

Article I Name:

Section 1: The name of the Association shall be “Holy Apostles Home and School Association” hereafter referred to as the Association. The year shall run from July 1 to June 30.

Article II Objective:

Section 1: The objective of this Association will be to:

- Foster effective communication and cooperation between parents, educators, staff and the community.
- Support the spiritual and educational mission of the home and the school.
- Provide well-planned programs/activities of information and interest to parents and students.
- Encourage high standards of family life.
 - Create a greater appreciation of Catholic education.
 - Promote the advancement of Catholic education.
 - To conduct fundraising projects to financially assist phases of the educational process where needed.

Section 2: To accomplish these goals, the Association will sponsor the events and activities listed in Schedule A – Holy Apostles Home and School Association Committees and Duties.

Article III Funding:

Section 1: Funding for the Association comes from Ways and Means activities as listed in Schedule A – Holy Apostles Home and School Association Committees and Duties.

Section 2: A separate Parish designated fund has been created to account for the Association’s transactions. All deposits and expenditures are subject to normal Parish procedures. All funds will be used to support committees and duties as listed in Schedule A.

Article VI Membership:

Section 1: School parents of Holy Apostles School, Parish members of Holy Apostles, St. Elizabeth Ann Seton and St. Luke parishes that are interested in the objectives as stated in Article II of the by-laws of this Association shall be eligible to Membership with voting privileges.

Section 2: Teachers and staff of Holy Apostles School shall be eligible to Membership with voting privileges.

Article V Officers:

Section 1: The Officers of the Association shall be President, Vice-President, Secretary and Treasurer. Teachers and staff of Holy Apostles School are not eligible to hold office.

Section 2: The Officers shall be elected by ballot in the spring. The Officers shall hold office for two years and may be re-elected for another term. No officer shall be eligible to the same office for more than two consecutive terms.

Section 3: The newly elected officers shall begin their term July 1 of the year they are elected. The President must have previously served 1 complete year on the Executive Board.

Article VI Meetings:

Section 1: The Executive Board shall set up the meetings/functions of the Association by the opening of the current school year and notification sent to the members within three weeks. A minimum of 2 general membership meetings a year shall be sponsored by the Association during the months of September through May and shall be open to all interested persons.

Section 2: The Executive Board shall meet monthly August-June. A quorum of this Board will be 2/3 of the Executive Board members.

~~Article VII~~ *The Officers*

~~The President~~ shall preside at all meetings of the Association and shall be an ex-officio member of all committees except the Nominating Committee. The President shall be responsible for setting the agenda prior to each meeting. The President shall delegate such responsibilities as shall seem necessary to the effective functioning of the Association. The President shall appoint a member of the Executive Board to be a representative of the Association on the School Commission Ministry. The President shall secure a written report from each member of the Executive Board and Ad Hoc Committee Chairpersons at the end of each year.

Section 2: The Vice-President shall assist the President and shall perform the duties of the President in the absence or resignation of the President. The Vice-President shall be responsible for maintaining the rules of the By-Laws and reviewing the By-Laws on an annual basis.

Section 3: The Secretary shall keep accurate record of all correspondence and perform such duties as delegated by the President. The Secretary shall take minutes of Board Meetings. Copies of the Minutes shall be distributed by the Secretary as follows: via email to Executive Board Members, teachers and staff, Pastors of Holy Apostles, St. Elizabeth Ann Seton and St. Luke, posted to the Holy Apostles School Home and School Association website, and copies available for review at each meeting of the Home and School Association.

Section 4: The Treasurer shall receive all funds of the Association, keep an accurate account of receipts and expenditures, present a financial statement at every meeting of the Association and prepare an annual financial statement for the Executive Board at the end of the fiscal year (June 30).

Article VIII Executive Board

Section 1: The Executive Board shall be made up of the Officers of the Association and Chairpersons of the Standing Committees as voting members. Ex-officio membership includes the Pastor of Holy Apostles, Principal, and Coordinator of School Commission. The President and Secretary respectively will act as Chairperson and Secretary of this Board.

Section 2: The duties of the Executive Board shall be:

- Set the annual goals of the Association

- To plan the program of the Association
- To coordinate the work of the committee Chairpersons
- To transact the necessary and emergency business which comes up between meetings of the Association
- To present a report of the proceedings of the Executive Board to the Membership
- To present a report of the monthly activity of the Association at the monthly School Committee meetings

Article IX Standing Committees

Section 1: The President shall appoint Chairpersons and/or Co-Chairpersons: Parent Activities, Student Activities, Appreciation, Family Friendly, High Interest Day, Hospitality, Special Events, Volunteers, Ways and Means and any Standing or Ad Hoc Committees necessary to promote the program and objectives of the Association. Each Chairperson and/or Co-Chairpersons is entitled to 1 vote on the Executive Board, maximum of 2 Co-Chairs.

Section 2: The Chairpersons of all Standing Committees and Ad Hoc Committees shall present their plans to the Executive Board for approval. No program may be undertaken without the consent of the Board.

Section 3: The President shall appoint any Ad Hoc Committee deemed necessary to execute the business of the Association.

Section 4: No Committee Chairpersons shall serve more than 3 consecutive terms (a term is 1 year) unless a replacement cannot be found.

Article X Officer Elections

Section 1: A Nominating Committee shall be named at the February Executive Board meeting. The Nominating Committee shall solicit nominations from school parents, and school faculty and staff. The Nominating Committee shall consist of no more than five persons: the Chairperson and one other to be appointed by the President, and a maximum of three volunteers of the Executive Board.

Section 2: The Nominating Committee shall present the names of the candidates to the Pastors and Principal, and shall secure the consent of each candidate before presenting the name of any office. The Nominating Committee will report the names of the candidates for each office.

Section 3: The election shall be by written ballot in the spring. A person shall be elected by a majority vote. A provision for absentee balloting shall be developed, if necessary. If there is a tie in the voting for an Officer position, a winning candidate shall be selected by lot.

Section 4: A vacancy occurring in any office except the Presidency (which is addressed in Article VI, Section 2) will be filled by someone appointed by the President as soon as possible, with the consent of the Principal and Pastor.

Section 5: If a vacancy occurs simultaneously in the office of the President and the Vice-President, the Principal shall appoint a President to complete the remaining term of the office.

Article XI Amendments

Section 1: These By-Laws may be amended at any Executive Board meeting of the Association by a 2/3 vote of the Executive Board Members, provided that the proposed amendments have been submitted in writing at the previous Executive Board Meeting.

Article XII Parliamentary Authority

Robert's Rules of Order shall govern the business and meetings of this Association in so far as it pertains to these By-Laws.

Items of Business:

1. Call to order by the President
2. Opening Prayer
3. Approval of minutes of the previous meeting
4. Treasurer's report
5. Principal's report
6. Report of Standing Committees
7. Report of Ad Hoc Committees
8. Unfinished business
9. New business
10. Announcements
11. Programs (if scheduled)
12. Adjournment

*Revised May 2015
Revised August 2014
Revised April, 2005
Revised June, 2003
Revised October, 1999*