

St. John Home & School Association
Constitution and By-laws

September 1, 2006
(Revised June 2016)

Article 1. Name

The name of this association shall be St. John Home and School Association, referred to as “HSA” or “Association” herein, located in the community of Churchtown in Marietta, Diocese of Steubenville, and State of Ohio.

Article II. Governing Principles and Objectives

The Association is an organization providing parents, teachers, staff and parishioners the opportunity to assist in the development of a community body working together for the education of the children of St. John School. The HSA’s primary purpose is to support the school, not make school policy. The HSA procedures and decisions require approval of the St. John School Board and the Pastoral Administrator. All policy established by the St. John School Board will be acknowledged and supported by the Association. The Association’s objectives are as follows:

1. To provide a process of communication between the home and school, which will benefit the child, school and home.
2. To provide an opportunity for the members to work for the betterment of the students by sponsoring academic projects, financing activities, promoting the school in the community, ensuring proper maintenance of buildings and grounds, and planning fundraising activities.

Article III. Purpose

This association is organized exclusively for charitable, religious and educational purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(8) of the Internal Revenue Code, or corresponding sections of any future Internal Revenue law.

Article IV. Legal Activities

Notwithstanding any other provision of this constitution, the association shall not carry on any other activities not permitted to be carried on by: a) an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding sections of any future Internal Revenue law, or b) an organization, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code or corresponding sections of any future Internal Revenue law.

Article V. Dissolution

In the event of dissolution, the residual assets of the organization shall be given to one or more organizations that are recognized as exempt under Section 501 (c)(3) and Section 170 (c)(2) of the Internal Revenue Code or corresponding sections of any future Internal Revenue law. The Section 501 (c)

(3) organization receiving the dissolution funds must be approved by a unanimous vote of HSA members with at least fifteen members voting.

Article VI. Nondiscrimination Policy

The association shall not discriminate against any person on the basis of race, color, sex, national origin, religious preference, disability, age and any other basis prohibited by law in the selection of officers, committee members, or in any aspect of the business of the organization.

Article VII. Respect for School Policies

The Association shall respect the established school policies and practices as set forth by the Diocesan School Office, the Pastoral Administrator, the St. John Central School Board, and the Principal, in conjunction with the appropriate norms of the State of Ohio.

Article VIII. Membership

Membership shall be extended to all parents and guardians of the pupils of St. John School, members of faculty, and school staff. Membership is also extended to community members with genuine interest in enhancing the education of the children at St. John Central. All meetings shall be open to members.

Article IX. Officers

- Section 1. A. The elected officers shall be: President, Vice-President, Secretary and Treasurer.
- B. The term of office for the President and Vice-President shall be one year or until a successor is elected. The Secretary and Treasurer shall serve a two-year term. After their first one-year term, the President and Vice-President are eligible to be placed on the upcoming Presidential ballot if they so desire. Secretary and Treasurer positions may serve a maximum of two consecutive terms.
- C. The term of office shall begin on the corresponding June meeting date.
- Section 2. It shall be the duty of the President to preside at all meetings of the Association and to preserve order. The President will prepare an agenda for the general meeting and send it to all HSA members at least two days before the general meeting. The President will keep record of all HSA business and distribute minutes within two weeks following the meeting. The President is expected to be available to assist all subcommittee members and HSA members in their efforts. The President is the voice of the HSA and should be informed of all opportunities and issues concerning HSA business in a timely fashion. The President shall be available and participate in subcommittee meetings as deemed appropriate.
- Section 3. The Vice-President shall perform the duties of the President in the event of the absence or resignation of the President. The Vice-President will participate in subcommittee meetings where the President feels their presence is needed. The Vice-President will enforce the by-laws.
- Section 4. The Secretary shall take charge of all books and papers, other than the books of the Treasurer. This office shall keep a correct record of all by-laws, amendments, motions, and minutes of the general meetings. The Secretary shall take written attendance at the general meeting.

Section 5 The Treasurer will approve all receipts and disbursements of the HSA as directed by the HSA. The Treasurer will present a written financial report for each meeting with copies available to the entire HSA. The Treasurer will work with the Finance Committee to have all HSA financial records available for review and together conduct an annual review in June each year.

Article X. Subcommittee Members

Subcommittees consist of four to fourteen members with a Chairperson, and Co-Chairperson. Each subcommittee will decide these seats by a majority vote within their respective committees. All nominations must be accepted by the HSA. The subcommittee members are elected to a two year term. It is the objective to have approximately one half of these members being replaced every year to create continuity and direction in the subcommittees. The Chairperson will be responsible for preparing an agenda for each subcommittee meeting and will maintain a written record of each meeting's business. The Chairperson is also responsible for making sure that deposits for committee events are done promptly. The subcommittees shall make a formal request for all expenditures in the general meeting. Each committee is expected to keep detailed notes on activities, records and materials for future reference for continuity.

Finance Committee – The Finance Committee shall consist of 3 – 5 members. The committee shall oversee all areas relating to finances of the Home & School. Duties include 1) Communicating all finances to the HSA, 2) Working with the school's treasurer prior to January 15th, to set fundraising goals and expectations for the next fiscal year and 3) Oversee the 501 (c)(3) tax return due December 15th each calendar year.

Fundraising Committee – The Fundraising Committee shall consist of 8 to 14 members, and will organize and implement fundraisers. The fundraising goal is at least \$20,000 to support the school general fund, of which the amount is set each year in January by the Finance Committee and school treasurer. Fundraisers are to be decided by the committee and approved by HSA by the September meeting.

Athletic Boosters – The Athletic Boosters Committee shall consist of 6 to 12 members. This committee will oversee all sports programs at St. John Central. Duties include: 1) Verifying league membership and ensuring student participation options in all sports, 2) Overseeing and caring for all equipment used by the sports programs, 3) Organizing seasonal pep rallies and the Spring Sports Banquet, 4) Organize and implement 1 to 2 fundraisers to help support and purchase equipment and uniforms as needed.

Community Relations – The Community Relations Committee shall consist of 8 to 12 members. This committee is responsible for promoting the school in a positive way within the community and beyond. Community Relations shall work within the school and assist with public relations. Some examples of events Community Relations would likely organize include: Back to School Bash in August, Snoop-N-Scoop Open House, Halloween Party, Thanksgiving Feast, refreshments for school programs, Catholic Schools Week including the teacher appreciation luncheon, and Last Day of School Picnic. This committee will work with the Secretary to notify the local media and the Steubenville Register of events that may be of interest to the public and promote the school in a positive light.

Building and Grounds – The Building and Grounds committee will be implemented on an as-needed basis for major repair or construction jobs involving the school structure and/or the outside grounds. The Building and Grounds Committee will utilize parents and community to complete all projects if volunteer labor is deemed safe and appropriate.

Article XI. Elections

Section 1 A nominating committee shall consist of the President and a member from each subcommittee. At the June general meeting the committee shall be established. Elected positions will include: President, Vice-President and other vacated officer and subcommittee positions. The Secretary and Treasurer are two year terms or until a successor is elected. These two positions may be elected and serve two consecutive terms (maximum of 4 years consecutively). Subcommittee positions are a two year term. There are no term limits for subcommittee members. After the March meeting, nominations forms shall be sent home to the parents. All St. John School parents will be included as nominees for subcommittee positions. The parent may indicate which committee(s) they believe they would best serve. This form will include a nomination ballot for officer positions, a list of ineligible parents (currently serving on HSA), and a description of all subcommittee duties. Parents wishing to opt out of serving on the HSA will have the opportunity to state this on the nomination ballot. A non-returned ballot indicated to the nomination committee that parent/family is willing to serve on any subcommittee warranting their attention. A slate of nominees will then be presented to the parents for general election voting before the May meeting.

Section 2 Voting shall be done by ballot, which all St. John school parents will receive. The nominating committee shall tally the votes. A majority vote is required to elect a candidate. In case of a tie vote with any election, there shall be a re-vote to determine the winner. Newly elected officers shall be announced and approved at the May meeting.

Section 3 In the event that certain positions are vacated with no nominations obtained, the President will work with the nominating committee to solicit members for these positions. An announcement will be sent home to all parents inviting them to fill these vacant positions. If the response generates more candidates than the slots required to be filled, then a secondary election will be carried out. If the response yields fewer candidates than vacant positions, the President and nominating committee will contact viable candidates by telephone, as they deem appropriate. Once they have filled these positions, the new candidates will be presented at the next general meeting to be approved by the HSA. It is also preferred that no candidate run uncontested. All efforts will be made to provide a reasonable list of candidates from which parents can choose.

Section 4 In the event that no outside members elect to fill subcommittee vacancies, the President reserves the right to ask a member of a generously staffed subcommittee to move to a different subcommittee as needed.

Article XII. General Membership Meetings

1. There shall be monthly meetings during the school year, August through June, and at any other time as decided by the President and HSA. The monthly meetings will be held the third Wednesday of the month unless otherwise announced at least 7 days in advance.

2. All agenda items should be presented to the President at least one week before the general meeting. Meetings are open to new ideas, but many issues can be resolved or rejected before the meeting if the President has a reasonable time to research an agenda. An agenda item may violate a school or HSA policy making it unacceptable or void. Informing the President of the item for an agenda in a timely manner will allow the President to contact the school, Pastoral Administrator, or others who may resolve or reject the agenda item before it reaches the floor. Every member's input is welcome and encouraged, but presenting a completely new idea can take time to sort through, and many times no conclusion is obtained at the general meeting. All ideas will be ~~researched and~~ addressed at the general meeting. Allowing proper notice will facilitate solutions.
3. At a regularly called meeting of the membership, those present shall constitute a quorum.
4. Subcommittees will meet as needed. Typically the subcommittees meet before or after the general meeting.

Article XIII. Parliamentary Procedure

The rules contained in "Robert's Rules of Order, Revised" shall govern this Association in all cases not otherwise covered by this Constitution and By-laws of Standing Rules. A majority, public vote, will decide all issues. Sensitive issues may warrant a closed, paper vote as deemed necessary by the President or another HSA member attending the meeting.

Article XIV. Amendments

This Constitution and Standing Rules may be amended at the general meeting by a majority vote of the members present. Amendments must be presented in writing at the general meeting at least one month preceding vote at the general meeting.

Article XV. Standing Rules

1. Expenditures exceeding \$100.00 must be approved by the HSA at a general meeting. Expenditures of \$100.00 or less require the approval of the Principal and the Pastoral Administrator HSA President. Emergency expenditures exceeding \$100.00 must be presented in writing and approved by signature of both the Principal and the Pastoral Administrator.
2. Advances of funds for HSA activities must be approved at a general meeting of the HSA. Requests are to be submitted using the HSA Request for Funds Form. This form, along with all receipts and any unspent funds, must be submitted no later than one week following the conclusion of the activity for which the expenditures were approved.
3. No fundraising activities shall be undertaken or denied by any member or committee without the consent or approval of the HSA.
4. The President will e-mail compiled minutes to the membership no later than two weeks following a general meeting. Print copies of the minutes will be available for review by any member of the HSA. HSA information and minutes may be obtained via the school website.

5. There shall be regular monthly meetings August through June.
6. All meetings shall be announced at least one week prior to the meeting. New agenda items should be presented to the President at least one week before the general meeting.
7. Committee Chairmen are to give a report at the first general meeting following an event. All financial receipts and expenditures shall be submitted to the School Treasurer. For ongoing events, the School Treasurer and the HSA should be kept informed monthly of all expenditures.
8. Elected officers are encouraged and expected to attend meetings. If an elected officer fails to attend meetings on a regular basis or perform the duties of their office, the officer may be informally asked by the president to relinquish their position. The conversation can occur in person or on the telephone and the board president can specifically request a resignation. If the issue is not resolved, the officer shall be given the opportunity to submit in writing an explanation showing good cause to explain his/her reason for not attending. A motion must be made to remove the candidate and be approved a two-thirds vote of those in attendance at the general HSA meeting. A replacement will be appointed by the HSA president to finish out the school year and the office will be on the ballot for the next yearly HSA election.
9. At the June general meeting, outgoing and incoming officers and subcommittee chairs will exchange records and materials.

Revised and approved June 15, 2016