

# SCOPE

(St. Charles Organization of Parents & Educators)

## BY-LAWS (Revised 3/13/07)

### ARTICLE I- NAME

The name of the organization is St. Charles Organization of Parents and Educators or SCOPE.

### ARTICLE II- MISSION STATEMENT

The mission shall be to provide educational, emotional, financial and spiritual support to the students, families and staff of St. Charles Borromeo School through the involvement of parents, educators and administrators, and to support the general community.

### ARTICLE III- GENERAL MEMBERSHIP

- a. Members - Membership in the organization shall consist of the parents and/or legal guardians of each registered student in St. Charles Borromeo School and each member of the school and parish staff.
- b. General Membership Meetings – General membership meetings shall be held periodic, September through May. The President and/or Executive Committee may call a special meeting, as needed.
- c. General Membership Meeting Format – The general membership meeting shall be led by the President and the suggested format shall be as follows:
  1. Opening Prayer
  2. President’s Report and/or Announcements
  3. Program or Speaker
  4. Closing Prayer

### ARTICLE IV – SCOPE BOARD OFFICERS AND BOARD DUTIES

- a. SCOPE Board - The SCOPE Board shall consist of the following members:

President	Volunteer Coordinator
President Elect	Hospitality Chair
Past President	Hospitality Chair Elect
School Commission Representative	Service Coordinator
Parish Council Representative	Service Coordinator Elect

Fundraising Chair  
Fundraising Chair Elect  
Treasurer  
Secretary  
Family Enrichment Chair(s)  
Family Enrichment Chair(s) Elect

Publicity Coordinator  
Room Parent Coordinator  
Room Parent Coordinator Elect  
Faculty Representative  
Student Council Representative

The Principal of St. Charles Borromeo School and the Pastor of St. Charles Borromeo Parish shall serve as ex-officio members.

b. SCOPE Board Duties - The SCOPE Board shall have the following duties:

1. The SCOPE Board shall transact the business of the organization between General Membership meetings. The SCOPE Board shall take under consideration and advisement all subjects referred to the board and submit recommendations to the General Membership for action where appropriate. The SCOPE Board shall set financial goals, annually propose organization projects, and supply volunteers to maintain the efficiency of the school.
2. The SCOPE Board, in close consultation with the Principal, shall vote on and approve an annual SCOPE budget for the following year regarding the disbursement of SCOPE funds. For 30 days prior to any vote, the proposed budget shall be posted on the SCOPE bulletin board for member comment. After considering member comment and making any changes, the SCOPE Board shall approve this budget at the May meeting.
3. In the event where funding is deemed necessary, the SCOPE Board may disburse discretionary funds with a 2/3 vote. However, if the disbursement less any corresponding revenue exceeds \$1,000, then approval of the disbursement by the School Principal or Pastor is required. Disbursed funds will be accounted for at the following Board meeting.
4. SCOPE Board members shall keep files that list their duties and responsibilities and records of their work during the year. Members shall train and update their successors prior to the end of their terms.
5. All SCOPE Board members are expected to attend all SCOPE Board meetings held between September 1st and June 30th. If a SCOPE Board member is unable to attend a SCOPE Board meeting, the member shall notify the President prior to the meeting. The SCOPE Board shall consider dismissal of a SCOPE Board member if:
  - A. The member has more than two (2) absences; or
  - B. The member fails to fulfill his or her duties of office.

c. SCOPE Board Meetings - The SCOPE Board shall meet monthly. The President shall schedule the meetings in cooperation with the school staff. Minutes from the meetings shall be published and placed on the school SCOPE bulletin board. Meetings shall be

publicized in advance and open to the General Membership. Members are encouraged to attend. Members who would like to be placed on the agenda should notify the President in advance. The suggested SCOPE Board meeting format shall be as follows:

1. Opening Prayer
2. Approval of the Minutes
3. President's Report
4. Treasurer's Report
5. School Commission Report
6. Parish Council Report
7. Other Board Member Reports
8. Old Business
9. New Business
10. Closing Prayer

#### ARTICLE V-EXECUTIVE COMMITTEE

- a. Executive Committee Members - The Executive Committee shall consist of the following SCOPE Board members:

President  
President-Elect  
Fundraising Chair  
Treasurer  
Secretary  
Family Enrichment Chair

- b. Executive Committee Duties: The Executive Committee shall have the following duties:
1. Meetings - The Executive Committee shall transact the business of the organization on an as-needed basis between SCOPE Board meetings. The Executive Committee shall take under consideration and advisement all subjects which merit immediate attention. Meeting formats will be similar to SCOPE board meetings with published minutes. The Executive Committee will submit recommendations to the General Membership and/or the SCOPE board for action where appropriate.
  2. Proposed Budget and Calendar – The Executive Committee shall prepare a proposed SCOPE budget and calendar for the following year and present the budget and calendar for review and approval at the April SCOPE Board meeting.
  3. Disbursement of Funds - In the event where funding is deemed necessary, the Executive Committee may disburse discretionary funds with a 2/3 vote of the SCOPE Executive Committee. However, if the disbursement less any corresponding revenue exceeds \$1,000, then approval of the disbursement by the School Principal or Pastor is

required. Any disbursed funds will be accounted for at the following General Membership and SCOPE board meetings.

- c. Voting - Each member of the Executive Committee may have one vote. The Principal of St. Charles Borromeo School and Pastor of St. Charles Borromeo parish shall serve as ex-officio members.
- d. Quorum - A quorum of the Executive Committee shall be more than one-half of the Executive Committee.

#### ARTICLE VI- SCOPE OFFICERS' DUTIES

a. PRESIDENT shall:

- 1. Preside at all Executive Committee meetings, SCOPE Board meetings and General Membership meetings.
- 2. Be responsible for the agenda, scheduling all organization activities, meetings and fundraising events.
- 3. Be the primary liaison to the Principal and school staff.
- 4. Designate additional duties of the Officers and supporting Board members.
- 5. Appoint ad hoc committees as needed.
- 6. Serve as Past President the year following the term as President.
- 7. Organize and oversee all SCOPE responsibilities that do not fall under other Board member's responsibilities.
- 8. Serve a one (1) year term as President.

b. PRESIDENT ELECT shall:

- 1. Assist the President with SCOPE related tasks as needed.
- 2. Preside over organization meetings in the event of the President's temporary absence.
- 3. Serve a year in a training position.
- 4. Serve as President the following year.

c. PAST PRESIDENT shall:

- 1. Serve as an advisor to the President and SCOPE Board for one year after serving as President.
- 2. Orient the newly elected officers into the purpose and activities of the SCOPE Board.

d. SCHOOL COMMISSION REPRESENTATIVE shall:

- 1. Assist the President with SCOPE related tasks as needed.
- 2. Serve as a School Commission member, with the voting privileges as SCOPE Representative to the St. Charles School Commission.

3. Report to the School Commission on all SCOPE activities.
  4. Provide a monthly School Commission report at the SCOPE Board meeting.
  5. Annually review the bylaws, recommending any necessary changes and convene an ad hoc bylaws committee, if necessary.
  6. Serve as Parliamentarian.
  7. Serve a two (2) year term.
- e. FUNDRAISING CHAIR shall:
1. Assist the President with SCOPE related tasks as needed.
  2. Oversee and evaluate SCOPE fundraisers for efficiency and profitability.
  3. Manage fundraising documentation.
  4. Recommend changes or new fundraising opportunities at the March SCOPE Board meeting.
  5. Appoint chairpersons for each fundraising event.
  6. Serve as chairman or support the appointed chairperson of any fundraising committee.
  7. Serve a one (1) year term as the Chair.
- f. SECRETARY shall:
1. Assist the President with SCOPE related tasks as needed.
  2. Keep a permanent record of business transacted at all meetings.
  3. Type the minutes of all General, Executive, and SCOPE Board meetings and distribute the minutes to the SCOPE Board members and the Principal one week prior to the next meeting.
  4. Post the approved minutes on the SCOPE Bulletin board for General membership review.
  5. Manage correspondence relating to SCOPE.
  6. Serve a two (2) year term.
- g. TREASURER shall:
1. Assist the President with SCOPE related tasks as needed.
  2. Be responsible for all SCOPE financial areas, including but not limited to banking, record keeping, financial reports and statements, account reconciliations and other bookkeeping tasks as required by the Board.
  3. Serve as budget committee chairman.
  4. Collect all fundraiser monies and handle receipts, deposits and expenditures.
  5. Report the financial status of the organization at SCOPE Board meetings by oral and written statement. A copy of the report shall be given to the SCOPE board members at each meeting.
  6. Meet quarterly with the President, School Commission Officer and Fundraising Chair providing a SCOPE accounting review/audit regarding the organization's accounts and

financial information.

7. Serve a three (3) year term.

h. VOLUNTEER COORDINATOR shall:

1. Assist the President with SCOPE related tasks as needed.
2. Shall coordinate a network of volunteers to help staff the school hot lunch program, traffic safety team, health room, playground monitors, and help with other areas of volunteer need.
7. Maintain confidential ledgers for the credited service hours earned by each family according to the School Commission.
3. Submit the ledger of service hours to the Principal.
4. Act as liaison among these various groups and school staff as needed.
5. Serve a two (2) year term.

i. PARISH COUNCIL REPRESENTATIVE shall:

1. Assist the President with SCOPE related tasks as needed.
2. Attend the St. Charles Borromeo Parish Council meetings as a SCOPE representative.
3. Report to the Parish Council on all SCOPE related activities.
4. Report to SCOPE on the Parish Council events and information.
5. Serve a two (2) year term on the Board.

j. HOSPITALITY CHAIR shall:

1. Assist the President with SCOPE related tasks as needed.
2. Serve as refreshment coordinators for all SCOPE events, 1<sup>st</sup> day of school, and other events as needed on behalf of the school.
3. Serve a one (1) year term as Chair.

k. ROOM PARENT COORDINATOR shall:

1. Assist the President with SCOPE related tasks as needed.
2. Coordinate with teachers to assign classroom leaders who will organize classroom parties and other projects as specified by teachers.
3. Organize and chair the Grandparent's Day event.
4. Serve a one (1) year term as Chair.

l. STUDENT COUNCIL REPRESENTATIVE shall:

1. Assist the President with SCOPE related tasks as needed.
2. Act as a liaison between the Student Council and SCOPE.
3. Attend all Student Council meetings.
4. Report to the SCOPE Board on all Student Council activities.

5. Assist Student Council on their projects as a parent advisor, working closely with the school teacher/staff advisor.
  6. Assist with projects such as the annual Pumpkin Carving Contest and Variety Show as required.
  7. Serve a one (1) year term.
- m. SERVICE COORDINATOR shall:
1. Assist the President with SCOPE related tasks as needed.
  2. Assist in selecting, organizing and chairing school outreach/community service projects benefiting the community at large. Such events have included the Fall Coat Drive, School Supply Drive for Needy Children and others.
  3. Serve a one (1) year term as Chair.
- n. FAMILY ENRICHMENT TEAM CHAIRS shall:
1. Assist the President with SCOPE related tasks as needed.
  2. Supervise and/or organize and plan events to bring together the SCOPE Membership in a social setting. These events may include, but are not limited to: Trunk or Treat, Bunco or Bingo nights for adults and families, the Lenten Fish Dinner, the St. Charles Adult Softball League and others as determined by the team and Board.
  3. The team shall consist of not less than two members/member-couples, who shall each serve a two (2) year term on the Board, one as the team Chair(s) and one as the team Chair(s) Elect (training year). Only one member of each couple shall be required to attend the meetings.
- o. PUBLICITY COORDINATOR shall:
1. Assist the President with SCOPE related tasks as needed.
  2. Publish a monthly SCOPE newsletter after gathering information from SCOPE Board members.
  3. Maintain the SCOPE bulletin board.
  4. Coordinate with the School technology staff member to maintain the SCOPE page on the school website.
  5. Assist members in publishing information in the school newsletter, reader board, and any other publicity needs.
  6. Serve a two (2) year term.
- p. FACULTY LIAISON shall:
1. Act as an advisor/liaison between the St. Charles School faculty and the SCOPE Board.
  2. Be appointed by the Principal.
  3. Serve a one (1) year term or as appointed by the Principal.

- q. Each CHAIR ELECT(s) shall:
  - 1. Assist the President with SCOPE related tasks as needed.
  - 2. Support and assist their Chair in the Chair's duties.
  - 3. Train for the Chair position.
  - 4. Serve a one (1) year term as the Chair Elect.

## ARTICLE IX-NOMINATIONS AND ELECTIONS

- a. Advertisement of SCOPE Positions - The Executive Committee shall advertise SCOPE positions becoming available to the general membership beginning in March in the school bulletin and the SCOPE Newsletter. The Executive Committee shall provide a nomination form to the members.
- b. Nomination form – Any member may nominate himself or herself or another member by completing and timely turning in a nomination form. The President shall contact any member nominated by another member to determine the nominated member's interest in the position. If no one is nominated for a position, the Executive Committee shall solicit individual members to fill a position.
- c. Voting – Any election shall proceed by ballot the week prior to the April meeting should there be more than one candidate for a Board position. The candidate receiving the highest number of votes for the respective SCOPE position shall be elected. Where there is only one candidate for an available Board position, the nominated member shall fill that position and no actual ballot election is necessary for that position.
- d. Annual Term - The term of office of the SCOPE Board shall be from May 1 through June 30, a total of 14 months. Incoming Board members shall serve with outgoing Board members concurrently for two (2) months, from May 1<sup>st</sup> through June 30<sup>th</sup>.
- e. Filling Interim Positions - If a SCOPE Board Officer is unable or unwilling to complete the term of office or if a SCOPE board officer is dismissed, the Executive Committee shall appoint a member to fill the remaining term of office. If the President is unable or unwilling to complete his or her term, the Executive Committee shall consider filling the position first with the past President and second with the President Elect.
- f. Term Limits – Unless no other member is interested in an available position, no member may serve more than one complete term in any one office, nor more than two complete consecutive terms on the Board. Serving in an Chair Elect position shall not be considered as a separate office or term. Serving as President Elect, President, and Past President shall be considered one term.

## ARTICLE X - FISCAL YEAR



The fiscal year of this organization shall be July 1 through June 30.

#### ARTICLE XI - AMENDMENTS

a. The bylaws may be amended at any General Membership meeting. The proposed amendments shall be submitted in writing to the Secretary. The new bylaws shall be available to the general membership 30 days prior to the general meeting vote for review. A simple majority of members present (show of hands) shall pass the proposed amendments.

b. The standing rules may be revised by a majority vote at any general meeting.

#### ARTICLE XII- – BANKING

SCOPE shall use the same financial institutions for banking as the school, currently Columbia Bank. The Treasurer, President, and St. Charles Borromeo Pastor shall be authorized to make deposits and withdrawals and shall be authorized signatories on checks written on the SCOPE bank account. Any withdrawals or checks exceeding five hundred dollars shall be signed by at least two of the authorized signatories.

#### ARTICLE XIII - DISSOLUTION

In the event of dissolution of this organization, the net assets shall be turned over to St. Charles Borromeo School.