

CONSTITUTION AND BYLAWS
OF THE
HOME AND SCHOOL ASSOCIATION
OF
ANGELO CATHOLIC SCHOOL

PREAMBLE

Angelo Catholic School is a result of a common effort by the Holy Angels Parish and the Cathedral of the Sacred Heart Parish in cooperation with St. Mary, St. Joseph, and St. Margaret Parishes, in a bond of Christian unity to provide the alternative to a public school in the city of San Angelo.

The purpose for which Angelo Catholic School exists is to help each student develop his God-given talents and to take his place in society as a Christian citizen whose life is governed by Christian principles. Christian education has as its aim to strive for total development of the human being in all his dignity, so that he can live the fullest life possible in accordance with his nature. Each student is encouraged by all members of the teaching to achieve self-realization by cultivating an inquiring mind, proper sense of values, a love of truth and beauty, and profound respect for the human person. The school endeavors to develop in each student logical reasoning, critical thinking, and the ability of accurate and concise self-expression so that he may be prepared to comprehend ideas and communicate effectively.

The preparation of the child for life is the first care of parents, who by nature, hold the primary right to educate. The Church, too, holds preeminent rights in this regard. Therefore, parents, Church, and school unite their efforts to achieve the high purpose of Christian education.

In living this philosophy of education, it is our intention that Angelo Catholic School will be truly Christian and Catholic, “animated by the gospel spirit of freedom and charity ... open to the condition of the contemporary ... to prepare students for services in the spread of the Kingdom of God, so that ... they become a savings leaven in the human community.” (Documents of Vatican II)

Reviewed and Revised:
October 15, 2007

ARTICLE I

NAME

The name of this society shall be the The Home and School Association of Angelo Catholic School.

ARTICLE II

OBJECT

The object of the Association is to support the school and bring the school and parents together, in a common effort, through volunteerism and fundraising. "All activities and operations of the Home and School Association/Parent Teacher Organization are subject to approval by the local school board." (School Policy 1210)

ARTICLE III

CLASSES OF MEMBERSHIP

Section 1. Active: Active members shall be individual parents or guardians of students, the school faculty, and the priests of sponsor parishes. Full participation shall be enjoyed by active members.

Section 2. Associate: Associate members shall be other adults concerned with Christ-centered education. Associate members shall enjoy the right to attend meeting and to speak, but may not make motions or vote.

ARTICLE IV

OFFICERS

Section 1. Officers: The officers of the Association shall be a President, Vice-President, Secretary, Treasurer, Room Parent Coordinator and Oktober Fiesta Chairperson. These officers shall perform the duties prescribed by the Bylaws and by parliamentary authority adopted by the Association. The Oktober Fiesta Chairperson will not have voting authority on the Executive Board.

Section 2. Eligibility: Only active members shall be eligible for office in this Association.

Section 3. Nomination: At the regular Executive Board meeting held in February, the President, with the advice and consent of the Executive Board, shall appoint a Nominating Committee of three (3) members. It shall be the duty of this committee to nominate candidates of each office to be voted on at the April Meeting.

The Nominating Committee, with the approval of the pastors, will verify the acceptance of the nomination by the individual nominated, announce the candidates at the March general meeting, and place the nomination on the ballot for election in April. At the April general meeting, the officers will be announced to the membership. The newly elected officers will assist with the May End of the Year celebration.

Section 4. Election: The officers shall be elected by secret ballot if there are two (2) or more nominations, or by acclamation if there is a single nomination for the office. The election shall be conducted by an Election Committee consisting of three (3) members appointed by the President.

Section 5. Term of Office: Officers will serve for one (1) year or until their successors are appointed. Their term of office shall begin at the annual meeting in May at which they are installed. No officer shall serve in the same office for more than two (2) consecutive terms. All vacancies of office will be filled by appointment of the President with the advice and consent of the Executive Board. In the event the office of President becomes vacant, the Vice-President assumes that office and appoints a new Vice-President with the advice and consent (majority vote) of the Executive Board.

Section 6. Duties: The officers shall perform the duties prescribed by the Bylaws of the Association and by the parliamentary authority adopted by the Association and according to the job descriptions on file with the Secretary. These job descriptions become an integral part of the Constitution and Bylaws.

President: The President will be the Presiding Officer of the Association and the Executive Board and will be a member “ex-officio” of all committees except the Nominating Committee. The President will, with the approval of the Executive Board, make all appointments not otherwise provided for. The President will also create and designate such special committees as may be deemed necessary. It shall be the duty of the President to arrange for all meetings of the Association and the Executive Board. Duties of this office are on file with the Secretary.

Vice-President: The Vice-President will assume the duties of the President in the event of the President’s absence, incapacity, or inability to serve. The Vice-President will oversee the fundraising committee and its chair. Duties of this office are on file with the Secretary.

Secretary: The Secretary records and maintains the minutes of the meetings of the Association and the Executive Board. The Secretary is responsible for all Association correspondence and is the custodian of all committee reports and other documents pertaining to the Association. The Secretary stores and maintains all documents and committee reports of prior years and is responsible for maintaining a current inventory of such material on school campus. Duties of this office are on file with the Secretary.

Treasurer: The Treasurer is custodian of the funds of the Association, receives all monies and makes all authorized expenditures. The Treasurer is Chair of the Finance

Committee. At the close of the fiscal year, the Treasurer will submit a financial report on all Association accounts to the Diocesan Finance Officer. Duties of this office are on file with the Secretary.

Room Parent Coordinator: The Room Parent Coordinator is chair of all room parents and directs, advises, and oversees the activities of all room parents. The Room Parent Coordinator cooperates with the faculty in planning and conducting activities to enrich the lives of the students.

Oktober Fiesta Chairperson: The Oktober Fiesta Chairperson oversees the event for the school. The Oktober Fiesta Chairperson must attend the Home and School Executive Board and Association meetings to report the status of funds, committees, and any other activities associated with the Oktober Fiesta. If the Home & School Executive Board determines a subsidiary account is necessary, a detailed report of all funds will be reported to the Board. The Oktober Fiesta Chairperson will not have voting authority on the Executive Board.

ARTICLE V

ASSOCIATION MEETINGS

Section 1. Regular: The regular meetings of the Association shall be held once each month from September through May inclusive unless otherwise ordered by the Association or by the Executive Board.

Section 2. Annual: The regular meeting in May shall be known as the annual meeting and shall be for the purpose of acting on unfinished business, receiving annual reports, installation of officers, and for any other business that may arise.

Section 3. Special: Special meetings may be called by the President or by the Executive Board or upon written request of ten (10) members of the Association. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three (3) days notice shall be given.

Section 4. Quorum: Twenty (20) active members of the Association shall constitute a quorum.

Section 5. Voting: A simple majority vote of the members present at a given meeting will be sufficient for the adoption of any motion that is in order, except as otherwise stipulated in these Bylaws.

Section 6. Dismissal: Any member of the elected Home and School Executive Board may be asked to resign if said member fails to attend Executive Board meetings and Home and School meetings or fails to fulfill job description requirements.

ARTICLE VI

THE EXECUTIVE BOARD

Section 1. Personnel: The officers of the Association and the Principal shall constitute the Executive Board. The host pastors shall be members “ex-officio” of the Executive Board and shall have veto power over any and all actions of the Association. (See School Policy 1210)

Section 2. Powers and Duties: The Executive Board shall have general supervision of the affairs of the Association between its business meetings, fix the hour and place of meetings, make recommendations to the Association, will be responsible for reviewing/revising the Constitution and bylaws annually, and shall perform such other duties as are specified in the Bylaws. The Board shall be subject to the orders of the Association, and none of its acts shall conflict with action taken by the Association. Only elected officers of the Association shall have the right to vote.

Section 3. Meetings: Unless otherwise ordered by the Board, regular meetings of the Executive Board shall be held at least one week prior to each regular meeting. Special meetings of the Board can be called by the President or upon written request of three (3) members of the Board.

Section 3a: The May meeting of the Executive Board shall be attended by the newly elected officers of the Association. The newly elected officers will not be eligible to vote at this meeting unless a vote is being taken on new business that will affect the Association or its Executive Board during the coming administration of the newly elected Board Members.

Section 3b: The September meeting of the Executive Board shall be attended by the immediate past officers as advisors to the newly elected Executive Board at this meeting. During the remainder of the year, the immediate past President, when called upon by the President of the Executive Board, shall be available to advise the Executive Board during any Executive Board meetings. This responsibility of the immediate past President shall not extend longer than the school year following his/her term of office. The immediate past Vice-President will assume this responsibility in the past President’s absence, incapacity or inability to perform this duty.

Section 4. Quorum: Four (4) members of the Executive Board shall constitute a quorum.

ARTICLE VII

COMMITTEES

Section 1. General: committee members shall be appointed by the President with the advice and consent of the Executive board promptly after the annual meeting.

Section 2. Financial Committee: The Financial Committee shall be composed of the Treasurer (Chair), Vice-President, and a minimum of two (2) other Association members. It shall be the duty of the committee to prepare a budget which will be submitted to the Association at the September meeting, after review by the pastors; to be responsible for ways and means of obtaining funds, and to provide a financial compilation of the Association at the regular meeting held in May. It is advisable that the Financial Committee meets a minimum of twice each semester and submits a report to the President.

Section 3. Other Committees: Such other committees, standing or special, shall be appointed by the President, as the Executive Board shall from time to time deem necessary to carry on the work of the Association.

ARTICLE VIII

FUNDS AND FINANCE

Section 1. Fiscal Year: The fiscal year of the Association shall be from 1 July through 30 June. All outstanding bills and receipts are to be submitted to the Treasurer within 10 working days after the last day of school. The outgoing board will present a suggested budget with rationale for allocations to the incoming Board by June 30.

Section 2. Financial Matters: The Financial Committee will prepare and present a budget to the membership for approval at the September meeting after review by the pastors.

1. Income: The Financial Committee will include in the budget all proposed fundraising projects for the fiscal year, including any supporting data as may be required. All monies earned and collected by the Association shall be used for the benefit of Angelo Catholic School.
2. Expenditures: The Financial Committee will include in the budget all proposed operating expenditures projected for the fiscal year, including any supporting data as may be required.
3. Adjustments to the Budgeted Income or Expenditures: Requested adjustments to the budgeted income or expenditures, either increases or decreases, shall be approved as follows: \$1.00 to \$500.00 must be approved by the Executive Board; \$501.00 and up must be approved by a majority vote of the members present and voting at any Association meeting.

Section 3. Balance of Funds: A minimum of \$500.00 to a maximum of \$1,800.00 may be retained in the Association Treasury at the close of each fiscal year, 30 June. The amount to be retained in the subsidiary account for Oktober Fiesta shall be a minimum of \$500.00 to a maximum of \$1,500.00 for projected expenditures for the following year's festival.

Section 4. Control of Disbursements: Checks issued on all monies by the Association require two (2) signatures: the Treasurer or President, and one other Executive Board

Member or one of the sponsoring parish pastors. Checks issued on all monies from the Oktober Fiesta Account require two (2) signatures: The Finance Officer for the Oktober Fiesta Committee and the Principal or one of the sponsoring parish pastors. Bank signature cards should be updated at the beginning of each fiscal year.

ARTICLE IX

PARLIAMENTARY AUTHORITY

The rules contained in “Robert’s Rules of Order Newly Revised” shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Association may adopt.

Section 1. Standing Rules:

- a. The Order of Business for the regular meetings shall be: Call to Order, Prayer, Reading and Approving of Minutes, Reports of Officers, Reports of Committees, Principal’s Report, Unfinished Business, New Business, Adjournment and Program.
- b. Current Bylaws are to be read at the first Executive Board meeting of the school year.
- c. The Bylaws will be reviewed annually and revised as reflected in Article VI, The Executive Board, Section 2.
- d. The revised Bylaws shall be presented to the Home and School Association at a monthly meeting to be determined by the Executive Board and be approved by a majority of the membership at the following meeting.

ARTICLE X

AMENDMENT OF BYLAWS

These Bylaws can be amended at any meeting of the Association by a two-thirds (2/3) vote of members present, provided that the amendment has been submitted in writing to the members two (2) weeks prior to the meeting.

Reviewed and Revised:

March 2006