

Bylaws of the St. Thomas More Home and School Association

Article I: Name

The name of this Association shall be the St. Thomas More Home and School Association.

Article II: Purpose

The objectives of the Association shall be:

- 1) To promote open communication among the parents, teachers and administration.
- 2) To provide parents and teachers with the information to aid in all aspects of education, growth and development.
- 3) To promote good will and cooperation between and among parents, faculty, administration, School Board and the parish of St. Thomas More.
- 4) To direct and coordinate parental support through volunteer activities, social functions, and fundraisers. To encourage and motivate participation from all members of the Association.
- 5) To encourage advocacy by parents regarding national, state and local legislation that affects Catholic schools.

Article III: Policies

- 1) The Association shall be non-commercial, non-sectarian and non-partisan. No commercial enterprise and no candidate shall be endorsed by it. Neither the name of the Association nor the names of its officers in their official capacities shall be used in any connection with a commercial concern or with any patrician interests or for any other purpose than the regular work of the Association.
- 2) The Association shall not seek to direct the administrative activities of the School or to control its policies.
- 3) The Association may cooperate with other organizations and agencies active in child welfare of education.

Article IV: Membership and Dues

- 1) Membership shall consist of the parents and guardians of the students of St. Thomas More School and the faculty of the School.
- 2) The need for membership fees shall be determined and assessed by the Executive Committee of the Association on an annual basis prior to the next school year. All such fees shall be collected in September of that calendar year.
- 3) The Association may set aside a portion of the annual dues paid by the members for remittance to the National Organization for Catholic School Parents.

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Article V: Officers and their Election

- 1) The officers of the Association shall consist of: President, Vice President, Secretary, Treasurer, and Faculty Representative.
- 2) Officers shall be elected yearly at the May meeting by voice vote unless there is more than one candidate for any office whereupon the election shall be by secret written ballot. The term of the Vice President, Secretary, and Faculty Representative shall begin at the June meeting and end at the following May meeting. The term of the President and Treasurer shall begin August 1st and end July 31st of the following year after the journal entries for the fiscal year end close have been completed.
- 3) Nominations for officers shall be made by a nomination committee of at least three member of the Association appointed at the March Executive Committee meeting. The President shall not serve on the Nominating Committee. The Nominating Committee shall report to the Executive Committee the names of all candidates for each office to be filled. The Executive Committee will bring a slate to the entire Association for general election. Additional nominations may be made from the floor at the general Association meeting.
- 4) Officers shall serve a term of one year and shall remain in office until their successors are elected. A maximum of two years shall be served in one position. In no event shall one individual serve in more than one position as chair or co-chair on the Executive Committee or standing committee concurrently.
- 5) A vacancy in any office shall be filled by a vote of the Executive Committee with the approval of the Association at the next regular meeting.

Article VI: Duties of the Officers

- 1) The President shall preside at all meetings of the Association and of the Executive Committee; shall be an ex-officio member of all Association committees, except the Nominating Committee; shall be a member of the St. Thomas More School Board; and shall perform all other duties usually pertaining to the office.
- 2) The Vice President shall be the President-elect, shall act as aide to the President and shall perform all the duties of the President in the absences of that officer, shall oversee all committees to ensure that they meet their goals and report their results and recommendation to the Association; and shall perform additional duties designated by the President.
- 3) The Secretary shall keep a correct record of all the meetings of the Association and of the Executive Committee; shall prepare rosters and reports and conduct any correspondent as directed by the Executive Committee or President; shall have custody of all books and records pertaining to the Association, except those of the Treasurer; shall notify the Executive Committee members three days prior to Executive Committee meetings; shall publicize Association meetings and functions in the School newsletter; shall be responsible for recording and correcting as amended the Bylaws of the Association; and shall perform additional duties designated by the President.
- 4) The Treasurer shall review the monthly statements prepared by the Parish Bookkeeper; shall be responsible for the implementation of the annual budget process; shall present a written statement of accounts at meetings and make a full report in writing at the end of the school year in conjunction with the School Board report; shall be appointed to all fund raising committees as an ex-officio member to

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coordinate and help prepare the fund raising report; shall develop and maintain a system whereby each committee submits a complete and acute financial record; and shall perform additional duties designated by the President.

- 5) The Faculty Representative shall serve as liaison between the faculty and the Association and shall report Association business at faculty meetings.

Article VII: The Executive Committee

- 1) The Executive Committee shall consist of the officers of the Association, the chairpersons of standing committees and any ex-officio members. Non voting, ex-officio members shall include but not be limited to the Principal of St. Thomas More School and Pastor of St. Thomas More Parish. The members of the Executive Committee shall serve until their successors are elected or appointed.
- 2) The duties of the Executive Committee shall be to transact necessary business in the intervals between Association meetings or such other business as may be referred to it by the Association; to approve the plans of the standing committees; to present a report at the regular meetings of the Association in interim business transacted; and to approve disbursement of Association funds.
- 3) Regular meetings of the Executive Committee shall be scheduled a minimum of six times a year and shall be held immediately prior to the regular Association meetings during the school year. Special meeting of the Executive Committee may be called by the Association President or Principal of the School. A quorum shall consist of a majority of voting members. Each officer and committee is entitled to one vote.

Article VIII: Standing Committees

- 1) The Executive Committee, upon recommendation of the President, shall designate standing committees and special committees as may be required to promote the objectives and interests of the Association.
- 2) Each standing committee shall have a chairperson and vice chairperson recommended by the nominating committee and presented to the Association membership for approval as indicated in Article V, paragraph 3). In no event shall any individual serve as chair or co-chair of more than one committee concurrently.
- 3) Each chairperson shall serve for a maximum of two years after which the vice chairperson or newly elected shall succeed to the position of chairperson, upon approval of the Executive Committee and Association membership. A two year limit may be waived in the event the position cannot be filled by special vote at the May meeting after all attempts to fill a position have been made.
- 4) A vacancy in the position of chairperson shall be filled by a vote of the Executive Committee with the approval of the Association at the next regular meeting.

Article IX: Funds

- 1) All funds raised by the Association are the property of the Association and become part of the Association's general fund. Any disbursement of Association funds must be approved by the Executive Committee and the Principal of the School. A quorum shall consist of the majority of the voting members. Each officer and committee is entitled to one vote. Disbursement of funds and voting should occur during the school year when members are available to vote. No transactions shall be voted on June – July – August.

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- 2) Funds shall be designated to enhance school life for as many students/teachers as possible.
- 3) Priority shall be to allocate start-up funds for established committees and include a reserve account.

Article X: Association Meetings

- 1) HSA Meetings are held monthly and are open to all Parents and Faculty of St. Thomas More School. The yearly meeting schedule is posted on the Home and School Association website (www.stmhsa.org). To be included on the agenda for a Home and School Association meeting, please contact the president at least one week prior to the meeting.
- 2) The President of the Home and School Association will address the Parents of the School in the Fall at Back to School Night. The President shall also prepare an HSA President's Report in the 3rd quarter of the year based on data from the 1st two quarters of the year, which outlines the funding sources and operational expenses of the HSA as well as events and goals achieved and/or proposed. This report shall be disseminated to parents via the email system as well as being posted on the HSA website for reference.
- 3) In the event that the President decides it to be necessary to take a general membership vote during a given school year, these meetings will allow for the opportunity for a vote to be taken from the general parent HSA membership. Each individual parent, guardian or faculty member shall be considered a voting member and shall be allowed one vote.

Article XI: Amendments

- 1) These Bylaws may be amended at any regular or called meeting of the Association by a two-thirds vote of the members present and voting. Notice of the proposed changes must have been given at the preceding regular meeting.

Article XII: Parliamentary Procedure – Rules of Order

- 1) The rules contained in "Robert's Rules of Order Revised" shall govern this Association in all cases in which they are applicable and in which they are not inconsistent with the Association's bylaws.