

CONSTITUTION AND BY-LAWS
FOR
ST. MICHAEL HOME-SCHOOL ASSOCIATION

ARTICLE I – NAME

The name of this organization shall be the St. Michael Home-School Association.

ARTICLE II – PURPOSE

The St. Michael Home-School Association shall have for its purpose the establishment and maintenance of a structure which shall foster coordination between home, school and rectory.

ARTICLE III – MEMBERSHIP

Members of the St. Michael Home-School Association shall consist of Pastor, Principal, Parents, Guardians, Members of the School Faculty, and Administration and interested parishioners.

ARTICLE IV – OFFICERS/EXECUTIVE COMMITTEE

Officers of the St. Michael Home-School Association shall consist of President, Vice-President, Secretary and Treasurer. These officers shall form the Executive Committee, together with one faculty member and three area representatives. The Pastor and Principal shall be permanent members of the Executive Committee. This Committee shall actively coordinate activities among home, school and administration.

Section 1 Members of the Executive Committee shall assume the following responsibilities:

- A. The President shall:
 - a. Call and conduct all general meetings.
 - b. Call monthly Executive Committee meeting and emergency meetings when needed.
 - c. Appoint the Standing Committee Chairperson from volunteers.
- B. The Vice-President shall:
 - a. Perform all duties of the President in his/her absence.
 - b. Aid the President in fulfilling duties.
- C. The Secretary shall:
 - a. Keep accurate records of all meetings and proceedings.
 - b. Be responsible for Association correspondence.
 - c. Keep account of attendance and notify members of special meetings.
 - d. Keep informed of Committee activities.

- D. The Treasurer shall:
 - a. Keep accurate records of all receipts and expenditures.
 - b. Be responsible for payment of all bills.
- E. The Area Representative shall:
 - a. Report to the Executive Committee expressed concerns and ideas of parents.
 - b. Contact parents for feedback of special issues that may arise.
- F. The Faculty Representative shall:
 - a. Inform and offer recommendations to the Executive Committee regarding faculty concerns pertaining to Home-School relations.
 - b. Report all decisions, recommendations and concerns of the Executive Committee to faculty.

Section 2 The Executive Committee has the power to make final decisions on all matters after sufficient information has been elicited from all concerned. The Principal shall function as an Administrative Officer without vote. The Pastor has veto power by virtue of his juridical responsibility for the school.

Section 3 A quorum of Executive Committee members must be present to hold meetings and transact business. A quorum shall consist of one-half of the members.

ARTICLE V – NOMINATIONS/ELECTIONS

Section 1 Every two years, in the spring, the Principal and school secretary shall carry out the nomination/election procedure. Nominating ballots shall be distributed to all parents. The Principal and school secretary will tabulate all ballots and votes.

Section 2 The President, Vice-President, Secretary, Treasurer and the three Area Representatives shall assume their duties on August 15 and shall serve for two years. They may be re-elected for a second term but may not serve more than two consecutive terms in the same office.

ARTICLE VI – STANDING COMMITTEES

Other committees will be formed as needs arise.

ARTICLE VII – MEETINGS

General meetings shall be decided upon and called by the Executive Committee.

- Section 1 There shall be at least two general meetings per year. Special meetings, as needed, shall be called by the President working with the Executive Committee.
- Section 2 A simple majority vote of members present shall be required to decide on each proposal set forth.
- Section 3 All regular meetings shall be open to all members of the St. Michael Home-School Association. Any member wishing to speak must first seek recognition of the President. Such persons may express an opinion and have the right to a vote.

ARTICLE VIII – PUBLICATION OF INFORMATION

Information pertaining to Home-School Association concerns and/or decisions shall be sent to all parents within a reasonable amount of time after meetings.

ARTICLE IX – ORDER OF BUSINESS

The Executive Committee shall determine agenda items for general meetings. Any member of the Home-School Association may submit agenda items, provided this is done one week prior to the meeting date.

ARTICLE X – AUTHORITY IN DISPUTES CONCERNING BY-LAWS

The final authority in the settlement of disputes shall be “Robert’s Rules of Orders Revised.”

ARTICLE XI – AMENDMENTS

The by-laws may be amended by a two-thirds vote of the member present at the initial meeting requesting the change. Proposed amendments must be presented in writing at a meeting prior to voting on proposed amendment of change.

Constitution and By-Laws revised (01/10/2008)