

## Saint Anthony Home & School Organization By-Laws

<p><b><u>ARTICLE I</u></b> <b><u>Name</u></b></p>	<p>The name of this organization shall be the Saint Anthony Home &amp; School Organization</p>
<p><b><u>ARTICLE II</u></b> <b><u>Purpose</u></b></p>	<p>The purpose of the Organization shall be to work in the best interest of the students enrolled in Saint Anthony Catholic School. The Organization shall provide spiritual and economic support to the students and faculty of the School, and will raise funds to assist with the costs of school needs.</p>
<p><b><u>ARTICLE III</u></b> <b><u>Membership</u></b></p>	<p>Parents or guardians of students registered at Saint Anthony Catholic School shall automatically be members of the Home &amp; School Organization. Clergy assigned to the parish and school faculty are de facto associate non-voting members of the Home and School board. No dues or assessments are required for membership.</p>
	<p><b><u>Section 1-Responsibilities</u></b> The Board of Directors shall manage the affairs of the Organization and shall be vested with the authority to act on the behalf of the Organization.</p> <p><b><u>Section 2-Membership</u></b> The Board of Directors shall consist of the following:</p> <ol style="list-style-type: none"> <li>a. The only voting members are the Officers of the Organization (President, Vice President, Treasurer, Secretary, Homeroom Parent Coordinator)</li> <li>b. Members at large may vote within their group to bring items to the Officers for a formal vote. Members at large include:             <ol style="list-style-type: none"> <li>a. The Pastor</li> <li>b. The School Principal</li> <li>c. The Director of Development</li> <li>d. One faculty member to be selected by the school Principal</li> <li>e. Members selected by the President as he/she deems necessary to chair specific initiatives to fulfill the purposes of the Association such as:                 <ol style="list-style-type: none"> <li>i. Auction Chairperson/Chairpeople: Responsible for establishing a committee and planning and operating all elements of the annual Saint Anthony Catholic School Dinner Dance &amp; Auction with the goal of maximizing funds raised for the school.</li> <li>ii. Hospitality Chair: Responsible for planning and hosting most non-fundraising activities of the Organization where another chair has not been selected by the President, including, but not limited to, Teacher Appreciation events and Movie Night, as well as other non-fundraising events, like Grandparents’ Day and the Saint Patrick’s Day float, as needed.</li> <li>iii. Community Fair Chairperson: Responsible for establishing a committee and planning and operating the annual Saint Anthony Catholic School Community Fair.</li> <li>iv. Other Special Event Chairs to be determined each year. Past examples include Grandparents Day and Saint Patrick’s Day parade.</li> <li>v. Nominating Committee: The Nominating Committee shall nominate</li> </ol> </li> </ol> </li> </ol>

	<p>candidates who request participation on the Board and have served on a committee prior to nomination for a Board position.</p> <p>vi. New Family Mentoring Committee: The New Family Mentoring Committee shall coordinate with existing families to mentor new families joining the school.</p> <p>c. President ex officio</p> <p><b><u>Section 3-Quorum</u></b> It shall be necessary for a simple majority of voting members of the Board of Directors plus the Principal and/or Pastor to be present in order for the Board of Directors to act.</p> <p><b><u>Section 4-Executive Committee</u></b> The Executive Committee of the Board of Directors shall consist of the Officers of the Organization, the Pastor and the School Principal. A quorum of the Executive Committee will be a majority of the Officers of the Organization, the Pastor and/or Principal or their representative. The Executive Committee is empowered to act on behalf of the Board of Directors at such time when it is not practical to convene a Board of Directors meeting. Actions of the Executive Committee shall not be inconsistent with the previous actions taken by the Board of Directors.</p>
<p><b><u>ARTICLE V</u></b> <b><u>Officers</u></b></p>	<p><b><u>Section 1-Membership</u></b> The Officers of the Organization shall be a President, a Vice President, a Treasurer, a Secretary and a Homeroom Parent Coordinator. The Pastor and/or Principal or the person appointed by the Pastor shall act as moderator, but shall not be considered an officer of the Organization.</p> <p><b><u>Section 2-Duties</u></b></p> <p>a. The President: The President shall preside at all general meetings of the Organization, Board of Directors and Executive Committee. He/she shall appoint the chair for each committee and be an ex-officio member of each committee, except the Nominating Committee. In addition, he/she shall serve as the Chief Executive Officer of the organization and shall perform all of the usual functions of the president of an organization.</p> <p>b. The Vice President: The Vice President shall assume the duties of the President in his/her absence. The Vice President shall be responsible for chairing the Nomination Committee, and shall make recommendations to the President of the Organization for the appointment of the committee chairpersons and members of all Organization committees. The Vice President will act as the Organization’s liaison with the Saint Anthony Foundation for Education and will attend the Foundation’s meetings.</p> <p>c. The Treasurer: The Treasurer shall be responsible for maintaining a direct line of communication between the Organization and the school Bookkeeper to ensure efficient planning and arrangement of the funds of the Organization. The treasurer is responsible for attending and have responsibility, in partnership with the bookkeeper, funds for the Home and School Auction, including the check-in and check-out process and final accounting for the evening. He/she shall work with the school Bookkeeper to support the complete and accurate records of receipts and expenditures and shall present financial reports at all regularly scheduled meetings of the Board of Directors and general meetings of the Organization. The Treasurer shall also help in the presentation to the Board of Directors a financial report at the conclusion of each Organization fund-raising event. This report shall be presented at the first Organization meeting held after the conclusion of the event.</p> <p>d. The Secretary: The Secretary shall keep the minutes of the meetings of the</p>

Organization, Board of Directors and Executive Committee. The Secretary shall be responsible for the general correspondence of the Organization and discharge other duties as are incumbent upon this office.

- e. Homeroom Parent Coordinator: The Head of the Homeroom Parents Committee shall coordinate with the teachers and the Principal the selection of homeroom parents, coordinate the efforts of homeroom parents, including, but not limited to the assistance they provide teachers with class-related activities, the class auction project/baskets and the contact of parents as needed or requested. Responsibilities also include the coordination of Teacher Appreciation Activities, Catholic Schools Week, as well as other Home & School events. Home Room Committee members shall be responsible for working with the School and the Membership to promote and convey relevant information regarding the activities taking place on school campus.

The Officers of the Organization shall also assist Standing Committees with communications needs for their various events and any opportunities for School publicity for consideration.

**Section 3-Eligibility for Office**

Each office shall be held by either an individual or a couple who may share the duties of a particular office. In order to be eligible to serve as an Officer of this Organization, the nominee (or in the case of a couple, one of the nominees) shall have been a member of the Board of Directors for at least one (1) year prior, and have a child enrolled in Saint Anthony Catholic School during the term of office. Additionally, each member of the Executive Committee shall have served as a chairperson for one of the Committees and/or major fund-raising events for the School.

All other members of the Board of Directors shall have a child enrolled in Saint Anthony Catholic School during his/her term of office.

**Section 4-Term of Office**

The President, Vice President and Homeroom Parent terms are one (1) year. All other officer terms are two (2) years. At the end of the term, each member will serve one (1) additional year as an ex-officio member serving as a liaison for an incoming Member, unless otherwise specified by the Executive Committee of the Organization and ratified by the Board of Directors. In the case of a Member serving a second two-year term in succession, there need be only one (1) term of no longer than one (1) year as an ex-officio member at the conclusion of the second term. Should there be extenuating circumstances, terms can be extended at the discretion of the President, Principal and Pastor.

**Section 5-Presidential Succession**

The Vice President shall serve a term of one (1) year, upon conclusion of which he/she shall become President for an additional one (1) year, unless otherwise specified by the Executive Committee. Upon completion of the Presidential term, the President shall become Past President and serve as an ex-officio member of the Board of Directors for one (1) year after his/her term expires.

In the event that the current President becomes unwilling or unable to continue service as President, the Board shall appoint a new president to complete the term from the existing Board membership.

**Section 1-General Meetings**

<p><b><u>ARTICLE VI</u></b> <b><u>Meetings</u></b></p>	<p>There shall be a general membership meeting of the Organization no less than once per academic year.</p> <p><b><u>Section 2-Special Meetings</u></b> Special Meetings of the general membership of the Organization may be called by the President with a majority approval of the Board of Directors or approval by the Pastor.</p> <p><b><u>Section 3-Board of Directors Meetings</u></b> The Board of Directors of the Organization shall meet no fewer than four (4) times during the academic year at such a time and place as designated by the President, with at least 7-day notice.</p> <p><b><u>Section 4-Procedures</u></b> General meetings of the Organization and meetings of the Board of Directors shall be conducted according to standard meeting procedures (similar fashion to Robert Rules of Order Revised). All board members and members at large will be invited to all quarterly meetings. Voting board members are required to attend.</p>
<p><b><u>ARTICLE VII</u></b> <b><u>Committees/Duties of Committees and Non-Officer Board Members</u></b></p>	<p><b><u>Section 1-Special Operating Committees</u></b> The President, with the majority approval of the Board of Directors, may appoint such Special Operating Committees as are necessary on a year-to-year basis to assist the organization in meeting its stated purpose.</p> <p><b><u>Section 2-Committee Actions</u></b> All committees shall make recommendations to the Board of Directors before any final actions are taken and voted upon.</p>
<p><b><u>ARTICLE VIII</u></b> <b><u>Nominations &amp; Elections</u></b></p>	<p><b><u>Section 1-Approval</u></b> All candidates must be approved by the Pastor and the Principal.</p> <p><b><u>Section 2-Announcement</u></b> The Officers and incoming members of the Board of Directors shall be announced via electronic newsletter and/or the School web page.</p>
<p><b><u>ARTICLE IX</u></b> <b><u>Amendments to the By-Laws</u></b></p>	<p>It shall be the responsibility of the Organization Vice President and Secretary to update and revise the Organization by-laws annually. The Vice President shall conduct the review of the by-laws in conjunction with the Organization President and School Principal. Upon completion of this annual review, the revised by-laws shall be ratified by the Board of Directors at its final meeting of the academic year.</p> <p>In the case of amendments becoming necessary during the course of an academic year, a two-thirds vote of those members present and voting at any Board of Directors' meeting shall be required for the adoption of any amendment to these by-laws. Amendments to the by-laws shall be submitted to the Board of Directors via electronic mail prior to voting.</p>