

# **Home & School Constitution and Bylaws**

## ***THE CONSTITUTION AND BYLAWS OF THE ST. PHILIP NERI***

### ***HOME AND SCHOOL ASSOCIATION***

#### **Article I – Name**

The name of this association shall be the St. Philip Neri Home and School Association of the Upper Perkiomen Valley in the Archdiocese of Philadelphia, State of Pennsylvania.

#### **Article II – Purpose**

Section 1: To provide the ways and the means for the faithful of this parish to gain a full knowledge, appreciation and understanding of the ideals of Catholic education.

Section 2: To provide opportunities for meaningful involvement of parents with the school.

Section 3: To occasionally provide the opportunity for professional insights into the common problems of children.

#### **Article III – Authority**

The Home and School Association shall function with the consent of the pastor and shall respect the established school policies and practices as set forth by the pastor and school principal.

#### **Article IV – Membership**

The membership of this Association shall be open to individuals who express interest in the purposes of this Association and who demonstrate such interest by applying for membership. Furthermore meetings shall be open to all members of the parish.

#### **Article V – Spiritual Minister**

The pastor or a priest appointed by him shall be the Spiritual Adviser of this Association.

## **Article VI – Officers**

Section 1: The officers of this Association shall be: President, Vice President, Secretary, Volunteer Coordinator, Publicity Coordinator and Treasurer.

Section 2: The President shall preside at all meetings of this Association, the Executive Committee and the Executive Board. He/she shall perform the duties pertaining to the office. He/she shall appoint special committees and their chairman. He/she shall be an ex-officio member of all committees except the nominating committee and shall receive the report of all committee chairmen.

Section 3: The Vice President shall assume and perform the duties of the President in his/her absence. He/she shall perform such duties that are assigned to his/her office. Should the office of the President become vacant he/she shall assume the duties of that office until the next general election.

Section 4: The Secretary shall keep a minute book showing a true and accurate record of all meetings of this Association and or its Executive Board. He/she shall notify members of this Association of their appointment to committees. He/she shall handle such correspondence as the President or Executive Board shall direct.

Section 5: The Volunteer Coordinator shall secure volunteers for all fundraising and parish events. He/she shall appoint sub committees and their chairman. He/she shall present a report of said event for Executive Board approval.

Section 6: The Publicity Coordinator shall advertise the proper and timely notification of the membership and the community about the date and program of meetings and other activities through various media.

Section 7: The Treasurer shall receive all moneys. He/she shall make disbursements only as directed by the Executive Board and countersigned by the President. He/she shall make a verbal financial report at each general meeting and a written report, which shall be presented at the annual meeting. The Treasurer's written annual report shall be examined and certified by an Auditing Committee of three members of the Association.

Section 8: The term of office for these officers shall be two years. They shall be elected at the annual meeting. No officer shall hold the same office for more than two consecutive terms, with the exception to the Treasurer position.

### Amendment

Absentee Clause: Each officer is expected to attend each monthly meeting and general meetings. If an officer should be absent from more than two monthly meetings, the Executive Board reserves the right to hold a vote to remove the member from office. (Proposed 4/10/02)

### Article VII – Executive Committee

The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, the pastor/priest representative ex-officio, and the school principal ex-officio. These persons shall have full responsibility for this Association's business affairs, including the approval of committee appointment, review of their reports, consideration of school policies, budget and other executive details of this Association.

### Article VIII – Executive Board

Section 1: The administrative body of this Association shall be known as the Executive Board. The Board shall consist of the pastor/priest representative of the parish, the President, Vice President, Secretary, and Treasurer, the school principal, faculty representative.

### Amendment

At its opening meeting each year, the faculty of the School shall hold an election to choose a representative to the Executive Board of the Association. The faculty representative shall enjoy all of the powers and prerogatives of a Board member and may not hold this position more than two consecutive years. The Treasurer shall be nominated by the Executive Board and approved by the pastor/priest.

### Amendment

Section 1: The faculty shall elect a faculty representative for a two-year term.

Section 2: All matters of policy and administration of this Association shall be vested in this Board.

Section 3: A quorum of the Executive Board shall be a majority of the members thereof. Decisions of this Executive Board shall be by a majority vote of those present.

Section 4: Meetings of the Executive Board shall be held at the call of the President or any three members of the Executive Board.

Section 5: The Executive Board shall have the right to fill any vacancies among the officers of the Association, subject to the subsequent approval of the Association.

Section 6: The Executive Board shall have the right to add or delete standing committees.

#### Article IX – Elections

Section 1: Nominations for officers shall be made by a nominating committee of at least three members selected by the Executive Board at least two months prior to the election meeting. The nominating committee shall report the names of the candidates for each office to be filled at this meeting. Additional nominations may be made from the floor at the nominating meeting. The consent of all nominees must have been obtained.

Section 2: Voting for officers shall be by secret ballot by members attending the election meeting, which shall be the annual meeting. Officers shall be elected by a plurality of members voting.

#### Amendment

Elections for two/three Executive Officers will be held annually to preserve continuity and to ease transition of the new members. The Offices of President, and Volunteer Coordinator and Publicity Coordinator shall alternate with the Officers of Vice President and Secretary. All terms of office will remain at two years.

#### Article X – Annual Meeting

The annual meeting of this Association shall be the last general membership meeting of the school year.

#### Article XI – General Membership Meetings

Section 1: The election of officers shall take place at the annual meeting.

Section 2: There shall be additional meetings during the school year at such times as the President or Executive Board shall decide.

Section 3: At a regularly called meeting of the membership those present shall constitute a quorum.

## Article XII – Rules of Order

Section 1: All meetings of this Association shall be conducted according to “Robert’s Rules of Order, Revised”, when not inconsistent with the Bylaws or Standing Rules.

Section 2: Copies of the Treasurer’s report shall be given to the membership annually.

Section 3: There shall be at least four regularly called meetings in a year.

Section 4: These are permanent rules adopted on matters of Association policy and operation. These may be changed from time to time by a two-thirds vote of the membership present, without previous notice.

## Amendment

The Executive Board without a vote of membership may approve expenditures up to \$100.00 (Proposed 4/10/02)

## Article XIV – Committees

Committees will be formed for Home and School events on an as needed basis. A chairperson will be selected for each event and he/she will be asked to attend monthly meetings at the Executive Board’s request.

## Article XV – Amendments

Amendments of this Constitution and 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.

Submitted by Dawn McCausland, Secretary

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