. The Fall Product Chairperson will earn 5% of net profits as tuition reimbursement and the Spring Product Chairperson will earn 5% of net profits as tuition reimbursement.

- I. Chairperson of committees and chairpersons of sub-committees may hold the chair position of one specific committee for no longer than three (3) consecutive years. This may be reviewed and amended, if necessary, by the Executive Board when needed.

ARTICLE X- RULES OF ORDER

- A. All meeting of this Association shall be conducted in a manner selected by the president in accordance with "Roberts Rules of Order, Revised."
- B. Any Suggestions made at a general meeting concerning a modification of established school policy or practice shall be referred, without debate or vote, the Executive Board.
- C. Persons wishing to make resolutions or be placed on the agenda, for a general meeting will be required to submit them in writing ten (10) days prior to the meeting, unless otherwise requested by the Executive Board. This shall include but not be limited to items placed in the Associations mail box.
- D. An open forum of fifteen minutes will be allowed at each general meeting to discuss issues.

ARTICLE XI-QUORUM

The quorum for an Association meeting shall consist of those present. The quorum of the Executive Board shall be a majority of the voting members of that Board.

ARTICLE XII-AMENDMENTS

Proposed amendments to this constitution shall be submitted in writing to the Executive Board for consideration, and shall be available to the membership upon request.

Submitted for review: September 1, 2006