

Constitution and By-Laws

of the

St. Mary Home & School Association

Revision Date: September 1, 1997

Constitution

Article I - Name

The name of the Association shall be St. Mary Home and School Association (hereinafter referred to as "Association").

Article II - Objectives

1. To promote better understanding and stronger communication among parents, teachers, and the school administration
2. To offer, through well-planned programs, information of particular interest to parents.
3. To promote interaction with parents, teachers, and pastors, those efforts which enhance the religious education and spiritual development of the students.
4. To assist in providing those human, material and financial resources needed to maintain quality Catholic education.
5. To provide opportunities for social interaction among parents and families.

Article III - Membership

Membership shall consist of the parents and/or guardians of the pupils of St. Mary School, members of the faculty and any persons interested in promoting the objectives of the Association.

Article IV - Officers

1. The elected officers shall be president, vice president, secretary and treasurer.
2. Officers shall be elected at the annual May meeting. The president and treasurer shall be elected in odd calendar years beginning in the year 1999 and the vice president and secretary shall be elected in even calendar years beginning in the year 2000.
3. The term of office shall be two (2) years commencing in the year 1999. No officer shall hold the same office for more than two (2) consecutive terms.
4. Vacancy -- a vacancy occurring for any reason may be filled until the annual May meeting by the majority vote of the remaining officers.

By-Laws

Article I - Officers

1. The President shall be the presiding officer of the Association, represent the Association at the regular School Board meetings and appoint chairpersons of all standing committees. The President shall also be responsible for calling meetings of officers and committee chairpersons as needed for proper administration of the organization.
2. The Vice-President, in the absence of the President, shall perform all the duties of the President. The Vice-President shall also serve as the Volunteer Coordinator of the Association.
3. The Secretary shall keep the minutes of all Association meetings and a list of all members of the Association.
4. The Treasurer shall receive all monies of the Association, keep an accurate account of same, and document payment of bills.
5. All officers shall submit written reports including all related records and documents to each of the newly elected officers prior to the annual meeting in June.

Article II - Meetings

The regular meetings of the Association shall be held on the first Tuesday of each month beginning in September and concluding in June of each year.

Article III - Nominations and Elections

1. Nomination forms shall be made available in April for all interested candidates. Nomination forms must be returned by the last Tuesday in April to allow time for preparation for the May elections. The consent of each candidate must be obtained.
2. Ballots shall be distributed at the annual May meeting, presenting the names of at least one or more candidates for each office. Officers shall be elected by a majority of qualified members present and voting.
3. The Vice-President shall count the ballots and report the results to the President, who at once reports the results to the Association. In the event that that the Vice-President is a candidate, the Treasurer shall assume this duty.

By-Laws (continued)

Article IV - Rules of Order

All meetings of this Association shall be conducted according to Robert's Rules of Order, Revised

Any suggestion made at a regular meeting concerning a modification of established school policies and practices shall be referred, without vote, to the School Board. It would then be presented at the next Association meeting with the School Board's recommendation for consideration by the membership.

Article V - Quorum

The quorum of a meeting of this Association shall consist of the members of the Association present at a regular meeting

In the event that a special meeting of the Officers necessitates, a majority vote of the officers will constitute a quorum

Article VI - Amendments

The Constitution and By-Laws may be amended at any regular meeting by a two-thirds majority of the members present and voting, provided notice has been given in writing at the previous regular business meeting.

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