

# St. David Home and School Association Bylaws

## Article I. Governing Principles

“What is the Home and School Association?”

The Home and School Association is an adult education program for teachers and parent(s)/guardian(s). It is an organization that provides teachers and parent(s)/guardian(s), as well as all other members of the parish, with an opportunity to learn how to become effective teachers in the parish by bringing the home and school together so that both can share mutually their successes and failures.

### Primary Purposes:

- Section 1 To develop skills for parent(s)/guardian(s) that are essential in the fulfillment of the responsibilities in the proper training of children
- Section 2 To give parent(s)/guardian(s) and teachers a means of sharing experiences for the benefit of the child, the school and the home

### Secondary Purposes:

- Section 1 To help all parishioners learn more about education at the local, state, and national levels, so that they judge and act more intelligently in these important matters
- Section 2 To offer opportunities for all concerned to understand the Archdiocesan school program and the Catholic philosophy of education
- Section 3 To offer the services and talents of the parishioners to the pastor and the administrator to aid and assist the educational process
- Section 4 To acquaint the entire parish with the financial commitment needed to maintain a Catholic school

## Article II. Organization of a Home and School Association

The Home and School Association cannot function in a parish without the active, wholehearted support and direction of the pastor and the administrator. If this is not present, no attempt to organize should be made. This organization will operate in an advisory capacity, not as a governing board.

### Article III. Objectives of the Home and School Association

The name of the organization shall be: St. David Home and School Association

#### Objective

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

Section 2 Further, it shall attempt to enhance the parent(s)/guardian(s)' and the teachers' 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.

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

#### Authority

This pastor has the responsibility for the management of the parish school and receives that power from the Archbishop. This association shall function only with his consent and receive its authority to act directly from the pastor who in effect delegates some of the responsibility he receives from the Archbishop.

### Article IV. Membership

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. They do not pay dues.

Article V. Officers

- Section 1 The officers of this association shall be a President, a Vice-President, a Secretary, and a Treasurer. The term of office for the President and the Treasurer shall be three years and the term of office for the Vice President and the Secretary shall be 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; 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 the president becomes vacant; and shall set up speakers for general meetings.
- 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 and shall provide minutes of all general meetings and all Executive Board meetings.
- Section 5 The Treasurer shall receive all dues and other monies and shall make disbursements only as directed by the executive Board. The Treasurer shall make a verbal financial report at each general meeting in addition to a written report at all Executive Board meetings.

Article VI. Executive Board

Section 1 The administrative body of this association shall be known as the Executive Board. The Board shall consist of a Pastor, the Association's president, Vice-President, the school administrator(s), the Treasurer and the Secretary.

No parent who is a teacher and who has a child in the school in which he/she teaches may be elected to the Executive Board of that school.

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. There will be a minimum of 4 Executive Board meetings.

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 permanent committees, and shall have the power to appoint temporary chairpersons.

Article VII. Elections

Section 1 Nominations for officers shall be made by paid members at least two months previous to the May/June election meeting. The nominating committee shall report at this meeting the names of candidates for each office to be filled. Additional nominations may be made from the floor at the nominating meeting. The consent of all nominees must have been obtained.

Section 2 Voting shall be by secret ballot by members (dues paying) attending the election meeting.

Suggested questions to have responded to when accepting nominations for the various Officers on the Home/School Association Board. The responses to these questions should be submitted to the pastor and administrator for final approval before placement on the ballot.

Article VIII. 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 at such times as the President of the Executive Board shall decide. There shall be a minimum of 3 general membership meetings per year.
- Section 3 At a regularly scheduled meeting of the membership, those present shall constitute a quorum.

Article IX. 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 X. 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.

Article XI. Standing Rules

- Section 1 Home and School Associations are strongly encouraged to play a vital part in the marketing of our schools. By their annual dues they provide support for identified marketing programs such as: TV and radio commercials, advertisements in newspapers, display of promotional posters on the transit system, and distribution of posters to each parish. These programs are expanding yearly.

As a means of continuing our marketing efforts and maintaining service to the Home and school Associations, an annual contribution of dues will be asked from each school.

Home and School Association dues provide:

- an up-to-date list of the Speaker's Bureau
- posters for your school, parish building and local businesses
- multiple copies of the Catholic Schools' Directory
- support and training for your local marketing team
- marketing in-service for Home and School Board members
- advertising efforts on the radio and transit system to continue to promote Catholic education in each vicariate

Section 2 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.

Section 3 Copies of the Treasurer's report shall be given to Pastor, Pastoral Council, Administrator, and the membership annually.

Section 4 Fund-raising activities shall be undertaken only with the consent and approval of the Pastor and/or Administrator. These monies shall be expended only with the approval of the Pastor and Administrator.

-Membership dues and in-school funds acquired through Home and School activities make up the Home and School Treasury.

-Members of the Home and School Association may be asked to assist with general parish funs-raising projects. The return from such activities would go into the parish treasury.

Section 5 There shall be at least 3 regular meetings called each year.