

Holy Family Regional Catholic School
Home and School Association Bylaws

Date: April 2011

I. Governing Principles

A. Purposes:

1. To promote a family like atmosphere in the school.
2. To provide students, teachers and parents with educational opportunities.
3. To provide students, teachers and parents with social opportunities.
4. To acquaint the entire school community with the financial commitment needed to maintain a Catholic School.
5. To offer services, talents and resources to assist the school in the educational process.

II. Organization of a Home and School Association

The Home and School Association will work very closely with the principal and pastors. The organization will operate in an advisory capacity, not as a governing board, taking support and direction from the principal and pastors in any way that will benefit the school.

III. Constitution and Bylaws

Article I. Name

The name of this organization shall be:

The Holy Family Regional Catholic School Home and School Association

Article II. Objective

Section 1 The objective of this association shall be the advancement of Catholic education and the welfare of the children in the school.

Section 2 This organization will promote a family like atmosphere, while providing educational and social opportunities for the students, teachers and parents.

Section 3 To act in the promotion of parent/guardian school activities and to increase among its members, interest in Catholic education and civic affairs.

Article III. Authority

The Home and School Association will take direction from the principal and pastors. All final decisions will be made by the Local Administering Pastor and the principal.

Article IV. Membership

Section 1. The membership shall be open to individuals interested in the objectives of this association, and who express this interest by applying for membership and paying dues. Furthermore, meetings shall be open to all members of the parish, but voting is open only to dues paying members. Faculty members are guests, and do not pay dues. Membership dues will be \$5.00 per family per year.

Article V. Officers

Section 1. The officers of this association shall be a President, a Vice-President, a Recording Secretary, a Corresponding Secretary, a Treasurer and a Fundraising Coordinator. The term of office shall be for two years, and no person shall be eligible to hold the same office for more than two consecutive terms.

Section 2. The president shall preside at all meetings of the association and of the Executive Board. He/she shall perform all the duties pertaining to this office, shall appoint special committees; shall be an Ex-officio member of all committees; and shall receive notice of all meetings.

Section 3. The Vice-President shall perform these duties whenever the President is absent; shall assume the duties of that office until the next election if the office of President becomes vacant. The Vice –President will serve as a nomination coordinator, to contact nominees, to accept nominations, and receive and distribute biographies.

Section 4. The Secretary shall keep a minute book showing a true and accurate record of all meetings of this association and of the Executive Board.

Section 5. The Corresponding Secretary shall send notice of meetings to all parties concerned prior to the meeting and shall handle all correspondence of the Association.

Section 6. The Treasurer shall receive all dues and other monies and shall make disbursements only as directed by the Executive Board. He/she will keep accurate records of family fundraising event totals, and work with the fundraising coordinator in communicating this information to the families. The Treasurer shall be responsible for maintaining a roster of paid members. The Treasurer shall provide a financial report at each general meeting in addition to a written annual report.

Section 6. The Fundraising Coordinator will research fundraisers, and with the approval of the executive board, organize chairpersons for each fundraising event, and oversee each event throughout the year. He/she will work with the treasurer in tracking the family fundraising efforts.

Article VI. Terms of Office.

The terms of office shall be for two year and no person will be eligible to hold the same office for more than two consecutive terms. The two-year term of office for President, Treasurer and Recording Secretary shall begin in even-numbered years beginning with 2012. The two-year term of office for Vice President and Corresponding Secretary and Fundraising Coordinator shall begin in odd-numbered years beginning with 2011. At no time shall all five offices become vacant in the same year.

Article VII. Executive Board

Section 1. The administrative body of this association shall be known as the Executive Board. The Board shall consist of the Local Administering Pastor, the School Principal, the Association's President, Vice-President, and the chairperson of all permanent committees.

The principal is the representative of the faculty.

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 at the call of the President or any three members of the Executive Board.

Section 4. The Executive Board shall have the right to fill any and all vacancies among the officers of the association, subject to subsequent approval of the membership.

Section 5. The Executive Board shall have the right to add or delete chairpersons of individual activities and events, and shall have the power to appoint temporary chairpersons.

Article VIII. Elections

Section 1. Nominations for officers shall be accepted at the Nominations Meeting in the spring of each school year. The Vice President will contact each nominee to obtain their consent to be nominated. Once the consent of all nominees has been obtained; each nominee will submit a short biography which would include: Why do you want to be in this position? and What do you want to accomplish in this position? This information will be distributed to the membership in preparation of the election meeting, so the membership may become familiar with them.

Section 2. Voting shall be by secret ballot by members (dues paying) attending the election meeting, which is the last meeting of the school, year held in May. You must be present to vote, there will be no absentee ballots available. Votes will be tallied after the meeting by the principal, and either the vice-president or president, (whichever office is not being re-elected.) All nominees will be contacted within 1-2 days.

Article IX. General membership meetings

Section 1. The election meeting shall take place at the last business meeting of the school year (May or June).

Section 2. There shall also be meetings during the school year scheduled by the principal, president and the Executive Board (suggested total of four).

Section 3. At a regularly scheduled meeting of the membership, those present shall constitute a quorum.

Article X. 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 Bylaws or Standing Rules.

Article XI. Amendments

Amendments to these Bylaws 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.

IV. Standing Rules

1. Expenditures may be approved by the Executive Board without the vote of the membership. Any expenditure voted by the membership must have had prior approval by the Executive Board and the principal.
2. Copies of the treasurer's report shall be given to Pastor, Principal and the membership annually.
3. Fund-raising activities shall be undertaken only with the consent and approval of the principal and pastor. These monies shall be expended only with the approval of the principal and pastor.
 - a. Membership dues and in-school funds acquired through Home and School activities make up the Home and School Treasury.
4. There shall be at least three or four regular meetings called each year.

V. Elections for the 2010-2011 School Year only

The Executive Board for the inaugural year of our new school consisted of the current past presidents, and board members of the four combining parish schools. The first election for the HFRCs H&S will be held at the end of the 2010-2011 school year; for the offices of Vice President, Corresponding Secretary and Fundraising Coordinator. So that all six offices will not be vacant at the same time, the offices of President, Treasurer, and Recording Secretary will be filled from the current Executive Board, to serve a term of one year. These offices will be elected at the end of the 2011-2012 school year.

For the 2010-2012 school year ONLY, Nominations for the offices of Vice-President, Corresponding Secretary and Fundraising Coordinator will be accepted as a write in or email nomination.