

**St. Alphonsus  
Home and School Association  
Bylaws**

(revised September 06)

***Article I. Name***

The name of this organization shall be St. Alphonsus Home and School Association. The goal of the St. Alphonsus Home and School Association shall be the advancement of Catholic education and the welfare of all school children of this parish.

***Article II Objective***

- Section 1 Provide parents, guardians and teachers with a means of sharing experiences for the benefit of the child, the school and the home..
- Section 2 Organize school activities and volunteers in support of those activities.
- Section 3 Provide parent educational programs in their role as educators.
- Section 4 Provide resources to achieve specific needs of the school

***Article III Authority***

- Section 1 The pastor has the responsibility for the parish school and this Association shall function only with his consent.

***Article IV Membership***

- Section 1 The membership shall be open to faculty and parents of children currently enrolled in the school. Furthermore, General meetings shall be open to all parents of children in the school, faculty members and all parishioners.

***Article V Home and School Association Officers***

- Section 1 The Home and School Association officers shall consist of the pastor, school principal, one or two teacher liaisons, an Executive Board and eight At-Large Members.
- Section 2 All parents of children currently enrolled in the school are eligible to run for election as officers of the Home and School Association.
- Section 3 Officers are required to attend monthly meetings. Failure to attend at least six board meetings per school year may result in dismissal.

## Section 4

### Executive Board

A) The administrative body of the Home and School Board shall be known as the Executive Board. It shall consist of President, President-Elect, Secretary, Treasurer and Treasurer- Elect.

#### **1. President**

Preside at all meetings of the Association and of the Executive Board. He/She shall appoint special committees as needed and supervise all Chairpersons. He/She will be the liaison with the school principal. He/She shall countersign any checks over \$1,000. President and President-Elect will be the liaisons between the Home and School Association and any fundraising activities. This term will be for one year, after which he/she takes on the title of Past-President.

#### **2. President-Elect**

Perform the duties of the President in his/her absence, and assume the duties of the President if position becomes vacant. Assist the President in all duties and responsibilities. Upon completion of this one-year term, this officer will assume the President position.

#### **3. Secretary**

Record and distribute minutes of monthly meetings in a timely fashion. Update Home and School page of the parish website. Secretary shall provide content for any Home and School information that needs to be disseminated through the Family Envelope and parish bulletin. This is a two-year term.

#### **4. Treasurer**

Prepare and submit monthly financial reports of all Home and School bank accounts. Pay bills approved by the officers and/or established in the annual budget commitment. Prepare preliminary budget with the principal and President. Upon approval, submit written report to the Parish Finance Committee. Treasurer shall also serve in the position of treasurer for any fundraising activities. This is a two-year term.

#### **5. Treasurer-Elect**

Perform the duties of the Treasurer in his/her absence Assist the Treasurer in all duties and responsibilities. Upon completion of this one-year term, this officer will assume the Treasurer position. Election for this position will be every other year.

B) Meetings of the Executive Board shall be at the call of the President, three Executive members, principal or pastor.

C) The Executive Board shall have the right to fill vacancies, subject to subsequent approval of the other officers.

D) The Executive Board shall have the right to add or delete committees and shall have the power to appoint chairpersons of said committees.

## Section 5

### At-Large Members

A) These officers of the Home and School Association will serve two-year terms. They shall be responsible for chairing annual committees as outlined below. These responsibilities will be decided at the last meeting of the preceding school year. In addition to chairing various committees, At-Large members assist with various functions that arise throughout their term.

#### **1. Community Affairs Chairperson**

Responsible for keeping school community informed about relevant local, state and national issues. Assist Program Chairperson with suggestions regarding community speakers of interest to parents and school community. Coordinate Mentoring Program, which matches a new school family with a more “seasoned” family.

#### **2. Past-President**

Support President in a consultative fashion, providing information for continuation of programs. This is a one-year term.

#### **3. Program Chairperson**

Prepare four or more assemblies for the school year in conjunction with principal and faculty and provide an opportunity for feedback by all who attend; present this information to the Board. Prepare General Home and School Meeting dates, topics and speakers for approval, consistent with organizational goals. Delegate hospitality needs for each meeting.

#### **4. Publicity Chairperson**

Promote information about St. Alphonsus within the Parish and community. Work in conjunction with any school-related club or organization; responsible for news media publicity for Home and School Association and all school events (including photographers, submitting press releases and obtaining photographs for display.)

#### **5. Social Activity Chairpersons (2)**

Coordinate social activities that bring parents, children and families together. Work in conjunction with Volunteer Chairperson to secure needed volunteers to achieve objectives.

#### **6. Ways and Means Chairperson**

Identify and oversee fundraising activities needed to finance the Home and School Association’s annual budget.

#### **7. Volunteer Chairperson**

Work with school administration to define volunteer needs. Identify volunteers for needed positions. Work in conjunction with Social Activity Chairpersons to help secure volunteers for activities throughout the school year.

***Article VI Elections***

- Section 1 President shall appoint a Nominating Committee in March of each year whose job it will be to publicize available officer positions for the Home and School Association, provide a ballot for voting and to tally election results.
- Section 2 Voting shall take place in May of each year.
- Section 3 At-Large Members and Secretary shall serve a term of two years. President-Elect, President and Past-President positions are each a one-year term but must be filled in succession by the same officer, for continuity. Treasurer-Elect is a one-year position, with the same officer following as Treasurer for the next two years.
- Section 4 No officer of the Home and School Association shall serve more than five consecutive years.
- Section 5 All parents and guardians of students at St. Alphonsus are considered members of the Home and School Association and as such, are invited to run for positions as officers of the Home and School Association.

***Article VII General Membership Meetings***

- Section 1 General Home and School Meetings shall normally be held three to four times throughout the school year at such times as the Executive Board and principal shall decide.

***Article VIII Amendments***

- Section 1 Amendments to these bylaws shall be proposed at one membership meeting and voted on at the next. A two-thirds vote of the membership attending is necessary to amend.

***Article IX Standing Rules***

- Section 1 The Association reserves the right to adopt permanent standing rules on matters of Association policy and operation, subject to change by a two-thirds vote of the members in attendance without previous notice. The current standing rules are as follows:
  - A) Copies of the Association Budget shall be given to the Pastor, Principal and the membership annually.
  - B) Current copies of the Home and School Bylaws, as well as the most recent minutes, shall be posted on the school website.

**APPROVED BY:** \_\_\_\_\_

**(Pastor)**

**DATE:** \_\_\_\_\_