

# **St. Mary's School Home and School Association Bylaws**

## **ARTICLE I. *Name.***

The name of the organization shall be the St. Mary's Home and School Association (hereinafter referred to as "the Association").

## **ARTICLE II. *Organizational Authority.***

- A. This Association is an independent association, but accepts the leadership of the National Organization for Catholic School Parents which operates in conjunction with the National Catholic Educational Association of the United States Catholic Conference.
- B. This Association is organized exclusively for charitable, literacy, or educational purposes within the meaning of Section 501(c)(3) of the Federal Internal Revenue Code or corresponding section of any future Federal Internal Revenue Code.

## **ARTICLE III. *Purpose.***

The objective of the Association shall be:

- 1. To promote open communication among the parents, teachers, and administration.
- 2. To provide parents and teachers with the information to aid in all aspects of education, growth and development.
- 3. To promote good will and cooperation between and among parents, faculty, administration, Board of Education and the St. Mary's Parish.
- 4. To direct and coordinate parental support to St. Mary's School through assistance activities, social functions and fundraisers.
- 5. To foster the political action of parents as advocates regarding national, state and local legislation that affects Catholic schools as well as the lives of students and parents.

## **ARTICLE IV. *Membership and Fees.***

- A. Membership shall consist of the parents and guardians of the students of St. Mary's School and the faculty of St. Mary's School.
- B. The membership fees shall be determined by the executive committee of the Association annually prior to registration for the following school year, or as needed. The membership fee schedule shall comply with the suggestions of the National Organization for Catholic School Parents.

## **ARTICLE V. *Executive Committee.***

The executive committee shall consist of the five voting officers of the Association and any ex-officio and ad hoc officers. The Executive Committee shall: conduct the Association's business affairs; provide general meeting programs of interest; form committees as deemed necessary and appropriate; review all committee recommendations and report on their final disposition; review and recommend disbursements of money collected from dues, fundraising events and contributions after notification of and discussion with the Association members.

## ARTICLE VI. *Officers and Duties.*

A. The officers of the Association shall consist of:

- 1) President
- 2) Vice President
- 3) Secretary
- 4) Treasurer
- 5) Faculty Representative

Non-voting, ex-officio members shall include but not be limited to the principal of St. Mary's School and the pastor of St. Mary's Church. Additional ex-officio officers of the Association may be appointed by the president of the Association.

B. The duties of the officers shall be defined as follows:

### *The President shall:*

- 1) Preside at and administer all regular, special and executive committee meetings.
- 2) Call special meetings of the Association's Executive Committee.
- 3) Serve as a member of the Board of Education and is the official spokesperson for the Association.
- 4) Have co-signature authority with the Treasurer for payment of the Association's bills
- 5) Serve as an ex-officio member of all Association committees.
- 6) Perform such duties as are incumbent of this office.

### *The Vice-President shall:*

- 1) Assume the duties of the President in his/her absence.
- 2) Perform additional duties designated by the President.
- 3) Assist in the formation of all committees and serve as an ex-officio member.
- 4) Assure that committees meet their goals and report their results and recommendations to the Association.

### *The Secretary shall:*

- 1) Record and make available to the members copies of the minutes of all executive and general meetings of the Association.
- 2) Conduct the correspondence of the Association.
- 3) Maintain a current file of reports, records and correspondence of the Association.
- 4) Be responsible for recording and correcting as amended the Bylaws of the Association.
- 5) Publicize meetings and functions in the School and the Association newsletters.
- 6) Serve as an ex-officio member of the Communications Committee.
- 7) Perform additional duties designated by the President.

### *The Treasurer shall:*

- 1) Collect and deposit all dues and other moneys received through fundraising and contributions.
- 2) Be appointed to all fundraising committees as an ex-officio member to coordinate and to help prepare fundraising reports.
- 3) Maintain records of all receipts and expenditures.

- 4) Review and recommend payment of bills to the President.
- 5) Have co-signature authority with the President for payment of the Association's bills.
- 6) Provide a written monthly cash accounting at the general membership meeting of all income and expenditures.
- 7) Perform additional duties designated by the President.

*The Faculty Representative shall:*

- 1) Serve as a liaison between the faculty and the Association.
- 2) Report Association business at faculty meetings.

ARTICLE VII. *Election and Tenure of Officers.*

- A. All officers of the Association, except the faculty representative, shall be elected by the membership of the Association at the general membership meeting in April. Where more than two candidates compete for one office and no candidate receives a majority vote, one of the two candidates receiving the most votes will be selected in a runoff election. If only one candidate is nominated for a position, a majority vote shall be required to ratify election to the position. The faculty representative will be appointed by the school principal.
- B. Candidates for elective office shall be solicited from the membership during the regular meeting in February. During the April meeting, nominees shall be given an opportunity to present their qualifications to the membership in written or oral form and elections shall be held that evening.
- C. The term of each office shall be one year. After the elections during the April meeting, the new and current officers will work together to complete all scheduled and planned activities through June 30 of that year. If an officer is unable to complete a term of office, the general membership shall choose a replacement at the next general meeting from a slate of nominees submitted by the general membership.
- D. Officers may be re-elected to no more than two successive terms in the office of President. Provided the above limitation is observed, there is no limit to the number of terms an individual may serve as an officer of the Association.

ARTICLE VIII. *Meetings.*

General membership meetings of the Association shall be held monthly August through May as determined by the President of the Association and shall avoid conflict with Board of Education and Pastoral Council meetings. A special meeting of the Association may be called at any time by the President with no less than 72 hours advance notice to the membership.

ARTICLE IX. *Parliamentary Authority.*

- A. The proceedings of the Association shall be governed according to Robert's Rules of Order. The guide and commentary provided by Rachel Vixman in Menicucci, David F., *Catholic Home and School Association Guidebook*, National Catholic Education Association, 1990 shall serve as a reference about the implementation of the rules of order. These rules of order shall apply to the general and special meetings of the Association and to Executive committee meetings.
- B. For the purposes of the Association, the parliamentary authority specified in paragraph A, shall be amended as follows:

- 2) *The Budget Committee* shall manage all disbursement of funds of the Association. The committee shall review all major requests for money (as defined by the Executive Committee), whether within the Association or without, and make recommendation to the Executive Committee. The committee shall, in concert with the school administration and prior to end of current school year, prepare an annual budget for the following school year. The Treasurer shall be chairperson of the Budget Committee.
  - 3) *The Fundraising Committee* shall secure funds to help the Association meets its financial goals. The Association Treasurer shall be an ex-officio member of the committee.
  - 4) *The Membership and Recruiting Committee* shall coordinate efforts to encourage the participation of all the parents in the school. The committee shall organize at least one membership drive each year.
  - 5) *The Policy and Procedure Committee* shall review and comment on policy changes proposed by the Board of Education and shall identify policy that should be reviewed by the Board of Education. The chairperson of the committee shall also serve as the liaison to the Board of Education's policy and procedures committee (or similar organization).
  - 6) *The Event and Appreciation Committee* shall organize yearly events and publish a yearly events calendar, providing events that give encouragement and recognition to faculty, administration, active membership and students.
  - 7) *The Facilities Committee* shall support regular or special Association meetings by scheduling the use of facilities for meetings, scheduling special attractions or entertainment, providing childcare and procuring and managing refreshments.
  - 8) *The Safety Committee* shall help assess the safety, security and health related needs of the students, staff and school. The committee shall make recommendations and assist in carrying out related tasks.
- C. Ad hoc Committees shall be formed for special needs (such as a Nominating Committee) as they arise and will be disbanded when the need has been fulfilled.

#### ARTICLE XI. *Amendments.*

Amendments to these bylaws can be proposed by a majority vote of the members at any regular meeting. Within 10 days following the meeting in which the resolution is adopted, the President shall give written notice of the proposed amendment to all the members of the Association. Final approval of the amendment shall be a 2/3 majority of the members at the next general meeting.

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- 1) For general or special meetings of the Association, a quorum shall consist of no less than 15 percent of the membership. For executive committee meetings, a quorum shall consist of a majority of the voting members. Each individual parent or guardian shall be allowed one vote and shall be considered a voting member.
- 2) Unless otherwise specified in these bylaws, tallies of votes taken in general, special and executive committee meetings shall be based on the total votes cast. For example, in a meeting containing 50 members, in which 40 members vote, a count of 21 is a majority.
- 3) Unless exempted by the presiding officer, member's speeches shall be limited to three minutes.
- 4) Regular, special, or executive committee meetings that adjourn and are recalled to order within a 72 hour period are considered to be a single session.
- 5) Proxy Voting: Robert's Rules of Order Newly Revised does not allow proxy voting unless specifically authorized in bylaws. It advises against using proxy voting in democratic organizations, as does most other parliamentary authorities. The objection is that there is no substitute for face-to-face deliberating and decision making in organizations. However, proxy balloting allows a wider degree of participation in governance and provides access to governance for people who are not able to be present for reasons such as employment, travel or health. Therefore, proxy votes shall be available to Association members who cannot attend a given meeting for reasons such as those above. All proxies shall be in writing and specifically state Who is authorized to vote for them. Proxies can only be voted by a person who is a valid Member of the Association. All proxy votes must be submitted in writing to the Secretary of the Association prior to the commencement of the general body meeting. For the purpose of voting, proxy votes shall not count toward quorum requirements. Proxy votes will not be used for the purpose of a vote to change the Association Bylaws. The Proxy form and the items to be voted will be provided to all Association members by the Association Board at least one week prior to the meeting when the vote is to occur.

#### ARTICLE X. *Committees and Functions.*

- A. All members of the Association are eligible to be members of the committees. The President of the Association shall call for volunteers for the committees no later than the April general membership meeting. New committee members shall be nominated to the committees by the President if too few nominees emerge. The appointment to the committees shall take place at the May general membership meeting. The term of service shall be one calendar year. Each committee's members shall choose officers from within the committee. Each committee shall be responsible for a monthly report to the Vice President.
- B. The Association shall maintain the following standing committees:
  - 1) *The Communication Committee* shall assist in typing, publishing and distributing the Association newsletter and other communications and aiding and assisting other committees in communicating events to the School and/or community. The secretary shall be an ex-officio member of this committee.