

# St Matthias Home and School Association By-Laws

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*September 2011*

## **Article I: Name**

The name of this Association shall be the St. Matthias Home and School Association.

## **Article II: Authority and Relationship**

The Home and School Association is an organization that reports directly to the school principal. As such it abides by these By-Laws in carrying out the education and formation mission of the Parish, and the policies of the Parish and the Archdiocese.

## **Article III: Purpose**

The purpose of this Association shall be:

- A vehicle for communication between the home and the school,
- A vehicle for formation of families,
- A vehicle for third-source funding,
- A vehicle for teacher appreciation and recognition.

## **Article IV: Functions and Responsibilities**

### **Section 1:**

This Association shall provide a means of communication, formation, funding, and teacher appreciation/recognition.

### **Section 2:**

This Association shall set a budget in May according to funds raised from activities within the school year. The Executive Board and the school principal shall write a draft of the budget with advice from the Director of Administrative Services. The budget is finalized after discussion with, and approval by, the Administrative Services Committee. The final copy of the budget shall be sent to the Pastor, Principal, and Administrative Services Committee.

## **ArticleV: Membership**

### **Section 1:**

All school families are automatically members of the St. Matthias Home & School Association.

### **Section 2:**

The Officers of this Association shall consist of President; Vice Presidents of Fundraising & Dues, Service & Formation, Teacher & Student Appreciation; Secretary; and Treasurer.

### **Section 3:**

These Officers, with the exception of the President, shall be elected by ballot during the May General Meeting. If there is only one candidate for an office, that candidate shall automatically be elected.

### **Section 4:**

Election to the executive board is a 3 year term. The terms are staggered so each year 2 executive board members roll off and 2 new executive board members join the board. The term of office shall begin at the close of the final day of school in June of the year the candidate was elected.

### **Section 5:**

The President for the next school year is discerned at the March board meeting from the executive board members continuing their terms into the following school year (excluding the Treasurer). The President reassigns positions, taking into account the top choices of the remaining board members. Recruiting for the 2 open offices then begins. No officer shall be eligible to serve as President for more than two consecutive years.

### **Section 6:**

The person elected as Treasurer will serve as Treasurer for the entire 3 year term.

### **Section 7:**

No officer shall be eligible to serve on the executive board for more than two consecutive terms.

### **Section 8:**

All Officers shall be installed at the September general meeting.

### **Section 9:**

Failure of an officer to execute their duties of membership will result in discussions on membership duties and the officer's ability to fulfill them. If an officer is unable or unwilling to fulfill their membership duties, the officer will be removed from office and their remaining term terminated with a resignation request letter from the executive board. Any terminated officers must return their Executive Board materials to the school office.

## **Article VI: Duties of Membership**

### **Officers**

#### **Section 1:**

The President shall preside at all meetings of the Association and shall be a member of all committees requiring the presence of a Home and School Representative. The President organizes and facilitates the activities of the Association, overseeing general fulfillment of other officers and committee chairpersons.

#### **Section 2:**

The Vice President of Fundraising & Dues monitors the income of the Association and is a liaison for all fundraising committee chairpersons. The Fundraising & Dues Vice President tracks fulfillment of all Association members' Family Commitments. The Vice President shall perform the duties of the President in the absence of, or the resignation of the President.

#### **Section 3:**

The Vice President of Service & Formation is responsible for all social and formation events sponsored by the Association and is a liaison for all committee chairpersons coordinating social events. The Service & Formation Vice President organizes and schedules all formation opportunities through the school year.

#### **Section 4:**

The Vice President of Teacher & Student Appreciation is responsible for all teacher appreciation events & activities, educational events for students and student recognition events sponsored by the Association and is a liaison for all committee chairpersons coordinating these events.

#### **Section 5:**

The Treasurer shall receive all funds of the Association, shall keep an accurate account of receipts and expenditures, and shall make only such payments out of the funds as are authorized by the Association or as specified by the approved annual budget. A financial report shall be given out at each general meeting.

#### **Section 6:**

The Secretary shall keep an accurate record of all meetings of the Association, maintain and archive Executive Board documents, and keep the H&S website current.

### **Executive Board**

#### **Section 1:**

The Officers of this Association shall make up the Executive Board. The President and Secretary, respectively, shall act as chairperson and secretary of this board.

### **Section 2:**

The Executive Board shall meet prior to all regular general membership meetings. The duties of the Board shall be to plan the program of the Association, approve the proposed annual budget, determine the general policy of the organization, propose recommendations to be brought before the body, conduct the business of the Association between meetings and to present a report of its proceedings at the general membership meeting of the Association.

### **Section 3:**

The Executive Board shall meet when called by the President to transact any necessary and emergency business, which comes up between meetings.

## **Members**

All members of the Home & School Association will attend the General Meetings and fulfill their Home & School Family Commitments made prior to the beginning of each school year.

## **Article VII: Committees**

### **Section 1:**

Chairpersons shall be appointed as needed by the President for all standing committees.

### **Section 2:**

The Chairpersons of all standing committees shall present their plans to the Executive Board for approval. No program may be undertaken without the consent of the Board. Chairpersons shall be appointed on an annual basis.

### **Section 3:**

The President may remove or deny a Chairperson from a committee based on adherence to the Associations By-Laws, Policies & Procedures, and performance.

### **Section 4:**

The President shall appoint any special committees deemed necessary to execute the business of the Association.

## **Article VIII: Meetings**

There shall be monthly meetings of the Executive Board. The dates of the meetings shall be decided by the Executive Board and shall be open to all interested persons.

There shall be two General Meetings of the Home & School Association to be held at the beginning and end of the school year. All parents will be required to attend these two General Meetings. Installation of officers shall take place at the first General Meeting of the school year.

There shall be at least one formation presentation sponsored by the Home & School Association to be held during the school year. All parents will be invited to attend.

## **Article IX: Agenda**

The President shall set the agenda at least one week prior to the monthly Board Meeting. It will consist of prayer, acceptance of minutes, financial update, committee reports, old business, new business and closure.

## **Article X: Procedure and Decision-Making**

All decisions of the Board shall be made through the discernment process with consensus being the desirable goal. In the event that a consensus cannot be reached, and a decision must be made, a 2/3-quorum opinion of those present shall rule.

## **Article XI: Budget**

The budget shall be set as stated in Article VI, Section 2. The budget shall be passed with the consensus of the Executive Board. In the event that a consensus cannot be reached, a 2/3-quorum shall rule.

## **Article XII: Election of Officers**

### **Section 1:**

Nominations shall be called for via a spring mailer. Nominations are closed as of May 1.

### **Section 2:**

Two weeks prior to the election, the names and biographies of the candidates shall be sent to the general membership. If there is only one candidate for an office, that candidate shall automatically be elected.

### **Section 3:**

A vacancy occurring in any office, except the Presidency, shall be filled by a vote of the body at the next regular meeting following notification of resignation, an announcement of such vacancy and election having been given. An officer filling such a vacancy will serve the remainder of the original term and be eligible for a second term if desired.

## **Article XIII: Terms of Elected Officers**

### **Section 1:**

All officers serve a term of three years except in the event of a vacancy. An officer elected to fill a vacancy will serve the remainder of the original term.

## **Section 2:**

No officer may serve more than two consecutive terms.

## **Article XIV: Amendments**

Any proposal for a change in the By-laws must be presented in writing to the Executive Board. The Executive Board shall vote on any proposed amendment. If a 2/3 vote for the amendment is obtained, the proposal shall be sent to the Pastor and School Administrator for approval.