

Sacred Heart Elementary School

Home/School Association

Amended as of January 2006

CONSTITUTION

- Article 1. The name of the organization shall be called the Sacred Heart Elementary Home/School Association.
- We are a community of concerned parents, guardians and educators who strive to support traditional values and attitudes through Catholic school education.
- We, as parents, are willing to dedicate our time and services to support the faculty and administrators of Sacred Heart Elementary School by working together to build a strong Christian community.
- As the Sacred Heart Home/School Association, our mission is to support the school and its efforts to create an environment that will secure for all children the opportunity to reach their highest potential spiritually, intellectually, physically and socially by:
- A. Promoting a sense of community among parents, faculty, staff and the children.
 - B. Bringing into closer relationship the home, school and the community, and fostering improved understanding of the mutual educational responsibilities of students, parents, faculty and staff.
 - C. Encouraging involvement of parents and teachers in the overall spiritual, intellectual, physical and social development of students through volunteer efforts.
 - D. Supporting the school by fundraising efforts and anticipating future financial needs.
- Article 2. The Officers of the Association shall be President, Vice President, Secretary and Treasurer. These Officers together with the Principal shall comprise the Executive Board. The chairpersons of the standing committees together with the faculty representative shall comprise the Coordinating Body of the Association. The Coordinating Body shall collaborate with the Executive Board in support of the school's mission. The Association shall be comprised of the Executive Board, Coordinating Body, committee members and general membership. The Principal shall exercise general supervision over the affairs of the Association.
- Article 3. The Officers shall be elected at the last meeting in May, serve a term of one year, and shall continue in office until their successors are elected. Should a vacancy occur in any office, the Executive Board shall appoint a replacement for the remainder of the term. The President's tenure of office shall be limited to two consecutive years.

- Article 4. At the first general meeting of the year, the Executive Board shall appoint a Nominating Committee of five individuals, consisting of the Principal, a faculty representative and three members from the general membership. The duties of said committee shall be to observe and recommend candidates for Officers and committee chairpersons for the next school year and prepare a ballot of one name for each office. Additional nominations for Officers may be made from the floor during the May election meeting. The chairperson of the Nominating Committee shall present the slate of Officers to the general membership. Voting shall be by voice vote of members attending the May election meeting.
- Article 5. Alteration and amendment to the Constitution and/or bylaws must be submitted in writing to the Executive Board by January 31. Alteration and amendment of the Constitution and the bylaws shall be made at the May election meeting upon a two-thirds vote of those present at the meeting, notice having been given at the meeting two months previously.

BYLAWS

- Article 1. The President shall preside at all meetings of the Association, and in the absence of the President, or upon the President's resignation; the President's duties shall be performed by the Vice President. In the absence of the President or Vice President, the Secretary, Treasurer, or any member of the Coordinating Body shall call the meeting to order and preside.
- Article 2. The Vice President shall assist the President in carrying out of the President's official duties. In addition, the Vice President shall confirm a chairperson for each of the standing committees based upon the recommendation of the Nominating Committee in conjunction with the Executive Board.
- Article 3. The Secretary shall keep all records of the Association. The Secretary shall take the minutes of the Executive Board meetings and meetings of the membership. The Secretary shall send out an agenda and minutes prior to Association Meetings, notify the membership of the Association one week in advance of any general or special meetings and shall provide each new member with a copy of the Constitution and Bylaws. The Secretary shall perform other such duties as the President or the Executive Board shall designate.
- Article 4. The Treasurer shall receive and preserve the funds of the Association and shall have charge of the financial assessments. The Treasurer shall keep full, accurate accounts of all receipts and expenditures and present a report at each meeting.
- The Treasurer shall disburse the funds only upon authorization by the Executive Board. The Treasurer or Principal shall have signature authority on all checks. The outgoing Treasurer shall continue to maintain the books during the quarter between the end of the school year and the beginning of the next year. The Treasurer shall present the recapitulation of the previous school year at the first meeting of the new school year and turn over the books to the new Treasurer at that time. The Treasurer shall submit a copy of the monthly financial report to the President before each Executive Board Meeting.

- Article 5. Dates and times of general meetings of the Association shall be determined in the spring. The Executive Board along with the Coordinating Body generally meets once per month during the school year. These meetings may be open to Association members at the discretion of the Executive Board. A meeting of the open membership shall be called at least once per year. Meetings of the Executive Board shall be held as necessary.
- Article 6. Parents and/or guardians of a student of Sacred Heart Elementary School are eligible for Association membership upon payment of dues.
- Article 7. The annual dues shall be \$15.00 per child. Dues generally fund enrichment activities and programs for students.
- Article 8. The Principal of Sacred Heart Elementary School shall have final approval over all activities.
- Article 9. The immediate past President may be called upon to advise the current Executive Board and be asked to attend certain meetings.
- Article 10. Upon dissolution of the Association, all assets are to be distributed to Sacred Heart Elementary School.
- Article 11. The parliamentary authority of the Association shall be Robert's Rules of Order - Revised.
- Article 12. Standing Committees:
- A. School Programs Committee. This committee shall be responsible for proposing and presenting educational programs and events of interest for the children and their parents.
 - B. Family Programs Committee. This committee shall be responsible for proposing and presenting programs of a social nature for the benefit of the families of the school's children.
 - C. Communications Committee. This committee shall oversee communications between members of the Association and between the Association and the school community. The committee shall include individuals or subcommittees responsible for production of the Association's newsletter and for disseminating publicity on behalf of the Association.
 - D. Resource Committee. This committee shall respond to the needs of the school for volunteers by recruiting and administering volunteers requested by the school on an as-needed basis.
 - E. Fundraising Committee. This committee shall be responsible for establishing fundraising programs. This committee shall be formed at the discretion of the Executive Board.
 - F. The Political Action Committee. This committee shall inform parents about the federal, state and local legislation involving political issues that affect Catholic education, as well as the lives of Catholic students and parents. This committee shall also coordinate the Association's response to requests from the National Organization for Catholic School Parents for advocacy regarding federal, state or local legislation.