

Holy Child Home and School Constitution and By-Laws

revised 2015

<u>A. Table of Contents Constitution</u>		Page
Article I	Title	2
Article II	Nature and Function	2
Article III	Membership	2
Article IV	Officers	2-3
<u>B. Table of contents Bi-Laws</u>		
Article I	Officers	3-4
Article II	Executive Board	4
Article III	Meetings	4
Article IV	Committees	5
Article V	Nominations and Elections	5
Article VI	Expenditures	5
Article VII	Amendments	6

Holy Child Home and School Constitution and By-Laws

revised 2015

CONSTITUTION

Article I TITLE

The name of this organization is the Home and School Association of Holy Child Catholic School, Arnold, Missouri, in the Archdiocese of Saint Louis. As an association within the school community, its functions are defined by the policies and guidelines of the Archdiocese of Saint Louis and by the Holy Child Catholic School Board.

Article II NATURE AND FUNCTION

The purpose of the Association is to assist the Principal and the Administration of Holy Child School, in collaboration with the School Board, in order to:

1. promote open communication among parents, teachers, and administration of the School, as well as with the parishioners of Immaculate Conception, Saint David, and Saint Johns parishes;
2. organize and sponsor programs for the ongoing Christian formation of school parents and faculty;
 - a. promote the mission of Holy Child School, especially in efforts for recruitment and development; and
 - b. encourage good stewardship of the gifts of our school families, fostering cooperation among school parents to benefit the school

Article III MEMBERSHIP

Any parishioner interested in the development of Catholic education in Holy Child School is eligible for membership.

Article IV OFFICERS

Section I The officers of this association shall be: President, Vice President, Secretary, Treasurer, and Communication Officers, without regard to sex.

Section II These officers shall be elected at the last meeting of the year when their two year term is up. Volunteers for the open positions and/or to run against current members who wish to run for another term, will be accepted up to one week prior to this meeting so ballots can be made for the meeting. In the event there is only one nominee for a position no vote is necessary.

Holy Child Home and School Constitution and By-Laws

revised 2015

- Section III Newly elected officers shall assume office coinciding with fiscal year of July 1 through June 30. After the election, a transition period will begin until the new officers assume their responsibilities.
- Section IV The term of the office shall be two years. The officer shall serve no more than two consecutive terms regardless of positions held during their term/s. After one year off the board a person may run for an officer position again.
- Section V The spiritual Directors shall be the Pastor (s) or their appointee.
- Section VI Only members having children attending our Holy Child School are eligible for office.
- Section VII A representative of the School Board, to be appointed by the president of the School Board, will sit on the executive committee as an ex-officio member.
- Section VIII The officer position of the president shall be, if able, filled by someone currently on the board.

By-Laws

Article I OFFICERS

- Section I The officers of the Board shall consist of:
- A. The President presides at all meetings of the Association; informs the principal and pastors about the work of the Association; and represents the Association to the parishioners and community.
 - B. The Vice President in the absence of the President, shall perform all the duties of the president.
 - C. The secretary is responsible for all correspondence with the Association and for the recording and filing of the minutes of the meetings.
 - D. The treasurer is responsible for the funds proper to the Association and provides an accurate report of revenues and expenditures of the Association. In accordance with Archdiocesan policy, all funds raised by the Association, its committees or its members, are the property of Holy Child School and will be recorded by the school Bookkeeper.

**Holy Child Home and School
Constitution and By-Laws**

revised 2015

- E. Communications Secretary will coordinate the stewardship activities of the Association, as well as represent Association, as well as represent the Association to the stewardship committees of the parishes. He/She Prepares internal communications concerning activities of the association and reports association activities to School Board Publicist for media distribution.

**Article II
THE EXECUTIVE BOARD**

- Section I The Executive Board shall consist of President, Vice President, Secretary, Treasurer, Communication Officer, Principal, and Spiritual Director/Pastor

- Section II The President shall act as chairman of the Executive Board. In his/her absence, the Vice-President takes the chair. The Secretary of the association shall act as Secretary of the Executive Board.

- Section III In case of a vacancy in an elected office through death, removal from parish, resignation, or non-fulfillment of the duties of that office, the President, with the consent of the Executive Board, shall declare a replacement for that office.

- Section IV The Executive Board shall have authority for emergency expenditures up to and including \$100.00 (no changes) after polling a majority of the Executive Board.

- Section V The Quorum of the Executive Board shall be a majority of the members of that Board.

**Article III
MEETINGS**

- Section I The Association will schedule quarterly meetings each year, normally in September, November, January, and April (election meeting). The ordinary business of the Association will be conducted at these meetings. The agenda for the meeting will be distributed prior to the meeting.

- Section II All meetings of this association shall be conducted according to Robert's Rules of Order.

**Holy Child Home and School
Constitution and By-Laws**

revised 2015

**Article IV
COMMITTEES**

Such standing and special committees as may be found necessary in the proper development of the association, shall be established by the President.

**Article V
NOMINATIONS AND ELECTIONS**

Section I Prior to the officer elections, a Nominating Committee shall be appointed by the President. This committee shall be headed by the Communications Secretary along with two other members. The Communications Secretary accepts nominees and provides information to the association prior to the elections.

Section II The Nominating Committee gives its report prior to the election meeting, presenting the name of at least one candidate for each office. Nominations may also be offered from the floor.

Section III The Nominating Committee shall conduct the election, count the ballots, and report the results to the chairman of the meeting, who shall at once report the results to the association.

Section IV Officers shall be elected by a majority of qualified members present and voting.

**Article VI
EXEPENDITURES**

Section I At the election meeting, a projected budget for the following school year shall be presented to the membership by the Executive Board.

Section II Every year the budget will be voted on by Holy Child Home and S School Association for approval for the following years expenditures.

Section III Expenditures of monies not included in the projected budget shall be approved by a majority of members attending a regular meeting upon recommendation of the Executive Board.

**Holy Child Home and School
Constitution and By-Laws**

revised 2015

**Article VII
AMENDMENTS**

This Constitution and By-Laws maybe amended by a two-thirds of the members present and entitled to vote, providing that such amendments have been distributed to the association prior to the meeting with a comment period for suggestions or changes to be considered. Any additional amendments passed, shall be added to the official copy by the presiding Secretary.