

## **Bylaws for SCOPE**

### **St. Charles Organization of Parents and Educators**

The parent organization, SCOPE is responsible for maintaining good communication between the home and the school, for providing a vehicle through which parents can provide service to the school i.e. volunteering and fund-raising, and for offering a mechanism for parent education.

#### **Article I: Name**

The name of this organization shall be the SCOPE School Parents, Educators, and Parishioners Club of St. Charles Borromeo Parish, part of the Archdiocese of Seattle

The SCOPE is unincorporated.

The SCOPE is affiliated with St. Charles Borromeo Catholic School, which is recognized by the IRS as a tax-exempt organization. The organization is authorized to use the St. Charles Borromeo Tax ID #91.060.8536 upon approval of St. Charles Borromeo Parish.

#### **Article II: Purpose**

SCOPE is organized for education, religious and charitable purposes. To this end, SCOPE shall assist in the support and maintenance of St. Charles Borromeo Catholic School and to encourage the parents and guardians attending St. Charles Borromeo in their role as Catholic educators.

SCOPE is responsible for maintaining good communication between the home and the school, for providing a vehicle through which parents can provide service to the school i.e. volunteering and fund-raising, and for offering a mechanism for parent education.

All funds raised by SCOPE, whether income or principal, and whether acquired by gift or contribution or otherwise, shall be devoted to said purposes. Decisions about fund-raising will be made jointly by the SCOPE and the School Commission. If a problem arises, the School Commission will make the final decision.

SCOPE will be an advocate for the school. They will promote the school for the parish and parents.

#### **Article III: Membership and Participation**

Membership of SCOPE shall consist of all parents and guardians of children attending St. Charles Borromeo Catholic School and all adults subscribing to the purposes of SCOPE. The management and affairs of the SCOPE shall at times be under the direction of the SCOPE Board, which shall comprise of SCOPE members in good standing and appointed into office. The SCOPE Board shall consist of voting members ("Executive Board) and non-voting members ("Advisory Members"). Members of the SCOPE Board who are volunteers serving without compensation shall be personally liable for the acts, debts, liabilities or obligations of the school.

No dues shall be required to become a member of the SCOPE Club or SCOPE Board.

#### **Article IV: Meetings**

##### **SCOPE - Board**

1. The SCOPE Board shall hold monthly meetings from August to June of the school year, typically the first Monday of each month at 6:30 PM in the School Library unless otherwise specified.
2. Robert's Rules of Order shall be the procedural authority for conducting the meetings.

3. The meetings shall serve as a forum for discussion and planning of social events, fundraising programs, and other school and parish activities.
4. The SCOPE Board Secretary shall record the meeting minutes and submit a draft for review to SCOPE Board, Principal, Vice-Principal and Pastoral leader within five business days of the meeting. Minutes shall be approved by the SCOPE Board at the subsequent meeting and incorporated into the official records of the school.
5. The dates of the meetings shall be posted on the school's monthly calendar and on the school's website.
6. All SCOPE Club members are welcome to attend the SCOPE Board meetings to address the SCOPE Board with specific ideas or areas of concern. Any items wished to be discussed at a meeting needs to be presented in writing two weeks prior to the meeting to the SCOPE President.
7. The SCOPE Board may continue a meeting in a closed, executive session to consider security, personnel, financial and legal matters. At such time, the presiding officer shall inform the honored guests.

#### **SCOPE - General Meetings**

1. The SCOPE Club shall hold quarterly meetings from September to May of the school year, typically on the third Tuesday in the School Library.
2. The meetings shall serve to conduct the regular business of the SCOPE Club, vote on official matters, present informative materials, inform the members of the school's progress and achievements, communicate fundraising opportunities, and promote fellowship and a spirit of unity among members.
3. The SCOPE Board Secretary shall record the meeting minutes, which shall be approved by the Principal or designated staff member, distributed to the SCOPE Club member via the school's website, and shall be incorporated into the official records of the school.
4. The dates of the meetings shall be posted on the school's monthly calendar and on the website.
5. All SCOPE Club members are strongly encouraged to attend the general meetings.

#### **Article V: SCOPE Board Composition, Voting Rights and Quorum**

The executive members shall consist of the current Pastoral leader of St. Charles Borromeo Parish and the current principal of St. Charles Borromeo Catholic School.

#### **Executive Board Members**

There shall be the following Executive Board Members:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. SCOPE/School Commission Liaison
6. Fundraiser Chair
7. Hospitality Chair

#### **Advisory Board Members**

1. School Administration Representative
2. Communications Chair
3. Used Uniforms Chair
4. Box Tops Chair
5. Room Parent Chair
6. Family Enrichment

7. Faculty Representative
8. Room Parent/Volunteer Chair

### **Duties of the SCOPE Board**

1. Duties of the SCOPE Board include, but are not limited to, the following:
  - a. Setting the agenda for the monthly SCOPE Club meetings.
  - b. Making recommendations for and implementing fundraisers, budget, and future goals of the SCOPE Club.
  - c. Planning and orchestrating community/hospitality events for families, faculty, and staff.
  - d. Ensuring that information and opportunities are available for all SCOPE Club members to actively participate.
2. An officer or committee chair that does not comply with his or her assigned responsibilities may be relieved of his or her position by a two-thirds majority vote of the other executive board members.

### **Article VI: Duties of Elected Officers**

#### **A. President**

The President shall:

1. Fulfill a two-year term for a maximum of two terms.
2. Preside at all meetings of both the SCOPE Board and SCOPE Club.
3. Make interim appointments as needed; oversee the recruitment of SCOPE Board members for vacant positions.
4. Serve as Ex-officio member of all committees and oversee the coordination of projects taken on by the SCOPE Club.
5. Call any special meetings and manage correspondence as required.
6. Be responsible for carrying out the progress of the organization and be the official spokesperson for The SCOPE Board and SCOPE Club.
7. Work with the Principal on calendaring all SCOPE Board and SCOPE Club meetings.

#### **A. Vice President**

The Vice President shall:

1. Fulfill a two-year term for a maximum of two terms but not necessarily to ascend to the president position.
2. Perform duties of an absent president and perform such duties as assigned by the president.
3. Work with the principal on preparing agendas for monthly SCOPE Board and SCOPE Club meetings.

#### **C. Secretary**

The Secretary shall:

1. Prepare true and accurate minutes of both the SCOPE Board and SCOPE Club meetings.
2. Provide a draft of the minutes to SCOPE Board members and, upon approval, provide a finalized copy to the Principal in order that the minutes can be posted and archived for both Board and general meetings.
3. Track SCOPE Board members' SCOPE Board binders including the assignment of binder information as deemed appropriate by the SCOPE Board.
4. Fulfill a two-year term, for a maximum of two terms.

#### **D. Treasurer**

The Treasurer shall:

1. Maintain financial records by keeping a true and accurate record of SCOPE Club revenues, expenses, and balances and also keep the general ledger up to date.

2. Provide a monthly reconciled report at every SCOPE Board meeting and SCOPE Club meeting, a quarterly reconciled report for the School Commission, if requested, and a yearly reconciled report to the SCOPE Board at the end of the school year.
3. Upon demand of receipts or prior authorization, prepare check requests for SCOPE Club expenses.
4. Work with the Fundraiser Committee Chair to ensure correct procedures are being followed regarding SCOPE Club fundraising, including the deposits of revenues from fundraisers.
5. At the end of the year establish the required amount for a start-up for the upcoming school year and transfer all appropriate balances to the school's bookkeeper
6. Fulfill a two-year term, for a maximum of two terms.

#### **E. SCOPE Board/School Commission Liaison**

The SCOPE Board/School Commission Liaison shall:

1. Attend both SCOPE Club Board meetings and School Commission Meetings and act as a liaison between the two groups.
2. Provide a summary to each committee of the other committee's activities and discussions.
3. Fulfill a two-year term for a maximum of two terms.

#### **F. Communications Chair**

The Communications Chair shall:

1. Communicate to the SCOPE Board and to SCOPE Club members the activities and events of the SCOPE Club and of the parish.
2. Work with the Pastoral leader on current happenings in the parish.
3. Work with committee chairs on important events that need to be communicated in a monthly newsletter, fliers, and social media.
4. Promote volunteerism with the school and parish community.
5. Fulfill a two-year term for a maximum of two terms.

#### **G. Hospitality Chair**

The Hospitality Chair shall:

1. Prepare a calendar of school social events.
2. Plan and host the social events.
3. Help with the organization, planning, and serving teacher lunches for conference days and Catholic Schools week
4. Solicit the appropriate volunteers to assist in the execution of social events.
5. Fulfill a two-year term for a maximum of two terms.

#### **H. Fundraising Chair**

The Fundraising Chair shall:

1. Oversee all of the SCOPE Club's fundraising efforts.
2. Help promote all of the SCOPE Club's fundraising efforts.
3. Solicit the appropriate volunteers to assist in the execution of fundraising events.
4. Coordinate the Box Tops program (see description).
5. Fulfill a two-year term for a maximum of two terms.

### **Article VII—Duties of Advisory Members**

#### **A. School Principal and School Vice Principal**

The School Principal and Vice-Principal shall:

1. Communicate the School's progress, needs, and significant matters to the SCOPE Board.
2. Provide guidance to the SCOPE Board.
3. Assist in the implementation of SCOPE Board projects.

#### **B. Parish Pastoral leader**

The Parish Pastoral leader shall:

1. Communicate Parish matters to the SCOPE Board as necessary.
2. Provide guidance to the SCOPE Board in relation to policies set forth by the Archdiocese of Seattle.

#### **C. Used Uniform Sales Coordinator**

The Used Uniform Sales Coordinator shall:

1. Promote and advertise the Used uniform sales events.
2. Collect, wash and arrange by size the donated articles of clothing.
3. Transfer the proceeds to the school.
4. The Used Uniform Sales Coordinator shall serve at least one year.

#### **D. Room Parent Coordinator**

The Room Parent Coordinator shall:

1. Attend all SCOPE Board and Club meetings.
2. Oversee coordination of Room Parent events and activities per Room Parent Manual.
3. Support and guide the room parents who support classroom and school activities.
4. The Room Parent Coordinator shall serve at least one year.

### **Article VIII—SCOPE Board Member Selection and Removal**

#### **A. SCOPE Board Member Selection**

1. For board vacancies, recruitment for open SCOPE Board positions shall begin in April.
2. The vacant positions, job descriptions, and their respective terms shall be announced via the Friday Folder and the School's Website.
3. A SCOPE Club member who is interested in becoming a SCOPE Board member can initiate the process of application by:
  - a. nomination by another SCOPE Club member, or
  - b. self-nomination.
4. The Executive Board shall compile the list of candidates and vote qualified candidates into offices from the eligible pool by a simple majority of the SCOPE Board members present during the SCOPE Board meeting dedicated to the same.
5. The eligibility criteria include the following SCOPE Club member:
  - a. is in good standing.
  - b. possess leadership skills.
  - c. possesses expertise and willingness.

#### **B. SCOPE Board Member Removal**

1. The Executive Board members and vice principal are required to attend and participate in the monthly SCOPE Board meetings. Three unexcused absences may be deemed as non-performance and may serve as grounds for removal by the Executive Board. Executive Board members may be removed by the Executive Board for non-performance of their duties.
2. The Advisory Board members are required to attend specific monthly SCOPE Board meetings as determined by the SCOPE Board as necessary for reporting and event planning and may only be removed by the Executive Board for non-performance of their respective duties.

#### **C. Continuity**

1. The selected, incoming SCOPE Board members shall attend the May SCOPE Board meeting to meet the current SCOPE Board members, to familiarize themselves with SCOPE Board processes, to receive their respective SCOPE Board binder, and to obtain the necessary training in the process of taking over certain functions from outgoing SCOPE Board members.
2. The incoming members to the Executive Board shall not have voting powers until June 1<sup>st</sup>, which is the official start of the new school year.

## **Article IX – Committees**

### **A. Ad Hoc Committees**

1. The SCOPE Board may form ad hoc committees when necessary to further the objectives, goals, and purpose of the SCOPE Board or SCOPE Club.
2. A committee shall consist of at least one member of the SCOPE Board with other SCOPE Club members participating.
3. The President shall act as an ex-official member of all such ad hoc committees and shall supervise each committee's activities.

## **Article X – SCOPE Club Revenue, Budget, Revenue Allocations and Expense Reimbursement**

### **A. SCOPE Club Revenue**

1. All funds raised by the SCOPE Club (whether income, principal, gift, contribution, or otherwise) shall be recorded by the Treasurer.
2. No part of the SCOPE Club revenue shall insure to the benefit of an individual SCOPE Club member or a private person except solely for reasonable compensation for services actually rendered or goods actually sold.

### **B. Budget**

1. The SCOPE Club Board shall tally the total funds raised during the current school year and establish an annual budget by June 15<sup>th</sup> for the following school year. This annual budget must be approved by the Executive Board and subsequently ratified by the School Commission and the SCOPE Club.
2. The annual budget must be presented and explained to the incoming SCOPE Board members.
3. Any extraordinary expenses, outside of the stated annual budget, must be approved by the School Commission and the SCOPE Club.

### **C. Expense Reimbursement**

1. The Treasurer shall prepare a check or cash requests for reimbursement for SCOPE Club expenses within 5 business days of submission.
2. All reimbursement requests for SCOPE Club expenses must be submitted to the treasurer via check request form within 14 days of expense or event.

## **Article XI – Amendment to the Constitution and By-laws**

### **A. Minor Changes**

1. Minor changes, including but not limited to typographical errors, grammatical errors, clarifying clauses, changes to term limits, changes in the composition of the Advisory Members, changes or substitution of fundraising programs, and the like, shall be made upon approval of the Executive Board.
2. Upon Executive Board approval, the revised Constitution and By-laws shall supersede the prior Constitution and By-laws.
3. The Secretary shall facilitate the inclusion of the new Constitution and By-laws in the SCOPE Board binders and school records.

### **B. Material Changes**

1. Material changes with significant impact to the School or Parish, including but not limited to procedural changes, changes to revenue allocations, changes related to quorum, changes in the composition of the Executive Board, and the like, shall be proposed to the School Commission and the Parish Finance Council by the Executive Board.
2. Upon approval by the School Commission and the Parish Finance Council, the Executive Board shall seek the ratification of the changes by a simple majority of the SCOPE Club members and by the Pastoral leader.

3. Only upon approval by the School Commission and the Parish Finance Council, and ratification of the SCOPE Club members and the Pastoral leader, shall the revised Constitution and By-laws supersede the prior Constitution and By-laws.
4. The Secretary shall facilitate the inclusion of the new Constitution and By-laws in the SCOPE Board binders and School records.

**C. Compulsory Review**

1. The SCOPE Board shall review the Constitution and By-laws every two years to determine whether changes are warranted.
2. Such determination shall be noted and recorded in the meeting minutes.