**CONSTITUTION**

**OF THE**

**HOME & SCHOOL ASSOCIATION**

**OF**

**SAINT PETER CATHOLIC SCHOOL**

**ARTICLE 1**

**NAME**

The name of the Association shall be known as the "Saint Peter Catholic School Home and School Association of Pitt County, Diocese of Raleigh, State of North Carolina."

**ARTICLE II**

**OBJECTIVE**

Section I The objective of this Association shall be to coordinate the spiritual and educational interactions of the home and school, in a program of Catholic child learning. This Association is not policy making. The President will automatically become a member of the school advisory board.

Section 2 This Association offers, through well-planned programs, information of interest to parents and faculty. Fundraising is not the primary purpose of the HSA.

Section 3 This Association works toward the creation of an appreciation of Catholic education.

**ARTICLE III**

**POLICIES**

Section 1 The welfare and educational needs of Saint Peters Catholic School will determine each year the projects of the Association subject to the approval of the pastor based upon the recommendation of the principal/director. The pastor has the following reserved powers by right of his position of canonical head of the parish:

1. To establish the philosophy of the organization.
2. To amend the constitution and bylaws;
3. To appoint the executive board of the organization;
4. To dissolve the organization;
5. To approve expenditures of the organization in consultation with the executive committees of the organization;
6. To remove an officer who acts i n a way that hinders the operations of the organization.

Section 2 This Association shall not operate for profit, and that no profit shall inure to the benefit of any individual connected with the Association. In the event of dissolution of this Association, its' assets shall be conveyed to Saint Peters Catholic School by its' President, in accordance with the provisions of Section 501 (c) (3) of the Internal Revenue Code.

Section 3 At least fifty dollars ($50.00) shall be left in the Treasury of this Association for succeeding officers to begin the next school year.

**ARTICLE IV**

**MEMBERSHIP**

Section 1 ACTIVE - Any parents, guardian. or teacher of the students at Saint Peters Catholic School may be an active member. All teachers become a member of the HSA.

Section 2 HONORARY - Other persons interested in Catholic youth may become honorary members with no voting rights and shall not be eligible to hold office.

**ARTICLE V**

**OFFICERS AND SCHOOL COMMITTEE REPRESENTATIVES**

Section 1 Spiritual Director - Pastor or priest designated by Pastor.

Honorary President - Principal of the School.

Section 2 Elected Officers:

1. Vice President
2. Secretary
3. Treasurer

Section 3 Appointed Officers: Chairperson of Standing Committee(s). Note: The number will vary according to the Standing Committees in operation.

**ARTICLE VI**

**THE EXECUTIVE BOARD**

Section 1 The officers of the Association and Chairs of Standing Committees shall constitute an Executive Board to recommend business to be translated by the Association.

Section 2 The Pastor of Saint Peter Catholic School, the Principal of the school, and the past president shall be ex­officio members of the Executive Board.

Section 3 Quorum of Executive Board: A simple majority of the Board shall constitute a quorum.

**ARTICLE VII**

**ELECTION OF OFFICERS**

Section I Procedures for election:

a. At a January meeting of the Executive Board, a nominating committee, consisting of three or more members, shall be appointed by the President.

b. The Nominating committee shall give its' report at the February meeting and present the names of at least two (2) candidates for each office. Nominations may also be offered from the floor.

c. All officers and representatives of this Association shall be elected by paper ballot at the succeeding May meeting. A plurality is necessary for the election of a candidate to be valid.

d. Officers shall be installed at the same May (annual) meeting and shall serve for a term of one (1) year or until a successor is elected.

e. No person shall be eligible to serve for more than two (2) consecutive terms in the same office.

Section 2 Vacancies: Excluding the office of the President, a vacancy occurring in any elective office shall be filled by the Executive Board, voting thereon by paper ballot, for the unexpired term. Should the office of President be vacated, the Vice-President shall be President for the unexpired term.

**ARTICLE VIII**

**MEETING**

Section 1 The Association shall hold four (4) regular meetings each year as called for in Article IV (1) of the bylaws.

Section 2 The Executive Board shall meet as called for in Article IV (2) of the bylaws.

Section 3 The annual meeting of this Association shall be held in May.

**ARTICLE IX**

 **DUES**

The annual dues per family of this Association shall be determined by the Executive Board, subject to approval by plurality of the membership present at a regular meeting. Annual dues can be included with the school's annual activity fee.

**ARTICLE X**

**AMENDMENTS**

Section 1 The Constitution of this Association may be amended at the May annual meeting by a two-thirds (2/3) vote of the active members present, provided that such amendments have been presented to the Association at the regular meeting preceding the Annual meeting.

Section 2 The bylaws may be amended by a two-thirds (2/3) vote of the active members present at any regular meeting of the Association, provided notice has been given at a previous meeting.

Section 3 All amendments must be in conformity with the policy and rules of the Catholic Schools Office.

**ARTICLE XI**

**PARLIAMENT ARY PROCEDURE - Rules of Order**

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 this Association's bylaws.