



ST. ANTHONY OF PADUA
CATHOLIC SCHOOL
ALL ARE WELCOME

Home and School Association Constitution and Bylaws

Updated: September 7, 2022

St. Anthony of Padua Home and School Association Constitution and Bylaws

Article I - Name

The name of this organization shall be the St. Anthony of Padua Home and School Association. This association shall be referred to as "Home and School".

Article II - Objectives

The purpose of Home and School is to provide assistance for special projects, educational media, activities and events, and raise funds that will:

- a. Support the awareness of and appreciation for Catholic education in the home and school.
- b. Serve as an auxiliary to the school administration in obtaining and providing funds and support deemed necessary for the growth, education, and development of our children.
- c. Create opportunities for social interaction among students, parents, teachers, and administration.
- d. Work to cooperate with the school and bring a closer working relationship between home and school.

Article III - Membership

Parents, guardians, faculty, administration, and persons responsible for students attending St. Anthony of Padua School are considered a member of the association.

Honorary membership shall be extended to members of the administration and the pastor(s) of St. Anthony of Padua Catholic Community.

Article IV - Governance

Section 1. Officers

The officers of the association shall consist of the President, Vice President, Secretary and Treasurer.

Section 2. Executive Board

The Executive Board shall consist of the officers and the school principal. The duties shall include coordinating standing committees, activities, communication and coordination of Home and School activities.

The Executive Board shall develop an annual budget draft to present at the April meeting. Final budget approval will take place at the May meeting.

Section 3. Selection of Officers

The Vice President shall be selected annually for a term of one year, then may succeed to the office of President for a term of one year. The Secretary and Treasurer shall be selected to serve a term up to two years. Officer nominations for openings will occur at the April meeting. New officers shall be named to move up at the May meeting. A year of service is measured from May to May.

Section 4. Term of Office

No officer shall be eligible for selection to the same office for more than two consecutive terms and no officer shall be eligible for more than one office at a time.

- a. Vacancy - Vacancies that occur in office shall be filled by selection at an Executive Committee meeting.
- b. Dismissal - An officer or committee chairperson may be dismissed from his or her position by an Executive Committee consensus or by the Pastor or Principal if a member is not upholding the duties and responsibilities as a board member.
- c. Eligibility - Any member belonging to Home and School is eligible to become an officer.
- d. Attendance - Attendance at meetings is important and every effort to attend should be made.

Article V - Meetings

Section 1. General Meetings

There shall be a minimum of six general meetings during each school year with additional meetings scheduled as needed. All general meetings are open to all members. In the event of a date change of any general meeting or scheduling of any special meeting shall be preceded by timely notification of at least one week prior to the scheduled meeting. The last meeting of the school year shall be the annual meeting held in May.

Section 2. Executive Board Meetings

There shall be a minimum of two Executive Board meetings during each school year. All board meetings are closed in the interest of time and efficiency. Exceptions may be granted by the board to invited guests representing official board business.

Section 3. Quorum

The presence of two-thirds of the officers and any members present shall constitute a quorum for the transaction of business at a general meeting, assuming that the items to be voted on have been published and distributed to the members at large three to five business days before the meeting. Meeting minutes shall be reviewed and approved by the officers and a majority of the Home and School members at the next scheduled meeting and published on the website after approval. The presence of all the officers shall constitute a quorum at an Executive Board meeting and is required for a vote to occur.

Article VI - Bylaws

Section 1. Annual Bylaw Review

The Executive Board shall conduct an annual review of the Home and School Bylaws. Any suggested changes must be presented to the principal for approval and then presented at a general meeting for member approval.

Section 2. Amendments

The bylaws may be amended at an Executive Board meeting. Any proposed revision shall be presented two weeks prior to the meeting date.

Article VII - Dues

There are no annual dues for membership of the Home and School.

Article VIII - Duties of Officers

Home and School serves as a valuable resource for the St. Anthony of Padua School administration, faculty, and staff, as well as the general membership, and provides an important bridge between home and school. It is the Home and School Executive Board's role to provide structure and support to the organization and its committees. The board functions as a team where all members work together to carry out this important role.

Section 1. Officer Responsibilities

President

The President presides over general and board meetings, coordinates work of all Home and School members to ensure duties are being carried out and serves as liaison between Home and School and the school administration staff. Duties of the President include, but are not limited to:

- Member of the Executive Board and ex-officio member of all other committees
- Selection and notification of volunteer committee chairpersons
- Submit general meeting agenda to school office five to seven days before each meeting for publication on the Home and School webpage
- Coordinate upcoming fundraising events
- Represent Home and School at one of the annual events (i.e., Fun Run, Back to School Night, Wildcat Walk, Daddy Daughter Dance)
- Collect year end summaries from committee chairpersons and prepare an annual report for distribution at the May meeting
- Secure rosebush for each family with last St. Anthony student at the end of the year
- Approve all expenditures
- Declare results of all votes
- Recruit Home and School committee members

Vice President

The Vice President assists the President and may perform the additional duties if the President is absent or unable to serve. The Vice President oversees committees and acts as a liaison between committee chairpeople and the Executive Board. Duties of the Vice President include, but are not limited to:

- Member of the Executive Board
- Chairperson for the Room Parent committee
- Maintain a calendar of fundraising events
- Organize or delegate volunteer sign-up distribution, collection, and summary list
- Assist with coordinating the publicity of events with the school office and school families
- Represent Home and School at one of the annual events (i.e., Fun Run, Back to School Night, Wildcat Walk, Daddy Daughter Dance)
- Update records electronically and archive by May meeting
- Recruit Home and School committee members

Secretary

The Secretary maintains documentation of meeting minutes and other communications. Duties of the Secretary include, but are not limited to:

- Member of the Executive Board
- Prepare agendas for general meetings
- Record and distribute minutes of executive board meetings and general meetings
- Maintain a complete file of all approved minutes, agendas, and materials distributed at any meeting
- Manage communications and marketing for school newsletter, email broadcasts, website, social media, and bulletin boards
- Distribute minutes of prior meetings to Executive Board five to seven days before each meeting
- Represent Home and School at one of the annual events (i.e., Fun Run, Back to School Night, Wildcat Walk, Daddy Daughter Dance)
- Recruit Home and School committee members

Treasurer

The Treasurer throughout the year keeps an accurate record of all receipts and expenditures in consultation with the parish office business manager submitting a current report each month. All payments and transfers of money will be handled by the parish office business manager, in accordance with Diocese guidelines. The Treasurer helps develop the budget, tracks income and spending, makes financial reports. Duties of the Treasurer include, but are not limited to:

- Member of the Executive Board
- Coordinate all matters relating to the deposit and disbursement of funds and the reconcile accounts monthly with the parish business office
- Send financial report to Executive Board five to seven days prior to each meeting

- Furnish an annual financial report at the May meeting and share with school families
- Submit a list of room parent names to parish office for expense distribution
- Work with Executive Board to establish an annual budget draft
- Responsible for oversight of the annual budget
- Furnish an annual report at the May meeting
- Represent Home and School at one of the annual events (i.e., Fun Run, Back to School Night, Wildcat Walk, Daddy Daughter Dance)
- Recruit Home and School committee members

Section 2: Absence

In case of absence, officers shall present their report to the presiding officer prior to the meeting.

Amended and Approved September 7, 2022