**BYLAWS OF THE HOME & SCHOOL ASSOCIATION**

**ARTICLE 1**

**DUTIES OF OFFICERS**

Section 1 PRESIDENT -The president shall preside at all regular and annual meetings of this Association and of the Executive Board meetings; appoint the Chairperson of all Standing and Special Committees; and perform such duties as are incumbent upon this office.

Section 2 VICE PRESIDENT - The Vice-President, in the absence of the President, shall perform the duties of the President. After completion of the term as vice president, s/he shall move to the office of President

Section 3 SECRETARY -The secretary shall keep the minutes of all the Association's meetings, as well as the minutes of the meetings of the Executive Board. S/he shall keep a list of all the members of this Association and discharge such other duties as are incumbent upon the office. The secretary shall conduct all the correspondence of the Association.

Section 4 TREASURER -The Treasurer shall keep an itemized account for all receipts and disbursements and present a written and oral report at each regular and annual meeting of this Association of all transactions of the preceding months. All monies are kept by the school. The Executive Board must have all purchases approved. A request form is available.

Section 5 PAST PRESIDENT – The Past President shall ensure continuity during governance transitions, to help ensure the appropriate succession of officers, to support the President in his/her role, and to provide continuity to the organization by providing historical context for issues.

**ARTICLE II**

**COMMITTEES**

There shall be the following Standing Committees:

Section 1 FACULTY & STAFF APPRECIATION - The Committee shall coordinate events to energize teachers and help enhance the educational environment.

Section 2 ROOM MOTHERS -The Committee shall coordinate room mothers for each classroom. Room mothers assist in school programs and keep parents informed on school activities and emergencies.

Section 3 FAMILY PROGRAMS -The Committee shall plan a year's worth of programs and announce by September 15th of each academic year.

Section 4 FINANCE AND BUDGET -This Committee shall establish a budget covering expenditure necessary to the proper running of the Association for the current school year. The Committee shall consist of the President, Treasurer, and two (2) appointed members.

Section 5 CATHOLIC SCHOOLS WEEK – The Committee is responsible for planning daily, school wide events during Catholic Schools Week and announce by January 1st of the year.

Section 6 SPECIAL COMMITTEES -Other Standing Committee(s) shall be formed and dissolved as the need arises.

**ARTICLE III**

**QUORUM**

Section 1 Twenty (20) members of the Association shall constitute a quorum at any regular, annual, or special meetings.

Section 2 A simple majority of the Executive Board shall constitute a quorum at its' meetings.

**ARTICLE IV**

**SCHEDULE OF MEETINGS**

Section 1 The three (4) regular meetings shall be held.

Section 2 The Executive Board shall meet prior to each Association meeting at the convenience of the Board members. Board meetings may be scheduled more frequently when/if necessary.