

**HOME AND SCHOOL ASSOCIATION  
APPROVED CONSTITUTION AND BYLAWS**

**ARTICLE I - NAME**

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

**ARTICLE II - OBJECT**

1. The object of the association shall be the advancement of Catholic education and the welfare of all the school children of this parish.
2. It shall further be to act in the promotion of parent-school activities and to increase, on the part of its members, interest in educational and civic affairs.
3. It shall attempt to enhance the parent's and teacher's role in the education of the child by increasing their knowledge of education and its processes, by increasing their mutual understanding of the children, and also by providing an opportunity for parents and teachers to work together for the good of the child.
4. This body shall not be a policy making body. That power shall reside within the jurisdiction of the School Board, Principal, and Pastor.

**ARTICLE III - AUTHORITY**

The pastor has the responsibility for the parish school, and this association shall function with his, the principal's and the School Board's consent.

**ARTICLE IV-MEMBERSHIP**

The membership shall be open to individuals interested in the objectives of the association and who express their interest. Furthermore, meetings shall be open to all members of the parish.

**ARTICLE V - OFFICERS**

1. The officers of this association shall consist of a President, a Vice-President, a Secretary, a Treasurer and the immediate Past President. The term of the office shall be for the amount of time listed below. No person shall be eligible to hold the same office for more than two consecutive terms.
  - A. President - 1 year
  - B. Vice-President - 1 year
  - C. Secretary - 1 year
  - D. Treasurer - 1 year
  - E. Immediate Past President - 1 year
- 2A. The President will have served the Home and School Association the previous year as Vice-President. The President shall preside at all the meetings of the Association and of the Executive Board. He/she shall perform all duties pertaining to the office. He/she shall appoint special committees, shall be an ex-officiate member of all committees, and shall receive notices of all meetings. The President shall attend regular meetings of the School Board to provide a report on the current events of the Association. If the President is unable

to attend, a written report may be presented to the President of the School Board prior to the meeting.

- 2B. The Vice-President shall perform the duties of the President in his/her absence and shall assume the duties of the office at the next annual election meeting in the spring.**
  
- 2C. The Secretary shall keep a minute book showing a true and accurate record of all meetings of the Association and of the Executive Board. He/she shall perform such other duties as the President or the Executive Board shall designate. He/she shall handle correspondence as the President of the Executive Board direct. Minutes shall be approved by the Executive Board and sent to the School Board. At the next regularly scheduled general meeting of the Association, the approved minutes will be presented to attendees. The President will assume responsibilities for any absentee Executive Board members.**
  
- 2D. The Treasurer shall receive monies and shall make disbursements only as directed by the Executive Board. He/she shall make a verbal financial report at general meetings, which shall be examined and certified by the Executive Board.**

#### **ARTICLE VI - EXPENDITURE OF MONEY**

**Expenditures of money not outlined in the attached Guidelines for Gifts, shall be disbursed upon meeting the following approval:**

- A. Expenditure of money relating to purchases of the general needs of the school shall be by majority vote of the general membership and approval of the Principal and/or Pastor at the spring meeting of the Association.**
  
- B. Expenditure of money relating to the general expenses of the Association (i.e., supplies, Donut Sunday, fund-raising, incentives for the school children of other miscellaneous expenses) shall be the majority vote of the officers.**

#### **ARTICLE VII - EXECUTIVE BOARD**

- 1. The Board shall consist of the Association's President, Vice-President, Secretary, Treasurer, Immediate Past President, and the School Principal.**
  
- 2. All matters of policy and administration of the Home and School Association shall be vested in this Board.**
  
- 3. A quorum of the Executive Board shall be a majority of the members thereof.**
  
- 4. Meetings of the Executive Board shall be held at the call of the President or any three members of the Executive Board.**
  
- 5. The Executive Board shall have the right to fill any vacancies among the officers association.**

6. The Executive Board shall have the right to establish committees as deemed necessary and shall have the power to appoint the temporary chairperson of said committees.

#### **ARTICLE VIII - COMMITTEES**

The committees within the Home and School Association shall include but not be limited to Health, Ways and Means, Membership, Hospitality, Fund-Raising, Fish Fries, Elections, Skate Night, Field Day, Passport Books, Jaguar Spirit Wear, Science Fair Chili Supper and Etc. The Executive Board will recruit committee members from the St. Martin School families. The Vice-President will support the committee chairperson and report progress to the President.

#### **ARTICLE IX - ELECTIONS**

Nominations for Officers shall be made to the Executive Board Membership/Elections Committee prior to the election meeting. The (nominating) Membership/Elections Committee shall report at this meeting the names of the candidates for each office to be filled. Nominations may also be made from the floor at the nominating meeting. The consent of all nominees must be obtained.

#### **ARTICLE X - GENERAL MEETINGS**

1. The election meeting shall take place at the last general meeting of the school year.
2. There shall also be meetings during the school year at such times as the President or Executive Board shall decide.
3. At a regularly called meeting of the membership, those present shall constitute a quorum.
4. The organization shall meet a minimum of 3-4 times annually.

#### **ARTICLE XI - 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 standings.

#### **ARTICLE XII - AMENDMENTS**

Amendments to these bylaws shall be proposed at one general meeting and voted on at the next. A two-thirds vote of the membership attending is necessary to amend.

Amended September 2009

## **St. Martin Catholic School Guidelines for Gifts**

**At the discretion of the Executive Board the association may present the following gifts. The Home and School Association will try to be consistent in gift giving.**

### **I. GIFTS FOR LEAVING FACULTY**

- A. Faculty with 0-5 years of service - \$15**
- B. Faculty with 6-10 years of service - \$30**
- C. Faculty with 11 or more years of service - \$50**

### **II CHRISTMAS GIFTS FOR FACULTY AND STAFF**

- A. A\$15-\$25 gift will be given to the following:**
  - 1. School Faculty**
  - 2. Hired Teacher's Aides**
  - 3. School Secretary**
  - 4. Cooks**
  - 5. School Custodians**
  - 6. Extended Care Aides"**

### **III. CATHOLIC SCHOOLS WEEK**

- A. At the discretion of the Home and School Executive Board, the association may pay for the kids choice lunch scheduled during Catholic Schools Week.**
- B. At the discretion of the Home and School Executive Board, a \$25 gift may be presented to the following during the Friday All School Mass during Catholic Schools Week:**
  - 1. School Faculty**
  - 2. Permanent Teacher's Aides**
  - 3. School Secretary**
  - 4. Cooks**
  - 5. School Custodians**
  - 6. Extended Care Aides**

### **IV. HOSTING OF 8TH GRADE GRADUATION**

**The Home and School Association will donate \$25-\$50 for the reception graduation cake. The 7th grade parents will coordinate the reception.**

**Amended September 2009**