

# **St. Casimir's Catholic School Home & School Association**

## **Constitution and By-Laws**

**September 14, 2010**

### **Constitution**

#### **Article I**

##### **Name**

The name of this Association shall be the Home and School Association of St. Casimir's Catholic School of Wells, Minnesota.

#### **Article II**

##### **Purposes**

General Objective:

To coordinate the spiritual and educational forces of the Home and School in a program of Catholic training for our young people.

Specific Objectives:

1. To foster Catholic ideas of living
2. To offer, through well-planned programs, educational information of particular interest to parents.
3. To instill in the hearts of parents, love and support of Catholic educational endeavors, especially through the school.
4. To develop in all people of the community a greater appreciation of Catholic education.
5. To develop a sense of intelligent responsibility in regard to Catholic education.

#### **Article III**

##### **Membership**

Any parent whose child attends St. Casimir's School is eligible to be a member of the Home and School Association. In addition, any person interested in the development of youth in St. Casimir's School is eligible for membership.

#### **Article IV**

##### **Council and Officers**

1. The Home and School Council shall consist of a minimum of four members and a maximum of five. Membership on the Council will alternate by electing at least two members each year to a two (2) year term. Elections shall be held in the spring, unless otherwise directed by the Council and approved by the principal. New Council members will be elected by a majority of the Association members in attendance. Voting shall be done by written ballot or other means as determined by the Council. Introduction of new Council members will be done at the September meeting or at the discretion of the Council.
2. Members may serve a maximum of two terms. If a Council member is unable to complete their term, the Council may appoint a replacement until the next election. This person will fill out the term of the person they replaced and may be eligible for election until they have completed two terms.
3. The principal of St. Casimir's School along with the priest of St. Casimir's Parish, shall be ex-officio members of the Council.

4. The Council will choose its officers. The officers shall consist of; President, Vice-President, Secretary and Treasurer.
5. All matters of importance and all recommendations of the Association should be discussed with the principal & priest before final approval.

## Article V

### Duties of the Officers of the Association

1. The President shall preside at all meetings of the Association, call special meetings when necessary, and perform such duties as necessary for effective administration.
2. The Vice-President shall perform all duties of the President during that officer's absence or when requested to do so by the President.
3. The Secretary shall keep the minutes of all meetings of the Association and discharge such duties as the President shall designate. The Secretary shall also inform the parishes, by means of the weekly bulletin, of upcoming events of community interest. The Secretary shall work with the Principal to have the minutes of the meetings, newsletters and any other communications posted on the school website.
4. The Treasurer shall receive all monies of the Association and disburse the same in accordance with the authorization of the group. The Treasurer shall also keep an accurate account of the checking, savings and committed funds accounts. The Treasurer shall also keep an accurate account of receipts and disbursements and give a financial report at all meetings.
5. Any member of Council shall be empowered to call regular meetings of the Council to plan the agenda, and to execute business matters at hand. The Council shall have such power as conferred by the By Laws. A quorum of the Council shall be a majority of the members of that Council. They are authorized to spend up to \$100 on their own motion.
6. The Parish Priest and Principal, shall be responsible for the Spiritual welfare of the Association.

## By Laws

### Article I

#### Fiscal Year

The fiscal year shall begin on September 1<sup>st</sup>.

### Article II

#### Committees

Standing Committees are the following: Hospitality, Annual Library Benefit, Home & School Breakfast and Celebrate with the Saints. Such special committees as may be found necessary in the proper development of the Association may be appointed by the President.

Committee Duties are as follows:

Hospitality: Show hospitality to all teachers, at parent - teacher conferences, and other events as designated by the Council or Principal.

Home & School Breakfast: Plan an annual Home & School Breakfast held during Catholic Schools Week.

Annual Library Benefit: Coordinate the annual event to acquire funds for the replacement of library materials.

Celebrate with the Saints: A group of committees involved in the annual fundraiser that coordinates and plans the necessary activities for this event.

### Article III

#### Meetings and Communication

The Home and School Association shall meet three times a year. The meetings are to be held on the 4<sup>th</sup> Tuesday of September, November, and April. The Council, along with the Principal, can determine whether to have fewer meetings, or additional meetings, as needed. The Council may use the Home and School newsletter as a form of communication to the members. The Council may also submit information to the principal to be posted on the school website as a source of communication to the members of the Association. All meetings shall open and close with a prayer and must have minutes taken. Council meetings shall be called by any Council member.

#### Order of Business

1. Call meeting to order and opening prayer
2. Reading of minutes of previous meeting
3. Treasurer's report
4. Teacher Reports
5. Committee reports
6. Unfinished business
7. New Business
8. Announcements
10. Adjourn and closing prayer

## Article IV

### Nominations and Elections

1. Nominations for open positions on the Council shall be taken from members of the Association prior to the April meeting. Nominations can also be made at the April meeting. Self-nominations are allowed.
2. Council members shall be elected by a majority of the Association members in attendance. Voting shall be done by written ballot or other means as determined by the Council.

## Article V

### Quorum

A quorum of an Association meeting shall consist of one-fourth of the membership.

## Article VI

### Amendments

Amendments to the Constitution or By Laws shall be read at one business meeting and voted on. The Council may also choose to send the Amendments and proposed changes by written form to the membership. A majority vote of members present at the meeting is necessary to change the By Laws, but a two-thirds vote of members at the meeting is required to change the Constitution.

This Constitution and By Laws were adopted by this organization on the \_\_\_\_\_ and supercede any and all previous Constitutions, By Laws and any amendments thereto.

Signed:

Priest: \_\_\_\_\_ Father Mark McNea

Principal: \_\_\_\_\_ Joanne Tibodeau

Council Members:

Member 1: \_\_\_\_\_

Member 2: \_\_\_\_\_

Member 3: \_\_\_\_\_

Member 4: \_\_\_\_\_