

# By-Laws for St. Andrew SPICE Advisory Board

## Article I: Name, Address, and Mission

### Section 1. Name and Address

The name of the organization is SPICE at St. Andrew Parish and is referred to as SPICE. "SPICE" is an acronym for "Special People in Catholic Education." The mailing address for SPICE is St. Andrew Church, 1899 McCoy Road, Columbus, Ohio 43220, or at such other address that may be designated, from time to time, by the SPICE Advisory Board ("the Board").

### Section 2. Mission

SPICE recognizes that our parish children are unique individuals with different learning needs. SPICE supports serving the educational needs of children that have different learning styles that provide diversity in the classroom environment.

Working together with the support of the parish community, pastor, school administration, teachers, and parents, SPICE can help to provide understanding, information, creativity, and willingness to address special educational needs.

## Article II: General Powers and Function

### Section 1. General Powers

The Board will oversee the affairs of SPICE and offer advice to the pastor and principal. The Board will report directly to and derive its direction and focus from the pastor and principal.

### Section 2. Function

The function of the Board shall include, but not be limited to, the following:

- a) Planning. The Board shall assist the pastor, principal, assistant principal, Director of Religious Education, and educators with identifying and setting short and long term goals and objectives for SPICE. The goals shall reflect a vision of improving the learning environment at St. Andrew School and Parish.
- b) Fund Raising. At the direction of the pastor, the Board shall raise monies through special events, grant writing, annual appeals, and other fundraising venues supported by the school and parish.

- c) Grant Requests. The Board will advise on presented grant requests and follow up with written notification to the requesting party. The Board will fund grant requests in accordance with the Diocesan and parish finance policies for withdrawing funds.
- d) Finances. The Board will review the budget on an annual basis. The Board shall vote on whether to approve the budget as prepared by the Treasurer. The Board will review the status of paid grant requests and the financial status based on income and expenses on a quarterly basis.
- e) Development/Marketing/Extracurricular Events. The Board shall promote and participate in school and parish activities that further the goals and objectives established by the Board, including, but not limited to, development, public relations, marketing, and activities related to special and extracurricular events, as deemed necessary by the Board, with approval of the pastor and principal.
- f) Communication. The Board shall communicate regularly with the pastor, principals, educators, committees, parents, and parishioners. The Board shall publicize its activities and meetings no less than quarterly through the Communication Committee Chairperson or Secretary. Approved meeting minutes will be available upon request on a quarterly basis.

## **Article III: Membership**

### **Section 1. Membership Representation**

- a) The Board shall be made up of the following members:
  - 1) Principal Officers (Chair Person, Vice Chair Person, Secretary, and Treasurer)
  - 2) Committee Chairpersons (Fundraising Chairperson, Communications Chairperson, and Community Education Chairperson)
- b) The Board may consist of at least one member from the following groups to be designated to participate throughout the school calendar year:
  - 1) St. Andrew Principal or Assistant Principal
  - 2) St. Andrew Religious Education Director or representative
  - 3) Member of School Advisory Board
  - 4) Member of Home and School Association

- 5) One teacher from grades K-4
- 6) One teacher from grades 5-8
- 7) One preschool teacher

## **Section 2. Numbers and Tenure**

The Board shall be composed of no less than 7 members and no more than 24 members. A new board member shall be elected by current board members if a position is vacant or has completed its term. A board member shall serve for a period of one year and may serve only three consecutive one-year terms. If a board member is terminating his/her position they shall do so in writing to the Chair Person 30 days prior to that board member's termination. Additional members may include past SPICE members.

## **Section 3. Qualifications**

The Board shall consist of registered parishioners of St. Andrew Parish over the age of 18 years old or the parents or legal guardians of students enrolled at St. Andrew School. Board members must agree to attend quarterly Board meetings and, if they cannot attend, they must to notify the Chair Person or Vice Chair Person in advance.

## **Article IV: Officers**

### **Section 1. Designation**

The principal officers of the Board shall be the Chair Person, Vice Chair, Secretary, and Treasurer.

### **Section 2. Removal of Officers**

Upon the vote of a majority of the members of the Board, any officer may be removed and a successor may be elected at any regular or special meeting of the Board.

### **Section 3. Duties of Officers**

The principal officers of the Board shall perform the following duties:

- a) Chair Person. The Board shall elect from its members a Chair Person, whose duties shall include calling all meetings of the Board, presiding over all meetings of the Board, setting the agenda for the Board meetings,

and any other duties deemed the responsibility of the Chair Person. The Chair Person also has the responsibility of representing the Board outside of the parish, including meeting with other SPICE committees in the Diocese.

- b) Vice Chair Person. The Board shall elect from its members a Vice Chair Person, whose duties shall be to provide assistance to the Chair Person in the event that the Chair Person is unavailable for Board meetings or otherwise unable to act and any other duties deemed the responsibility of the Vice Chair Person. The Vice Chair Person will also share the responsibility with the Chair Person of representing the Board outside of the parish, including meeting with other SPICE committees in the Diocese.
- c) Secretary. The Board shall elect from its members a Secretary, whose duties shall be to document meeting minutes and actions from all Board meetings, maintain the roster of member participants, and any other duties deemed the responsibility of the Secretary.
- d) Treasurer. The Board shall elect from its members a Treasurer, whose duties shall be to provide financial oversight to all SPICE committee activities, report on the financial status of SPICE at all Board meetings, manage the SPICE budget, document financial processes, report financial statements, oversee income, expenses, and any financial transactions required by the committees, and any other duties deemed the responsibility of the Treasurer.

## **ARTICLE V: Committees and Volunteers**

### **Section 1. Committees**

The Board may establish committees with the powers and duties that the Board shall authorize. The Board may appoint members or non-members to serve on committees to perform such duties and functions as the Board may deem necessary. Committee members shall report their activities to the Board in the manner prescribed in Section 2 below and shall serve at the discretion of the Board.

### **Section 2. Standing Committees**

The Board shall consist of the nominated chairperson of the following Standing Committees: Fundraising, Communications, and Community Education. Committees

shall report their activities at each Board meeting through written or verbal committee reports. Written reports shall be submitted to the Secretary at least two days prior to the scheduled Board meeting. The Committees shall be responsible for planning activities and implementing the Board's goals and objectives. Committee meetings shall be held at the discretion of the Committee chairperson in consultation with other Committee members.

- a) Fundraising Committee. The chairperson is responsible for leading parish activities and events to raise money for SPICE, coordinating, organizing, and maintaining the main fundraising calendar, obtaining permission from the pastor, principal, and the Board for any new fundraising initiatives, coordinating assistance from other school and parish groups, researching outside community and Diocesan resources to help fund SPICE projects, preparing and submitting to the pastor for approval appropriate grant requests, and any other duties deemed the responsibility of the Fundraising Committee.
- b) Communications Committee. The chairperson is responsible for raising awareness of SPICE in the community, assisting with public relations on SPICE events, communicating key activities of SPICE to the school, parish, and public, and any other duties deemed the responsibility of the Communications Committee.
- c) Community Education Committee. The chairperson is responsible for communicating educational programs available in the community for families and teaching staff, attending Diocesan meetings, and any other duties deemed the responsibility of the Community Education Committee.

### **Section 3. Volunteers**

Volunteers-at-large (non-committee chairs) are recommended to participate on a committee. They should identify themselves to the committee for participation throughout the school calendar year. Volunteers at large are not required to attend quarterly SPICE meetings but are welcome to attend.

## **ARTICLE VI: Meetings**

### **Section 1. Regular Meetings**

Regular meetings of the Board shall be held no less than every quarter during the months of September, December, March, and June at such place and time as determined by the Chair Person. All members of the Board shall submit agenda items to

the Chair Person two days prior to the Board meeting. Attendance at the quarterly Board meeting is required for all Board members. A delegate shall attend if a Committee chairperson cannot attend. SPICE volunteers-at-large are welcome to attend the quarterly meeting but are not required.

## **Section 2. Notice of Regular Meetings**

Notice of all regular meetings of the Board including the distribution of the meeting agenda and materials shall be given by the Chair Person to each Board member by electronic mail at least one day prior to the date of the meeting.

## **Section 3. Special Meetings**

Special meetings of the Board may be called by the Chair Person or by the Vice Chair Person when deemed necessary to conduct business that cannot wait for the next regular Board meeting. Notice of all special meetings shall be given by the Chair Person to all Board members by electronic mail, in person, or by telephone no less than one day prior to such meeting.

## **Section 4. Quorum**

At all meetings of the Board, two-thirds of the Board members of those members in attendance shall constitute a quorum for the purpose of transacting Board business. The Board may use electronic communication to conduct business decisions and, when a vote is needed, two-thirds of the Board members that respond within the given deadline shall constitute a quorum.

## **Section 5. Board Vote**

Each voting Board member shall be entitled to one vote, and a majority vote of all members present at a meeting where a quorum is present shall govern the actions of the Board.

## **Article VII: Finance**

### **Section 1. SPICE Funds**

A lump sum of SPICE monies based on past and yearly budget expenditures shall be allocated every August for the parish to utilize at their discretion as long as it is in keeping with the SPICE mission.

### **Section 2. Grant Requests**

SPICE will accept grant requests for those funds needed that are above and beyond the allocated funds given to the parish annually in August and that are keeping with the SPICE mission. A grant request procedure will be established by the Board as well as a policy for budgeting and administrating such grant requests.

Grant requests shall be submitted to the pastor and the Board and will be reviewed at the next regular Board meeting, unless time is of the essence, and then a special meeting will be called or vote by email.

Upon approval or denial of the grant request, the requesting party will be given written notice. It will be requested that the recipient of the grant give a follow-up report either in writing or in person in regards to the benefit of the grant within six months after the grant is awarded. Grant request forms can be obtain from any Board member or through the SPICE website at [www.spice@standrewparish.cc](mailto:www.spice@standrewparish.cc).

### **Section 3. Withdrawal of Funds**

A withdrawal of funds form will be filled out by the principal or assistant principal or Director of Religious Education and the signatures of the pastor or principal or assistant principal will be obtained for the approval of the withdrawal of the funds.

### **Section 4. Deposits and Checks**

All deposits and checks shall be handled in keeping with Diocesan and parish accounting procedures, including the provision that any funds raised by and donated to SPICE are considered encumbered funds and may be used solely for the intent to fulfill the SPICE mission statement.

### **Section 5. Annual Accounting**

An annual accounting of income and expenses will be provided to the pastor.

In Witness Whereof the undersigned Pastor of St. Andrew Parish has reviewed and hereby approves these By-Laws.

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Msgr. Stephan Moloney

Pastor

In witness whereof the undersigned members of the St. Andrew SPICE Advisory Board certify that the Board hereby adopts these By-Laws this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

Joel Wichtman \_\_\_\_\_

Suzie Emsweller \_\_\_\_\_

Brenda Lombardi \_\_\_\_\_

Jen Fusco \_\_\_\_\_

Jen Statczar \_\_\_\_\_

Deb VonderEmbrse \_\_\_\_\_

Katie Lombardi \_\_\_\_\_

Carla Epler \_\_\_\_\_

Mary Jo O'Malley \_\_\_\_\_

Carol Fisher \_\_\_\_\_