



Home and School Association Bylaws

Article I. Name

The name of this organization shall be:
The Holy Family Regional Catholic School Home and School Association

Article II. Purpose

1. To promote a family-like atmosphere in the School.
2. To provide students, teachers and parents with educational and social opportunities.
3. To acquaint the School community with the financial commitment needed to sustain the School.
4. To offer services, talents and resources to assist the School and the Administration.

Article III. Authority

The Home and School Association will work very closely with the Principal and Host Pastor. The Association will function in an advisory capacity, not as a governing body, taking direction from the Principal and Host Pastor in any way that will benefit the School.

In the event of any disagreements, decisions will be made by the Host Pastor and the Principal.

Article IV. Membership

Section 1. General membership shall be open to parents/guardians interested in the objectives of the Association.

Section 2. Meetings shall be open to all parents/guardians of the School.

Section 3. Voting is open only to members who have attended at least two of the General meetings prior to the voting meeting. Each parent/guardian can vote.

Article V. Board

Section 1. The Board shall consist of the following:
All Officers
Elected Representatives
Principal
Host Pastor

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Article VI. Executive Committee

Section 1. The Executive Committee shall consist of the following officers: President, Vice President, Treasurer, Secretary and Fundraising Coordinator. In addition to the Officers, the Principal and the Host Pastor shall be ex-officio members of the Executive Committee.

Section 2. The Executive Committee shall have the right to fill any and all vacancies among the officers of the Association, subject to subsequent approval of the general membership.

Section 3. The Executive Committee shall have the right to add or delete the chair of individual activities and events, and shall have the right to appoint a temporary chair.

Article VII. Officers

Section 1.

- a. The President shall preside at the meetings of the Association, including the General meetings, the Board meetings and the Executive Committee meetings. 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.
- b. 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 the Nomination Coordinator, overseeing the election process including soliciting nominees, contacting nominees, accepting nominations, obtaining and distributing biographies, conducting elections and notifying candidates of the results. If the Vice President was to run for office, election process duties revert to the President. If needed, the Vice President shall also oversee the election of classroom Representatives which shall take place in early fall prior to the first Home and School Board Meeting.
- c. The Secretary shall keep a Minute Book showing a true and accurate record of all meetings of the Association including the General meetings, the Board meetings and the Executive Committee meetings and shall provide Minutes prior to the next scheduled meeting.
- d. The Treasurer shall maintain financial records, depositing and recording all monies and shall make disbursements as directed by the Executive Committee. The Treasurer shall provide a Financial Report at each General meeting in addition to a written Annual Financial Report as of June 30th.

- e. The Fundraising Coordinator will research fundraisers, and with the approval of the Executive Committee and the Principal, promote the fundraiser, by working closely with the chair of each fundraiser, and overseeing each fundraiser throughout the year. At the conclusion of a major school fund raising activity, the Fund Raising Coordinator shall submit a Financial Report of income and expenses to the Principal, the Business Manager, Development Director and the Treasurer.

Section 2. The term of Office shall be for two years 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 and Secretary will be elected every two years with the Offices of Vice President, Treasurer and Fund Raising Coordinator being elected in the alternate years.

Article VIII. Elections for Classroom Representatives

Section 1. There shall be 11 Representatives on the Home and School Board who support the Executive Committee and who are willing to share time and talent where needed.

Section 2. If an election is needed, it shall take place in early fall before the first Home and School Board Meeting.

Article IX. Elections for Officers

Section 1. Nominees for Officers must have at least one year experience as a Home and School Board member in order to be eligible to seek Office. If there is more than one nominee for a specific Office, voting shall be held by secret ballot at the last General Meeting. There will be no absentee ballot.

General Meetings

Section 1. There will be no less than four General meetings during each school year.

Section 2. Elections shall take place at the last General Meeting of the school year. Attendance at least two of the General meetings before the voting meeting is required in order to vote during an election.

Section 3. For General Meetings, those present shall constitute a quorum.

Parliamentary Procedure

The Rules contained in "Robert's Rules of Order, Revised" shall govern the Association in all situations not otherwise covered by the Bylaws.

Amendments

Amendments to the Bylaws shall be proposed at one General meeting and voted on at the following General Meeting. A two-thirds vote of the membership attending shall be necessary to amend the Bylaws.