



Home and School Association By-Laws

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. Coordinate communication between St. Robert families and the school.
- B. Achieve financial/fundraising goals to help support the short- and long-term viability of St. Robert School. This includes providing direct financial support to the school for school operating budget and for 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.
- C. Play a key role in the recruitment and retention of students. Identify and sponsor social and enrichment opportunities for students, parents, and staff.
- D. Sponsor events and activities that nurture the spiritual and educational initiatives of the home, school and parish community of St. Robert.

Article III Membership/Parent Involvement

- Section 1 All parents of St. Robert School students are members of the St. Robert Home and School Association.
- 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, Immediate Past President, Vice President of Fundraising, Vice President of Social & Relationship Building, Vice President of Enrichment, Vice President of Community & School Relations, Vice President of Communications, 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 Commission. The Pastor, School Principal, Director of School Advancement, and Parish Director of Stewardship may 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 {unless no parent steps forward to assume the role} . The President shall serve a one or two-year term as President, following a one-year term as President Elect. Once the President has completed a one or two-year term, they shall serve for a one-year term as Immediate Past President. The Treasurer shall serve a minimum of a two-year term as Treasurer following a one-year term as 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 last meeting of the fiscal year 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 or Immediate Past President 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 for a one or two-year term following a one-year term 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 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 By-Laws 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 final year of the President's term and prepares to assume the position of President upon the completion of the President's term. 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 Immediate Past President assists the President in the first year of the President's term. The Immediate Past President provides guidance to the President and assists in providing leadership and oversight for identified committees and assists in recruitment of new officers and committee chairs.
- Section 4 The Vice President of Fundraising provides leadership and oversight responsibility to the chairpersons of all fundraising events.
- Section 5 The Vice President of Social and Relationship Building provides leadership and oversight responsibility to the chairpersons of all social and relationship building activities.
- Section 6 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 Relations provides leadership and oversight responsibility for all such Home and School-sponsored activities.
- Section 8 The Vice President of Communications coordinates and manages all Home and School communications to the St. Robert School and Parish community. The Vice President oversees Home and School communications that are made in weekly newsletters, e-blasts, weekly folders and other communication mediums.
- 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.
- Section 10 The Home and School Association liaison to the School Advisory Commission attends meetings of both organizations, providing updates as requested on Home and School initiatives to the School Advisory Commission and providing a summary of the School Advisory Commission meetings to the Home and School Association.
- Section 11 The Secretary records accurate minutes of all Commission meetings and distributes such minutes in a timely manner to the Home and School Association Commission, and upon approval by the Home & School Association Commission 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 any financial review 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. The pastor shall give final approval on the annual budget.

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 unbudgeted discretionary fund disbursements by a 2/3 vote of the Board.
- Section 5 The Treasurer will receive reimbursement requests and verify they are within budget, then submit to Director of Administrative Services for reimbursement.
- 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. Unbudgeted expenses above \$1,000 need to be approved by the Pastor.
- Section 7 The Treasurer shall prepare a financial statement at the end of the year for any financial review.
- Section 8 The fiscal year shall run from July 1 to June 30 of the following year.
- Section 9 All contracts for events must be signed by the Pastor.
- Section 10 Requests for cash withdrawals should be sent to the Parish Business Manager. The cash will be withdrawn by the Pastor.
- Section 11 At the end of the fiscal year, Home & School retains \$10,000 in their bank account.

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 cash and checks collected should be counted immediately after the event by at least two unrelated individuals, ideally event leader and another volunteer. Both individuals should then initial the money deposit sign-off sheet. Place all cash and checks in a deposit bag with the event name, date and amount collected written on the front and seal deposit bag. Cash and checks should be deposited in specified deposit location on site immediately following event. Volunteers should avoid taking cash home.

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. Payment requests not submitted within 30 days of the event or activity may be denied. Any non-disbursed funds that remain unaccounted for at the end of the Home & School Association's fiscal year shall be allocated to the Home & School Association's general funds.

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 weekly newsletter. 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 By-Laws will be reviewed annually by Board.

Section 2 The Home and School Association By-Laws 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.