

ST. JOSEPH'S PARENTS' ASSOCIATION

ORGANIZATIONAL CHARTER

ARTICLE I

NAME AND ADDRESS

This organization shall be known as the St. Joseph's Parents' Association ("SJPA"). The business address of the SJPA shall be 825 West Fort Street, Boise, Idaho 83702.

ARTICLE II

MISSION STATEMENT

The Mission of the SJPA shall be:

1. To help define with the St. Joseph's School Board ("School Board") and the Pastor, fundraising goals and projects, and to promote, coordinate and staff all voluntary fundraising activities.
2. To support and advocate for St. Joseph's Catholic Grade School in furthering its mission.
3. To coordinate volunteer services.
4. To assist as a channel of parental input in the decision-making process of the School Board.

ARTICLE III

MEMBERSHIP

The General Membership of the SJPA shall consist of every St. Joseph's family. Each family has one (1) vote in the organization.

Individual SJPA members shall be eligible for election to the School Board or as SJPA officers. No member or spouse of a member of the School Board shall serve as an elected or appointed officer of the SJPA.

ARTICLE IV

ORGANIZATION

- A. The SJPA is a voluntary association of members. No part of the income of the SJPA shall be distributed to its members or officers. Officers and members shall serve without pay.
- B. The SJPA Board shall consist of:
1. The President, President-elect, Secretary, Treasurer, Volunteer Coordinator, and the Room Parent Coordinator.
 2. The Principal, School Business Manager, and Past President shall participate in the SJPA as an ex-officio, non-voting members.

ARTICLE V

OFFICERS

The Officers of the SJPA shall be as follows:

A. ELECTED OFFICERS:

1. The Elected Officers of the SJPA shall consist of a President, a President-elect, a Secretary, and a Treasurer.
2. The President-elect, Secretary, and Treasurer shall be elected from and by the members of the SJPA.
3. Vacancies in office shall be filled by election.
4. The President-elect shall serve a two (2) year term, President-elect for one (1) year and President the subsequent year. No member may be re-elected to the position of President-elect without having been off the SJPA Board for at least one (1) year.
5. The terms of office for the Secretary and Treasurer shall be for one (1) year. A member may be re-elected to the office of Secretary or Treasurer for an additional one (1) year term, but shall not be subsequently re-elected to the same office without having been off the SJPA Board for at least one (1) year.

6. The President-elect, Secretary and Treasurer shall be nominated and elected as provided in Article VI.

7. The terms of the Elected Officers shall take effect on June 30 of the year of their election.

B. APPOINTED BOARD MEMBERS:

1. The Volunteer Coordinator, Room Parent Coordinator and the New Parent Mentor Coordinator ("Appointed Board Members") shall be appointed by the SJPA President with the approval of the SJPA Board.

2. The terms for the Appointed Board Members shall be for one (1) year. The Appointed Board Members may be re-appointed to a second or subsequent term; however, no Appointed Officer may serve for three (3) consecutive terms.

3. The terms of the Appointed Officers shall take effect on June 30 of the year of their election.

C. PRESIDENT

The President shall:

1. Preside at all SJPA Board and General Membership meetings.

2. Support the Mission of the SJPA and St. Joseph's Catholic Grade School.

3. Generally oversee the Officers, Appointed Board Members Fundraising Chairs' (and committee members, if applicable) performance.

4. Assign SJPA Officers and other members to such committees as may be desired and created by the SJPA Board.

5. Have joint signature authority with the Treasurer of the SJPA for any advance, reimbursement or expenditure in excess of five hundred dollars (\$500) from the SJPA account.

6. Serve as the SJPA representative to the School Board. Attend all School Board meetings, or if unavailable, designate the President-elect or another officer to attend and/or submit a written report.

7. Prepare and follow an agenda with input from the Principal and any Board members for distribution at each SJPA meeting

D. PRESIDENT-ELECT

The President-elect shall:

1. Assist the President and, in the absence or disability of the President, perform all the duties and have all of the powers of the President.
2. Attend all SJPA Board and General Membership meetings.
3. Assume the office of President in the following fiscal year.
4. Attend St. Joseph's School Board meetings when the President is unable to do so.

E. SECRETARY

The Secretary shall:

1. Attend and record minutes of all SJPA General Membership meetings and SJPA Board meetings.
2. Provide a copy of the final minutes to the school office for review by SJPA general membership.
3. Prepare information on SJPA activities for inclusion in the school newsletter or publish an SJPA newsletter.
4. Provide meeting notification as specified in Article VIII.
5. Coordinate SJPA nominations and elections as specified in Article VII.

F. TREASURER

The Treasurer shall:

1. Attend SJPA Board meetings and General Membership meetings.
2. Review financial information provided by the school business manager and oversee the financial affairs of the SJPA based on the formal information provided from the school.
3. Work with the school business manager to submit both regular and annual reports to the SJPA Board and the School Board, which report on the financial status of the SJPA.
4. Review fundraising guidelines, including the budget for expenditures, with the Chair of any fundraising event. Receive reasonable reports from Chairs regarding the progress of the event to budget.
5. Authorize any SJPA fund expenditure before payment is made. All expenditures over five hundred (\$500) require the joint signatures of the President of the SJPA Board and the Treasurer.

G. VOLUNTEER COORDINATOR

The Volunteer Coordinator shall:

1. Organize and solicit a volunteer pool for each school year for fundraising and other events. Provide volunteer lists to appropriate fundraising Chairpersons at least six (6) weeks in advance of event unless requested earlier. Ensure that the parent volunteer form accurately reflects the planned activities and fundraisers that require volunteers each school year.
2. Prepare and submit to the SJPA Board any proposed policies and guidelines regarding volunteer services. Update relevant sections of the policies and guidelines in existence as necessary and submit to the SJPA Board for approval.
3. Ensure that the volunteer activities of the SJPA are publicized and that fundraising Chairs and other volunteers understand the acceptable ways of promoting events at the school.
4. Promote participation and involvement in volunteer and fundraising activities by all St. Joseph's families.
5. Develop with the SJPA Board and the Principal an annual calendar of volunteer and fundraising activities.
6. Communicate with school office staff concerning the status of volunteer activity, as necessary.

H. ROOM PARENT COORDINATOR

Room Parent Coordinator shall:

1. Coordinate and monitor school day activities and chairpersons.
2. Obtain list of willing room parent volunteers from Volunteer Coordinator.
Work with volunteers to ensure that whenever possible, Room Parents are in place by the end of the school year.
3. Communicate with all Room Parents over the summer to ensure each Room Parent is aware of the Room Parent responsibilities.
4. Regularly communicate with room parents during the school year to ensure responsibilities are being fulfilled.
5. Attend SJPA Board meetings and report to Board regarding any issues, concerns or suggestions. Attend faculty meetings at the discretion of the Principal.
6. Communicate with New Parent Mentor any suggestions for improving the ways new parents may become involved at St. Joe's.

I. NEW PARENT MENTOR COORDINATOR

The New Parent Mentor Coordinator shall:

1. Obtain a list of new families from the office after all registration packets have been turned in.
2. Obtain list of families willing to volunteer as New Parent Mentors and match our new families with a mentor by the first week of summer.
3. Regularly match up new families with mentors for any new families that come throughout the school year.
4. Set up and staff a table at end of the year and beginning of the year school events to welcome new families.
5. Communicate regularly with mentors and offer suggestions on ways they can make the transition to St. Joe's.
6. Prepare regular mailings to send home to new families as well as their mentors informing them of events, school day hints (Safe Environment Workshops, upcoming special events, etc.)
7. Be present at Back to School coffees to introduce new families and answer questions
8. Attend SJPA meetings and report any concerns or suggestions to the SJPA Board.

ARTICLE VI

NOMINATIONS AND ELECTIONS

A. NOMINATIONS:

A solicitation for nominations of Elected Officers will be sent to all families by the Secretary by e-mail or regular mail by April 30. Families may self nominate or designate other nominees than on the ballot. Nominations shall be returned within seven (7) days of e-mailing or mailing. If there are no nominees for an office, the President is authorized to solicit and designate nominees.

B. ELECTIONS:

Election of the President-elect, Secretary and Treasurer shall take place as follows:

1. The Secretary shall be responsible for e-mailing or mailing ballots by April 30. Ballots shall be compiled and counted within seven (7) days after e-mailing or mailing (close of elections).

2. The elected officers of the SJPA shall be responsible for counting the ballots after the close of elections and reporting the results of the election to the SJPA Board, the SJPA General Membership, the Principal, and the School Board.

3. The Secretary shall notify the candidates of the results of the election prior to any other publication of results.

4. The entire election process should be completed no later than the last SJPA Board meeting of the school year.

ARTICLE VII

FUNDRAISING EVENTS

A. All fundraising event chairpersons shall be appointed by the Fundraising Coordinator and the President of the SJPA. The SJPA shall have committees as deemed necessary.

B. All fundraising committee chairperson must adhere to the Guidelines for Fundraising Chairpersons, which may be found in the SJPA Volunteer Policies and Guidelines.

ARTICLE VIII

MEETINGS

The SJPA General Membership shall meet at least one time each year. Notice of all SJPA General Membership and SJPA Board meetings shall be sent out by the Secretary. The SJPA Board shall meet no less than once each month.

ARTICLE IX

INDEMNIFICATION OF OFFICERS

In the absence of fraud or bad faith, the Officers and the agents of SJPA shall not be personally liable for the SJPA and St. Joseph's Catholic School debts, obligations or liabilities.

ARTICLE X

FISCAL YEAR

The fiscal year of the SJPA shall run from July 1 to June 30, or pursuant to the fiscal year of St. Joseph's Catholic School, if St. Joseph's is not utilizing the July 1 to June 30 fiscal year.

ARTICLE XI

AMENDMENTS

This Organizational Charter may be amended by the General Membership by majority vote of those members voting and by approval of the Principal, Pastor and the School Board.

ADDENDUM A

Thank you for volunteering to chair a fundraising event for St. Joseph's School. Your time and energy are invaluable and what you have to offer is greatly appreciated. Good luck, have fun, and much success.

GUIDELINES FOR FUNDRAISING CHAIRPERSONS

1. The Chairperson of the fundraising event for the prior year should provide you notes, documents and information from that event. Please **review** everything provided to you in order to become familiar with the way the fund-raiser works and possibly to save time and energy by learning from those who have come before you.
2. Contact the President of SJPA and/or the SJPA Treasurer as soon as you begin work to let them know you are starting. Obtain a list of the people who have signed up to work on your particular event from the Volunteer Coordinator. Please meet with these volunteers well in advance of your event so you can get to know each other and you can describe/outline the fund-raiser process (see expenses process) and exchange ideas.

Choose and appoint committee chairs and any sub-chairs you need. It is very important to try to use all of the volunteers on the list because these individuals are counting on the project to fulfill their volunteer hours.

3. Communicate regularly with the Treasurer. Contact the President of SJPA on any logistical questions you may have as the President was on the board during the past year and is familiar with the process of SJPA events.

Communicate regularly with the chairs of the various committees that make up your event. This is the best way to keep informed of their progress and to manage the overall success of the event. Because you are in charge of the activity, it is your responsibility to be sure things flow smoothly.

The Event Chairperson is accountable to the SJPA Board so you should expect to attend its board meetings with reports and to seek approvals, as needed.

Please keep notes of everything you do along the way so there is a good record of the event, particularly to pass on to your successors. Ask your committee chairs to do the same on an ongoing basis to keep you informed and also for the benefit of future volunteers.

PLEASE NOTE: THE FOLLOWING INFORMATION IS IMPORTANT

Please inform all committee chairs and all other volunteers of this process at the very beginning of the event.

5. It is very important for the Treasurer of the SJPA to be kept up-to-date on the expenses incurred for each fundraising event. You will be provided with a pre-approved budget for your event. As long as expenses fall within this budget, you need not seek approval from the Treasurer and/or president of SJPA for the expenditure. If you want to incur an expense that is excessive and not included in the budget, you must first seek and receive the approval of both the Treasurer and President of the SJPA before the debt is incurred. To receive reimbursement for expenses, please submit an SJPA Advance/Reimbursement form in the SJPA box located in the school office.

SJPA Advance /Reimbursement forms are available in the SJPA box located in the school office. Complete the form, attach all receipts, and return it to the SJPA box to be picked up by the Treasurer for reimbursement. If you feel uncomfortable about incurring an expense before approval is received, please contact the Treasurer or President in advance of incurring the expense. All

questions should be directed either to the President or Treasurer. The SJPA Treasurer will be an ex officio member of your fund-raiser committee, contacting you along the way, but most specifically at the finish of the event to facilitate, coordinate, and help prepare your financial fundraising report. This must be submitted with your written report to the SJPA Board, within 7 days after the event. Again, this policy has been adopted so the Treasurer and SJPA board will have a quick and accurate record of expenses incurred for each fundraising event and to maintain fiscal control.

6. A written report needs to be submitted to the SJPA President within 60 days of the conclusion of the event. Be sure to use your notes to help you remember the different aspects of the fund-raiser. Please include any recommendations for improvements for next year as well as describing things which worked well. Be sure to include copies of any project flyers, pamphlets, posters, etc. in your report.

Thank you for all your hard work.