

# ST. MICHAEL CATHOLIC SCHOOL HOME AND SCHOOL ASSOCIATION CONSTITUTION AND BY-LAWS

## **Article I: Name and Purpose**

**Section 1:** The name of the organization shall be the St. Michael Catholic Home and School Association (hereinafter the “Association”).

**Section 2:** The purpose of the Association shall be:

- a. To promote open communication between parents, teachers, staff, and administrators.
- b. To provide parents and teachers with the information to aid in all aspects of the ideal of Catholic education, growth, and development
- c. To direct and coordinate financial and volunteer support to St. Michael Catholic School (hereinafter the “School”) through fundraisers, school activities, and social functions
- d. To affirm and support the School administration and faculty
- e. To secure and maintain a nonprofit status
- f. To promote good will, cooperation, and spiritual community, between and among parents, faculty, administration, and the Advisory Council of the School.

## **Article II: Membership and Fees**

**Section 1:** Membership shall consist of the parents and guardians of the current students of St. Michael Catholic School and the faculty of the school.

**Section 2:** The membership fee shall be determined annually by the Board Members of the Association and approved by the Principal of the School.

## **Article III: Board of Directors**

**Section 1:** The Board of Directors shall consist of four Officers, two Members, one Teacher Liaison, and the Principal of the School. All officers and board members retain the power to vote except the President, Teacher Liaison, and Principal.

**Section 2:** The Board of Directors 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 the final disposition; review and recommend disbursements of money collected from dues, fundraising events, and contributions; and interpret the By-Laws.

## **Article IV: Officers, Board Members, and Duties**

**Section 1:** The Officers of the Association shall consist of:

- A. President
- B. Vice President
- C. Secretary

D. Treasurer

E. Additional officer(s) as the Association deems necessary

**Section 2:** The duties of the officers shall be defined as follows:

A. The President shall:

- a. Preside at and administer all regular and special Association meetings and Board of Directors meetings
- b. Schedule and attend special meetings of the Association's Board of Directors
- c. Serve as a non-voting member of the St. Michael Catholic School Advisory Council and act as the official spokesperson for the Association
- d. Have signatory authority with the Treasurer and Principal for payment of Association bills
- e. Work closely with the Principal in determining current year School needs
- f. Assist with the formation of committees
- g. Perform such other duties required by this office

B. The Vice President shall:

- a. Assume the duties of the President in his/her absence
- b. Attend all regular and special Association meetings and all Board of Directors' meetings
- c. Assist in the formation of committees
- d. Helps maintain the Points System for School families by performing these and any other duties deemed necessary – collecting signup sheets after fundraising events, keeping track of family totals on a spreadsheet, distributing point totals each month to families, and notifying families with outstanding balances
- e. Perform additional duties designated by the President

C. The Secretary shall:

- a. Attend all regular and special Association meetings and all Board of Directors' meetings
- b. Record and make available to Board members, copies of the minutes of all Board of Director meetings and general Association meetings
- c. Conduct the correspondence of the Association
- d. Maintain a current file of reports, records, and correspondence of the Association
- e. Helps maintain the Points System for School families by performing these and any other duties deemed necessary – distributing the work sign-up sheets each week, managing sign-up sheets, and making sure sign-up sheets are at each fundraiser
- f. Perform additional duties designated by the President

D. The Treasurer shall:

- a. Attend all regular and special Association meetings and all Board of Directors' meetings
- b. Collect and deposit all membership dues and maintain a list of all active members of the Association

- c. Collect and deposit all other moneys received through fundraising and contributions
  - d. Maintain records of all receipts and expenditures of the Association
  - e. Have signatory authority with the President and Principal for payment of Association bills
  - f. Review and pay any necessary bills
  - g. Provide a written monthly cash accounting statement of all income and expenditures at Board meetings
  - h. Handle cash obligations for fundraisers when necessary
  - i. Perform additional duties designated by the President
- E. The Board Members shall:
- a. Attend all regular and special Association meetings and all Board of Directors' meetings
  - b. Have such duties as from time to time may be assigned to them by the Association or the Board of Directors including, but not limited to: managing a sales fundraiser during the school year and helping with correspondence with fundraisers
- F. The Teacher Liaison shall:
- a. Attend all regular and special Association meetings and all Board of Directors' meetings
  - b. Serve as a liaison between the Association and the School faculty and as a non-voting member of the Association
  - c. Report Association business at faculty meetings
- G. The Principal shall:
- a. Attend all regular and special Association meetings and all Board of Directors' meetings
  - b. Serve as a non-voting member of the Association; however, the Principal and/or Pastor observe the right to amend decisions that have an effect on School operations
  - c. Have final approval of all fundraising decisions affecting the operations of the School
- H. Vacancies: A vacancy in the Office of the President shall be filled by the Vice President. The President is empowered to appoint a person in any other office that has become vacant with the approval of the Board of Directors.

## **Article V: Election and Tenure of Officers**

**Section 1:** Nominations for board members and officers of the Association will be accepted in March. There are no restrictions on who may be nominated. Any and all are welcome. The School Principal will forward the specific nominations to the President prior to the April board meeting. The Board of Directors will discuss these nominations and elect members and officers at their April board meeting.

**Section 2:** The officer terms will be staggered to provide for continuity of the Association. The President and Treasurer will serve the same two-year term, and the Vice President and Secretary will serve the same two-year term.

**Section 3:** The term for each officer and member shall be two years. New officers and members shall assume their office at the close of the May general Association meeting. Officers and members may serve two terms. The term of President may be served after one or two previous officer/member terms.

## **Article VI: Meetings**

**Section 1:** Board meetings shall be held monthly, or as needed, and are open to the Principal and all voting Officers and Members. Other individuals may attend with a special invitation from a board officer or member. A meeting cannot be conducted without the Principal in attendance.

**Section 2:** General membership meetings of the Association shall be held at least three times a year (August thru May) as determined by the President of the Association and shall avoid conflict with Advisory Council meetings, parish activities, and school athletic events.

**Section 3:** A special meeting of the Association may be called at any time by the Association President, with no less than 48 hours advance notice to the membership.

**Section 4:** Robert's Rules of Order shall govern general Association and Board of Directors meetings. An agenda is to be prepared prior to each meeting by the President, and all items for the agenda must be submitted prior to the meeting.

## **Article VII: Amendments**

**Section 1:** Amendments to the bylaws can be proposed by a majority of the Board of Directors at any meeting.

**Section 2:** Final approval of the amendment shall be made by a 2/3 majority of the members at the next regular meeting.