

# **St. John Catholic School Home and School Association Bylaws**

## **Article I. Name**

The name of this organization shall be St. John Catholic School Home and School Association.

## **Article II. Purpose**

The St. John Catholic School Home and School Association (the “Home and School Association”) is an active organization that works to foster collaboration and a community connection between parents, guardians, teachers, administration and the students of St. John Catholic School for the benefit of the students and the success of the school. The purpose of the Home and School Association is to:

1. Provide a means to foster cooperation between parents, guardians, faculty and administrators of St. John Catholic School.
2. Assist with the advancement of Catholic Education and the welfare of the students of St. John Catholic School.
3. Promote community among the school families of St. John Catholic School.
4. Enhance the role of parents/guardians in the education of the child by providing opportunities for parents, teachers, and administrators to work together for the good of the child and to increase their knowledge of the education provided by St. John Catholic School and its resources.
5. Support fundraising activities to increase the quality of education provided at St. John Catholic School and to provide resources to meet the specific needs of the school.

## **Article III. Authority**

The Pastor of St. John Before The Latin Gate Church (the “Pastor”) has the responsibility for the management of St. John Catholic School and receives this power from the Bishop. This association shall function only with the consent of the Pastor and receives its authority to act directly from the Pastor who in effect delegates some of the responsibilities they receive from the Bishop.

The Pastor delegates the responsibility to the Principal and/or Assistant Principal to assist in the management of this Home and School Association. The Principal and/or Assistant Principal, as delegated by the Pastor, acts with the authority over the Home and School Association in accordance with pastoral decisions whenever possible.

## **Article IV. Membership**

### **Section 1. Membership**

1.1 The membership shall be open to all parents and guardians of children attending the school and all other individuals interested in the objectives of this Association, willing to actively participate in

achieving the goals set by the association and who express this interest by paying dues and attending meetings.

1.2 The Pastor, Principal and/or Assistant Principal, faculty and administrators of the school shall be non-voting members of the Home and School Association.

1.3 General meetings shall be open to all parents/guardians of children currently enrolled in the school, faculty members, administrators and members of St. John Before The Latin Gate and St. James parishes, but voting is open only to dues paying members.

## Section 2. Dues

2.1 The amount of membership dues will be established by the Executive Board each year based on what is needed to fund the proposed budget and the results of fundraising events held.

2.2 The annual membership dues of the Home and School Association shall be collected at or before the first general meeting of the association upon each new school year.

2.3 The Pastors, Principal and/or Assistant Principal, faculty and administrators of the school shall be exempt from payment of membership dues. They do not hold voting privileges and are not eligible for nomination to the Executive Board.

## **Article V. General Membership Meetings**

### Section 1. Meetings

1.1 There shall be general Home and School Association meetings during the school year at such times as the Executive Board shall decide in accordance with the school calendar and in collaboration with the Principal and/or Assistant Principal. General membership meetings will be scheduled for the upcoming school year at the time that the school administration establishes the tentative school calendar so that the meetings can be communicated to school families.

1.2 There shall be a minimum of two general membership meetings held throughout the school year.

1.3 The election of the Home and School officers for the upcoming school year shall be held at the last general membership meeting of the school year.

### Section 2. Quorum

At regular scheduled board meetings those present shall constitute a quorum. At the two general meetings of the membership, those present shall constitute a quorum, with a minimum of nine members being required to constitute a quorum. A quorum shall be present for any and all votes to occur.

### Section 3. Special Meetings

Special meetings of the general membership may be called during the school year at times, if needed, by the President or majority of the Executive Board.

#### Section 4. Voting

Voting shall take place at the general meetings or may take place via proposed ballot. A simple majority of the quorum present shall carry the vote. All electronic votes shall at minimum have the votes of the Home and School Executive Board and available quorum as defined above herein. All votes secured electronically shall use the “reply all” format when returning their vote so that the Secretary and President may tabulate and record all votes presented.

### **Article VI. Executive Board**

#### Section 1. Administrative Body

1.1 The administrative body of this association shall be known as the Executive Board. The Executive Board shall consist of the Pastor, the Principal and/or Assistant Principal, the officers of the Home and School Association and a faculty representative.

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

1.3 Only one representative per school family (parent or guardian) may hold an Executive Board position on the Home & School Association at any time.

#### Section 2. Quorum

A quorum of the Executive Board shall be a majority of the members thereof with a required minimum of at least three Executive Board Members to constitute a quorum.

#### Section 3. Executive Board Meetings

3.1 Meetings of the Executive Board shall be at the call of the President, three Executive Board members, the Principal and/or Assistant Principal.

3.2 A minimum of four Executive Board meetings shall be held in a year.

#### Section 4. Vacancies

The Executive Board shall have the right to fill any and all vacancies among the officers of the Home and School Association that arise between elections, subject to the subsequent approval of the membership.

#### Section 5. Committees

The Executive Board shall have the right to add or delete committees and shall have the power to appoint chairpersons of said committees.

## Section 6. Removal

An officer of the Executive Board may be removed by the Pastor.

## **Article VII. Home and School Association Officers**

### Section 1. Officers

The officers of the Home and School Association shall be a President (or co-Presidents), Vice President, Secretary, Treasurer and Past President. All parents/guardians of children currently enrolled in the school are eligible to run for election as officers of the Home and School Association, except teachers or teacher's aides that work for the school.

### Section 2: Terms

2.1 The terms of the officers of the Home and School Association are measured based on a year that begins on July 1<sup>st</sup> and ends on June 30<sup>th</sup>. The specific terms of each officer is listed with the description of that position in Section 3 below.

2.2 No person shall be eligible to hold the same position for more than two consecutive years unless as stated in the next sentence. After two consecutive years, if no other person is willing to run for an office, the current officer may continue to serve for one additional year.

### Section 3: Descriptions of the Officer Positions

3.1 The President (or Co-Presidents) shall preside at all meetings of the Home and School Association and of the Executive Board, prepare the agenda for the general membership and Executive Board meetings and exercise general supervision over the Home and School Association. She/he shall appoint special committees as needed, supervise all committee chairpersons, and shall be an Ex-officio member of all committees. The President shall be the liaison between the Principal and/or Assistant Principal and the Executive Board. The President shall receive notice of all meetings. The term of the President shall be for two years, after which she/he takes on the title of Past President.

3.2 The Vice President shall perform the duties of the President in his/her absence, and shall assume the duties of the President until the next election if the position becomes vacant. The Vice President shall assist the President in all duties and responsibilities and shall arrange for speakers for general membership meetings in conjunction with the Principal and/or Assistant Principal. The Vice President shall coordinate the chairs of the Home and School Association's committees and report any committee actions or needs at the Executive Board meetings. Upon completion of a two-year term as Vice-President, this officer will assume the position of President.

3.3 The Secretary shall keep minutes of all meetings of this association and of the Executive Board and shall distribute minutes of the Executive Board meetings in a timely fashion. Minutes of the Executive Board meetings and general meetings shall be distributed to Executive Board members for review before they are entered into record by being posted to the Home and School Association page of the school website. The Secretary shall send notice of general membership meetings to association members prior to said meetings and conduct meetings in the absence of the President and Vice-

President. The Secretary will also be responsible for assurances of a quorum representation and accurate accounting of all official votes at meetings. Secretary shall distribute all Executive Board correspondence to the association membership, shall post the minutes of the Executive Board meetings and materials discussed at general association meetings to the Home and School Association page of the school website, and shall maintain the Home and School Association e-mail account. The Secretary shall be responsible for all communications to appropriate persons and/or organizations as directed by the President and shall acknowledge correspondence received by the Executive Board. The term of the Secretary shall be a two year term alternating with the term of the Treasurer.

3.4 The Treasurer shall receive all dues and other monies and shall make disbursements as directed by the Executive Board and/or established in the annual budget commitment. The Treasurer shall prepare and submit a written financial report at all Executive Board meetings. The Treasurer shall keep an accurate account of all receipts and disbursements. Furthermore, the Treasurer shall prepare the annual Home and School Association budget as established by the Executive Board. The term of the Treasurer shall be a two year term alternating with the term of the Recording Secretary.

3.5 After serving a term of two years as President that person shall assume the position of Past President. The Past President shall make him or herself available to advise the current President and Executive Board and will attend meetings of the Executive Board when requested. The Past President will not be required or expected to attend all Executive Board meetings. The term of the Past President shall be one year.

## **Article VIII. Committees**

### Section 1. Committees

Committees will be formed for the Home and School Association events on an as needed basis. A chairperson or chairpersons will be selected for each event and he/she or they will be asked to attend Executive Board meetings at the Executive Board's request. The chair of each committee will be responsible for recruiting committee members in conjunction with the Volunteer Coordinator and reporting to the Executive Board.

### Section 2. Standing Committees

2.1 Standing committees shall be created as deemed necessary by the Executive Board.

2.2 A standing committee is one that will continue to exist from year to year unless deemed unnecessary by the Executive Board. Each standing committee must have a written description of goals and responsibilities of the committee. This description can be amended by these bylaws according to Article XI.

A) The chairperson(s) of each committee shall be an at-large member of the Executive Board and shall be responsible for planning and initiating all necessary requirements to fulfill the assigned purpose of the committee.

B) The chairperson shall report progress to the President and/or Vice President and the members of the Executive Board.

2.3 The standing committees of the Home and School Association shall be: Eagle Families, Hospitality, Fundraising, Social Event Coordinator, Volunteer Coordinator, Nominating and Membership and School Enrichment.

2.4 The Eagle Families Committee shall be responsible for mentoring new families into our school. Be available to guide and introduce them to our school and our traditions. To be a liaison for them for any questions they may have and make them feel an important part of the Eagle Family.

2.5 The Hospitality Committee shall be responsible for providing refreshments for each general membership meeting, as well as for other events held throughout the school year as set forth by the Executive Board. The committee shall provide refreshments at welcome events for new families and the Catholic Schools Week brunch as well as coordinating the Teacher's Appreciation Luncheons held twice yearly.

2.6 The Fundraising Committee shall be responsible for the coordination and execution of various fundraising activities for the Home and School Association throughout the school year. The chairperson(s) of the Fundraising Committee will work in conjunction with the Development Chair of School Advisory Council and the Volunteer Coordinator to secure needed volunteers to assist with the fundraising activities.

2.7 The Social Event Coordinator(s) shall coordinate social activities that bring parents, children and families together. The Social Event Coordinator(s) will work in conjunction with the chair people of the Home and School Association's social events and the Volunteer Coordinator to secure needed volunteers to achieve objectives.

2.8 The Volunteer Chairperson will work with the Executive Board and the school administration to define volunteer needs and will identify volunteers for needed positions. The Volunteer Chairperson will work in conjunction with the Executive Board, the Social Event Coordinator and the Fundraising Committee to help secure volunteers for activities throughout the school year. The Volunteer Coordinator shall also be responsible for any communication between the Executive Board and the homeroom parents in each classroom throughout the school.

2.9 The Nominating and Membership Committee shall be responsible for the year end nomination and election process, including helping to secure nominees for the officer positions to be elected for the upcoming school year. Prior to the start of the school year, the committee shall obtain the information necessary for the school directory and shall assist the Principal coordinate the preparation of the school directory.

3.0 The School Enrichment Committee will be responsible for seeking out ways to improve the lives of students, faculty, and administrators of St. John Catholic School. Such as new playground equipment, new classroom technology, books for the library, classroom equipment , enrichment programs and grants for the school.

## **Article IX. Elections**

### Section 1. Nominations

1.1 Nominations for officers shall be made by the Nominating and Membership Committee and any active (dues paying) member of the Home and School Association at least two months prior to the May announcement of the next years Executive Board. The nominated candidates for the vacant offices will be reported to the current Executive Board at this time.

1.2 Voting will occur in the event that more than one name is put forth for an officer position. All nominated candidates must be active (dues paying) members of the Home and School Association and must be willing to abide by the objectives set forth in these bylaws.

1.3 Nominees for election to the Executive Board must be approved by the Pastor.

1.4 A nominating report shall be submitted to the membership prior to the elections.

### Section 2: Voting

2.1 Voting shall be by secret ballot by all active (dues paying) members of the Home and School Association attending the election meeting. Absentee ballots shall be provided to any active members that cannot attend the general meeting at which the elections will be held.

2.2 Ballots will be counted by the Nominating and Membership Committee and an Executive Board member not currently running for an officer position and the results will be announced as soon after the elections have been held as possible, but will not be announced at the meeting at which the elections are held.

## **Article X. Parliamentary Procedure**

The rules contained in "Robert's Rules of Order, Revised" shall govern this association in all cases not otherwise covered by these Bylaws.

## **Article XI. Amendments**

Amendments to these Bylaws shall be proposed at one general membership meeting and voted on at the next. All amendments shall be in writing and presented to the Executive Board prior to a general meeting. A two-thirds vote of the membership attending is necessary to amend with a minimum of eighteen members voting.

## **Article XII. Standing Rules**

Section 1. Expenditures of \$ 500.00 or less may be approved by the Executive Board and officers without the vote of the membership. Any expenditure voted on by the membership must have had prior approval by the Executive Board and should comport with the annual budget. Expenditures more than \$ 500.00 shall be approved by the Executive Board, must comport with the annual budget, and should have approval of the Pastor and Principal. A balance of at least three-thousand dollars (\$3,000) shall be kept in the checking account as an emergency reserve.

Section 2. A Proposed Budget for the next school year will be created by the incoming Executive Board and presented at the first Executive Board meeting of the new school year.

Section 3. Large fund-raising activities shall be undertaken only with the consent and approval of the Principal and/or Assistant Principal. These monies, and all other monies received, shall be expended only with the approval of the Principal and/or Assistant Principal.

Section 4. Membership dues and in-school funds acquired through Home and School Association activities make up the Home and School Treasury.

Section 5. The Association is a 501(c)(3) organization.

Section 6. In the event of dissolution of this Organization, a committee shall immediately be appointed by the Organization to disburse all funds on hand within thirty (30) days of the dissolution date and said funds shall be used for the benefit of the school.

Section 7. This Home & School Association may engage in any and all other lawful activities which are exclusively for charitable, educational and scientific purposes, including but not limited to, making distributions to organization that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or as the same may from time to time may amended.

Section 8. At no time or under any circumstance shall any of the activities of the Organization be directed toward or in furtherance of any activity or function which would disqualify the Organization from Exemption under Section 501(c)(3) of the Internal Revenue Code or the provisions relating to Not for Profit Corporations of the Oklahoma Code Annotate.

Approval of Constitution and By-Laws

This Constitution and By-Laws of the Association are herewith approved, adopted, and revised this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

Revising Board Members

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice-President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Principal

\_\_\_\_\_  
St. John Parish Pastor

\_\_\_\_\_  
Teacher Representative