

**BYLAWS OF
ST JOSEPH EDUCATION SYSTEM
HOME AND SCHOOL ASSOCIATION**

ARTICLE I – *Name*

The name of the organization shall be the St Joseph Education System Home and School Association (hereafter called “the Association”).

ARTICLE II – *Organizational Authority*

- A. This Association is an independent association, but accepts the leadership role of the National Organization for Catholic School Parents with operates in conjunction with the National Catholic Educational Association of the United States Catholic Conference.
- B. This Association is organized exclusively for charitable, literacy, or educational purposes within the meaning of Section 501(c)(3) of the Federal Internal Revenue Code or corresponding section of any future Federal Internal Revenue Code.

ARTICLE III – *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 Joseph Education System.
- 4. To direct and coordinate parental support to St Joseph Education System through assistance activities, social functions and fundraisers.

ARTICLE IV – *Membership and Fees*

- A. Membership shall consist of the parents and guardians of the students of St Joseph Education System and the faculty of the school.
- B. The membership fees shall be determined by the executive committee of the Association annually prior to registration for the following school year or as needed. The membership fee schedule shall comply with the suggestions of the National Organization for Catholic School Parents.
- C. Payment of dues that should make one a voting member of the organization and allow participation on committees and governance structure.

ARTICLE V – *Executive Committee*

The executive committee shall consist of the **eleven** voting officers of the Association and any ex-officio and ad hoc officers. The Executive Committee shall conduct the Association’s business affairs; provide general meeting programs of interest; form committees as deemed necessary and appropriate; review all committee recommendations and report on their final disposition; review and recommend disbursements of money collected from dues, fund

raising events and contributions after notification of and discussion with the Association members.

ARTICLE VI– Officers and Duties

A. The officers of the Association shall consist of:

- 1) A President
- 2) A Vice President representing each campus (4)
- 3) A Secretary
- 4) Treasurer
- 5) A Faculty Representative for each campus (4)

Non-voting, ex-officio members shall include, but not be limited to the principal of each campus and the pastor of St. Joseph Catholic Church. Additional ex-officio members may be appointed by the president of the Association.

B. The duties of the officers shall be defined as follows:

The President shall:

- 1) Preside at and administer all regular, special and executive committee meetings.
- 2) Call special meetings of the Association's Executive Committee.
- 3) **Serve as a member of the School Board and is the official spokesperson for the Association.**
- 4) Have co-signature authority with the treasurer for payment of the Association's bills.
- 5) Serve as an ex-officio member of all Association committees.
- 6) Perform such duties as are incumbent of this office.

The Vice Presidents shall:

- 1) Assume the duties of the president in his/her absence.
- 2) Perform additional duties designated by the president.
- 3) Assist in the formation of all committees and serve as an ex-officio member of committees associated with his/her campus.
- 4) Assure that committees meet their goals and report their results and recommendations to the Association.

The Secretary shall:

- 1) Record and make available to the members copies of the minutes of all executive committee and general meetings.
- 2) Conduct the correspondence of the Association.
- 3) Maintain a current file of reports, records and correspondence of the Association.
- 4) Be responsible for recording and correcting as amended the Bylaws of the Association.
- 5) Publicize meetings and functions in the School and the Association newsletter.
- 6) Serve as and ex-officio member of the Communications Committee.

The Treasurer shall:

- 1) Collect and deposit all dues and other monies received through fund raising and contributions.
- 2) Be appointed to all fund raising committees as an ex-officio member to coordinate and to help prepare fund raising reports.

- 3) Maintain records of all receipts and expenditures.
 - 4) Review and recommend payment of bills to the president.
 - 5) Have co-signature authority with the president for payment of the Association's bills.
 - 6) Provide a written monthly cash accounting at the general membership meeting of all income and expenditures.
 - 7) Perform additional duties designated by the president
- The Faculty Representatives shall:
- 1) Serve as liaison between the faculty and the Association.
 - 2) Report Association business at faculty meetings.
 - 3) Be selected or elected at the campus level.

ARTICLE VII– *Election and Tenure of Officers*

- A. All officers of the Association, except the faculty representative, shall be elected by the members at the general meeting in May. Where more than two candidates compete for one office and no candidate receives a majority vote, one of the two candidates receiving the most votes shall be selected in a runoff election. If only one candidate is nominated for a position, a majority vote shall be required to ratify election to the position.
- B. Candidates shall be solicited from the membership during the regular meeting in March. During the April meeting, nominees shall be given an opportunity to present their qualifications to the membership in written or verbal form.
- C. The term for each office shall be one year and new officers shall assume their office at the close of the May meeting. If an officer is unable to complete the term of office, the general membership shall choose a replacement at the next general meeting from a slate of nominees submitted by the general membership.

ARTICLE VIII *Meetings*

General membership meetings of the Association shall be held three times per semester, August through May as determined by the president of the Association and shall avoid conflict with school board and parish meetings. A special meeting of the Association may be called at any time by the president, with no less than 48 hours advance notice to the membership.

ARTICLE IX– *Parliamentary Authority*

- A. The proceedings of the organization shall be governed according to the rules specified in Roberts Rules of Order. These rules of order shall apply to general and special meetings of the Association and to Executive committee meetings.
- B. For the purposes of the Association, the parliamentary authority specified in paragraph A, shall be amended as follows:
 - 1) For general or special meetings of the Association, a quorum shall consist of fifteen percent of the membership. For executive committee meetings, a quorum shall consist of a majority of the voting members. Each individual parent or guardian shall be allowed one vote and shall be considered a voting member.
 - 2) Unless otherwise specified in these bylaws, tallies of votes taken in general, special and executive committee meetings shall be based on the total votes cast.

For example, in a meeting containing 50 members, in which 40 members vote, a count of 21 is a majority.

- 3) Unless exempted by the presiding officer, member's speeches shall be limited to three minutes.
- 4) Regular, special, or executive committee meetings that adjourn and are recalled to order within a 72 hour period are considered to be a single session.

ARTICLE X– *Committees and Functions*

- A. All full members of the Association are eligible to be members of the committees. The president of the Association shall call for volunteers for the committees no later than the April general membership meeting. New committee members shall be nominated to the committees by the president if too few nominees emerge. The appointment to the committees shall take place at the May general meeting. The term of service shall be one calendar year. Each committee's members shall choose officers from within the committee. Each committee shall be responsible for a monthly report to the vice-president.
- B. The Association shall maintain the following standing committees:
 - 1) The **Communication Committee** shall assist in typing, publishing and distributing the school newsletter and other communications and aiding and assisting other committees in communicating events to the School or to the community. The secretary shall be an ex-officio member of this committee.
 - 2) The **Fund Raising Committee** shall secure funds to help the Association meet its financial goals. The Association treasurer shall be an ex-officio member of this committee.
 - 3) The **Membership and Recruiting Committee** shall coordinate efforts to encourage the participation of all of the parents in the school. The committee shall organize at least one membership drive each year.
- C. Ad hoc Committees shall be formed for special needs (such as a Nominating Committee) as they arise and will be disbanded when the need has been fulfilled.

ARTICLE XI– *Amendments*

Amendments to these bylaws can be proposed by a majority vote of the members at any regular meeting. Within 10 days following the meeting in which the resolution is adopted, the president shall give written notice of the proposed amendment to all the members of the Association. Final approval of the amendment shall be made by a 2/3 majority of the members at the next regular meeting.