

# **Home and School Association**

## **Bylaws**

**REVISED January 2018**

### **ARTICLE I**

#### **PURPOSE AND FUNCTION**

##### **SECTION I**

The purpose of the Home and School Association shall be to promote and provide extracurricular and enrichment opportunities for students and faculty at Holy Name School System in coordination with the Board of Education and administration of the school system.

##### **SECTION II**

The function and/or objectives of the Home and School Association shall be as follows:

- A. To foster partnership between the parents and the school administration and faculty.
- B. To provide a forum of information sharing and communication between the parents, school administration, and faculty.
- C. To provide formation programs that will aid them in the education of their children.
- D. To foster spirit of community among the membership.
- E. To support through fund-raising, extracurricular activities within the school and to purchase those items deemed necessary and for which no other funding is available.

### **ARTICLE II**

#### **MEMBERSHIP**

##### **SECTION I**

Parents, guardians, and school faculty from Holy Name School are welcome to serve as members of Home and School.

##### **SECTION II**

The membership goal of the Home and School Association is the involvement of parents, faculty, and/or a representative of the faculty for coordination.

**ARTICLE III**  
**VOTING BODY**

The voting body of this Home and School Association shall consist of:

- A. Officers of the Home and School Association.
- B. 3-4 Parents/Guardians Serving on The Executive Committee.
- C. Holy Name Principal.

**ARTICLE IV**  
**OFFICERS AND THEIR ELECTION**

**SECTION I**

The officers of this Home and School Association shall be:

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

These officers shall be selected at the **April Meeting**. The President Elect will review ~~theof~~ duties of each office and discussion of the qualities needed for the particular office will be done. After agreement upon the qualities needed, oral nominations shall be accepted and a consensus requested. In the event that no consensus is reached, a vote will be taken at the meeting. Officers shall assume their official duties at the **May Meeting** and shall serve for a term of two years (elections taking place in the odd years). There will be no meetings during the summer months.

**SECTION II**

A vacancy occurring in any office shall be filled for the unexpired term through a decision made by a consensus of the voting body of the Home and School Association. (See Article III).

**ARTICLE V**  
**DUTIES OF THE OFFICERS**

**SECTION I**

The President shall:

- A. Preside at all meetings of the Home and School Association.
- B. ~~Be r~~Responsible for ~~the~~ agenda at meetings.
- C. Coordinate the work of the officers and standing committees, in order that the purpose of Home and School be promoted.

The Vice President shall:

- A. Preside at meetings in the absence of the President.
- B. To assist the President in any manner possible.
- C. Has the responsibility of reporting the highlights of monthly School Board Meetings to the Home and School Association. Be the liaison between the School Board and Home and School.

The Secretary shall:

- A. Record the minutes of all meetings and give a report of these at each successive meeting of the Home and School Association and of the Executive Committee.
- B. To handle any necessary correspondence designated to her/him by the President.

The Treasurer shall:

- A. Have custody of all funds of the Home and School Association.
- B. Collect and keep a full and accurate account of all monies of the Association.
- C. Pay out funds only as authorized by the Association.
- D. Present a financial statement (indicating account balances and disbursements) at each Association meeting.

## **ARTICLE VI**

### **MEETINGS**

#### **SECTION I**

Regular meetings of the Home and School Association shall be held monthly starting in September through May of a given school year.

#### **SECTION II**

The regular meeting held in **April** shall be known as the annual meeting, and shall be for the purpose of selecting officers, receiving and reviewing reports of officers and committees, and for any other business that may arise.

#### **SECTION III**

In the event that decisions are required within a short time frame, the President may convene a portion of the Executive Committee (comprised of the officers) to respond on behalf of the Home and School Association. Decisions of the Executive Committee shall be binding on the Home and School Association without ratification of the full membership.

## **SECTION IV**

Meetings of this Association shall be open to all Home and School Association members, but the privilege of introducing motions and voting shall be limited to the voting body. (See Article III).

## **SECTION V**

A quorum shall exist at any meeting for which notice was given to members at least three days prior to the meeting. A minimum of four persons of the voting body (see Article III) must be in attendance in order to conduct business. Preferred notice will include an open invitation in school newsletters/or on the Home and School Board with agenda items noted.

## **ARTICLE VII**

### **EXECUTIVE COMMITTEE**

#### **SECTION I**

The executive committee shall consist of:

- A. Officers of the Home and School Association.
- B. 3-4 Parents/Guardians Serving on the Home and School Association.
- C. Holy Name Principal.

#### **SECTION II**

The Executive Committee shall:

- A. Transact such business as may be referred to it by the Home and School Association.
- B. Act in emergencies between meetings of the Association.
- C. Fill vacancies in office.
- D. Create standing committees.
- E. Approve plans of work of Association standing committees.
- F. Report the regular meetings of the Association.
- G. Schedule a yearly projected budget in coordination with the administration.

#### **SECTION III**

Regular meetings of the Executive Committee shall be held prior to the regular Association meeting when necessary.

#### **SECTION IV**

A minimum of four of the Executive Committee members shall constitute a quorum. (See Article VII, Section I).

## **ARTICLE VIII**

### **COMMITTEES**

#### **SECTION I**

Standing committees and special committees shall be created by the Executive Committee as may be deemed necessary to promote the objectives and carry out the work of the Association.

#### **SECTION II**

The chairperson(s) of each standing committees shall complete a timely update and summary to be submitted to the President as to what's been done by their committee within 30 days after their particular activity.

#### **SECTION III**

The quorum of any committee shall be a majority of its member, all members having been notified of the meeting.

## **ARTICLE IX**

### **PARLIMENTARY AUTHORITY**

Roberts Rules of Order-Revised shall govern this Association in all cases in which they are applicable.

## **ARTICLE X**

### **AMENDMENTS**

#### **SECTION I**

These bylaws may be amended at any regular meeting of the Association by a consensus of no less than four members of the Executive Committee (Article III), provided written notice of the proposed amendment shall have been given to members of the Executive Committee at least thirty (30) days prior to the date of the meeting at which action is taken.

#### **SECTION II**

- A. Bylaws- after adoption of the bylaws by a consensus of no less than four members of the Executive Committee, a copy of the bylaws shall be sent to members of the Executive Committee as well as being available to any Association member upon request to the President.
- B. Amendments- after approval of amendments by a consensus of no less than four members of the Executive Committee, a copy of the amendments shall be sent to members of the Executive Committee as well as being available to any Association member upon request to the President.