

SAINT MARY HOME AND SCHOOL ASSOCIATION

CONSTITUTION AND BY-LAWS

ARTICLE 1- NAME

The name of this organization shall be the SAINT MARY HOME AND SCHOOL ASSOCIATION; hereafter referred to as the "ASSOCIATION".

ARTICLE 2 - OBJECT

SECTION 1: The main goal of this association is fund raising for the general fund of the school and any special fund raising that needs to occur. (ie Playground Equipment)

SECTION 2: The object of this ASSOCIATION shall be the advancement of Catholic education and the welfare of all children of Saint Mary School.

SECTION 3: It shall further be to act in the promotion of parent/school activities and to increase, on the part of its members, interest in educational and civic affairs.

SECTION 4: Finally, it shall attempt to enhance the parent's and teacher's role in the education of the child by increasing their knowledge of education and its processes, by increasing their mutual understanding of children and also by providing an opportunity for parents and teachers to work together for the good of the child.

ARTICLE III- AUTHORITY

The Pastor has the responsibility for SAINT MARY SCHOOL and this ASSOCIATION. The ASSOCIATION shall function only with his consent.

ARTICLE IV - MEMBERSHIP

The parents, guardians, faculty, and staff of the students enrolled in Saint Mary School are members of the ASSOCIATION.

ARTICLE V- OFFICERS

SECTION 1: The officers of this ASSOCIATION shall be: President(s), Vice-President(s), a Secretary and a Treasurer. The term of office shall be for one year, and no person shall be eligible to hold the same office for more than two consecutive terms, unless a special vote is taken by the general assembly and the officers.

SECTION 2: All the duties of the members are described on the attached position descriptions.

ARTICLE VI- EXECUTIVE BOARD

SECTION 1: The administrative body of this ASSOCIATION shall be known as the Executive Board. The Board shall consist of the Pastor or his designee, the ASSOCIATION'S President(s), Vice-President(s), Secretary, Treasurer, Immediate Past-President(s), the school Principal, the Chairpersons of the Special Fund Raising Committee(s), Permanent Committees and a Faculty

Representative.

SECTION 2: A quorum of the Executive Board shall be a majority of the members thereof...

SECTION 3: Meetings of the Executive Board shall be held the Last Tuesday of each month.

SECTION 4: The Executive Board shall have the right to fill any vacancies among the officers of the ASSOCIATION by a quorum.

SECTION 5: The President(s) shall have the right to add or delete Special Fund Raising Committee(s); and shall have the power to appoint the Chairpersons of said Committee(s).

ARTICLE VII- PERMANENT COMMITTEES

SECTION 1: There shall be six Permanent Committees. The Permanent Committees are:(1) Hospitality, (2) Program, (3) Publicity, (4) Room Representatives, (5) Service Hour Coordinator, and (6) Special Fund Raising Committee(s).

SECTION 2: The Chairperson of each Permanent Committee shall be a Member of the Executive Board.

ARTICLE VIII-NOMINATING COMMITTEE

SECTION 1: The Nominating Committee shall consist of five(5) members elected by the General Membership at the January meeting. No member of the Executive Board shall serve on the Nominating Committee.

SECTION 2: The President(s) of the ASSOCIATION shall solicit from the General Membership, nominations for the Nominating Committee at least two (2) weeks prior to the January meeting of the General Membership.

SECTION 3: The Nominating Committee shall elect its own Chairperson.

SECTION 4: The Chairperson of the Nominating Committee shall call a meeting after the second week in April and prior to the general meeting for the purpose of nominating candidates for elective office. This slate of candidates shall be presented to the General Membership at the May meeting. Additional nominations may be made from the floor at the nomination meeting and at the election meeting. The Nominating Committee shall obtain the consent of all nominees.

SECTION 5: OR the new Executive Board may be chosen by the Vice-President(s).

ARTICLE IX- ELECTIONS

SECTION 1: Election of officers shall be held at the General Membership meeting in May.

SECTION 2: Officers to be elected are: Vice-President(s), Secretary and Treasurer.

SECTION 3: Election shall be by vote of the majority of members attending the election meeting.

ARTICLE X - GENERAL MEMBERSHIP MEETINGS

SECTION 1: There shall be at least three (3) regular meetings a year. Meetings will be held on the second Tuesday in September, January and May. The President(s) or Executive Board may call additional General Membership meetings during the year upon giving one week's notice to the General Membership.

SECTION 2 : The election of officers shall take place at the General Membership meeting in May.

SECTION 3: At a regularly called meeting of the membership, those present shall constitute a quorum.

ARTICLE XI- PARLIAMENTARY PROCEDURE

The rules contained in Robert's Rules of Order Revised shall govern this ASSOCIATION in all cases not otherwise covered by this Constitution and By-Laws.

ARTICLE XII- AMENDMENTS

Amendments to these By-Laws shall be proposed at one membership meeting and voted on at the next. A two-thirds vote of the membership attending is necessary to amend.

ARTICLE XIII - DISSOLUTION

In the event of dissolution of SAINT MARY HOME AND SCHOOL ASSOCIATION, all monies or properties remaining shall be donated to SAINT MARY SCHOOL.

ARTICLE XIV - BY-LAW RATIFICATION

These By-Laws, subject to approval of the membership shall become effective upon the ratification by the General Membership.

Effective: January 1993

Amended: May 1997

" if everyone does a little, no one will have to do a lot"

Volunteer Responsibility Description

President(s)

Purpose

The President(s) will be responsible for the overall guidance and direction of the Home and School Association (HSA). This position reports directly to the Principal of the school and the Pastor of the Church.

Responsibilities

Coordination of information to and from the school to the HSA and its members, through the HSA Newsletter, the School Board Report, and the general HSA meeting. This meeting will be held the second Tuesday of September, January, and May.

Attend monthly School Board meetings as a liaison between the School Board and the HSA. This is a non-voting member position of the board.

Coordinate fund raising activities, including Saturday night bingo, to make sure budgets are within set guidelines determined prior to the fund raising activities.

Preside over monthly meetings with the Executive Board of the HSA to set directions, goals, and make adjustments as needed. These meetings will be held the last Tuesday of each month.

Work with parents, especially new parents, to let them know what is going on in the school and what is expected of them from a HSA perspective.

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Volunteer Responsibility Description

Vice-president(s)

Purpose

The Vice-president(s) will be responsible for assisting in the guidance and direction of the Home and School Association (HSA), and to fill in for the President(s) if they are unable to perform their duties. This position reports directly to the President(s) of the HSA.

Responsibilities

Assist in the coordination of information to and from the school to the HSA and its members, through the HSA Newsletter, the School Board Report, and the general HSA meeting.

Attend monthly School Board meetings, in the event the President(s) can not attend, as a liaison between the School Board and the HSA. This is a non-voting member position of the board.

Assist in the coordination of fund raising activities, including Saturday night bingo, to make sure budgets are within set guidelines determined prior to the fund raising activities.

Attend monthly meetings with the Executive Board of the HSA to set directions, goals, and make adjustments as needed. These meetings will be held the last Tuesday of each month.

This position may be asked to step up to the role of the President(s) at the end of their term in office.

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Volunteer Responsibility Description

Secretary

Purpose

The Secretary will be responsible for coordinating written correspondence between the School, School Board, and Home and School Association (HSA). This position reports directly to the President(s) of the HSA.

Responsibilities

Record the minutes of all HSA meetings and provide a written report (summary) to all HSA members for review. If you can not attend a scheduled meeting you must contact another member to take the minutes.

Assist the publisher of the HSA Newsletter to gather information and prepare columns for the newsletter.

Perform word processing functions for the HSA as needed.

Coordinate the call tree for the general HSA meetings. The room mothers may be able to help with this task.

Attend monthly meetings with the Executive Board of the HSA to set directions, goals, and make adjustments as needed. These meetings will be held the last Tuesday of each month.

The President(s) must approve all written correspondence prior to distribution.

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Volunteer Responsibility Description

Treasurer

Purpose

The Treasurer will be responsible for the tracking of the budgets for the fund raising activities of Home and School Association (HSA). This position reports directly to the President(s) of the HSA.

Responsibilities

Assist the HSA President(s) and Fund Raiser Chairperson(s) to establish a budget and guidelines for expenditures.

Reconcile the HSA checkbooks, including bingo and sealed ticket accounts, at least quarterly and provide a report to the HSA members.

Prepare the Treasurer's report to be read at the quarterly HSA meeting, this can be given by the President(s).

Get approval for all out of budget expenditures from the President(s).

Ensure the timely transfer of funds from the checkbooks to the school. These payments occur on November 1st, April 1st, June 1st and 30th of the current school year.

Attend monthly meetings with the Executive Board of the HSA to set directions, goals, and make adjustments as needed. These meetings will be held the last Tuesday of each month.

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Volunteer Responsibility Description

Service Hour Coordinator(s)

Purpose

The Service Hour Coordinator(s) will be responsible for collecting the necessary personnel to make the fund raisers successful. This position reports directly to the President(s) of the HSA.

Responsibilities

Gather information from each fund raiser Chairperson(s) on the number of people required for each activity. The room mothers may be able to assist you with this.

Assist in the coordination of staffing the Bingo teams. The room mothers may be able to assist you with this.

Assist Secretary in gathering information on HSA events and fund raising activities for the HSA Newsletter and correspondence with the school.

Verify all volunteer hours are being recorded timely, we will get people to tabulate the hours by computer. This needs to be done quarterly.

Assist the HSA members to build a list of acceptable volunteer activities and credit hours for each activity.

Attend monthly meetings with the Executive Board of the HSA to set directions, goals, and make adjustments as needed. These meetings will be held the last Tuesday of each month.