

## **Home and School Association Constitution**

### **Article I – Name**

The name of this Association shall be the Home and School Association of St. Rita School, Hamden, in the Archdiocese of Hartford, State of Connecticut.

### **Article II—Objectives**

The chief purpose of the Home and School Association is to promote communication and cooperation among parents and school staff.

The responsibilities of the Home and School Association are mainly:

To foster an understanding of the goals and spirit of Catholic Education

To assist parents in fulfilling their role as primary educators

To influence public opinion and support of federal and state legislation for the benefit of nonpublic schools through uniting with the efforts of the Connecticut Federation of Catholic School Parents

To help meet the annual budget objectives by conducting fund raising projects

To provide opportunities for parents, students and faculty/staff to cultivate community

To communicate with the School Board, regarding St. Rita School and related issues of concern to the Association's membership

### **Article III—Respect for Archdiocesan and School Policies**

The Home and School Association shall respect and support the established Archdiocesan and school policies.

### **Article IV—Membership**

Membership shall consist of fathers, mothers, and guardians of the students of St. Rita School, and members of the faculty/staff of St. Rita School.

Members are responsible to support the school monetarily at least in the amount of their yearly assessment.

### **Article V – Officers**

The elected officers shall be president, past president, first vice-president, second vice-president recording secretary, corresponding secretary, treasurer.

Officers shall be elected at the annual meeting, which shall be the final meeting of the school year.

The Pastor and Principal are ex-officio members of the Executive Board.

#### **Article VI—Meetings**

Meetings of the body whole will take place at least two times during the school year: one at the start of the school year and the other at the end of the school year.

Annual Meeting shall be held in May or June (prior to the end of the school year). That meeting shall include on its agenda the election of officers for the ensuing year and recognition of those members whose terms have expired.

Home and School Board meetings shall take place at least five times a year. A planning meeting shall take place prior to the upcoming year to review and evaluate prior year and to plan events for the upcoming year.

#### **Article VII—Ammendments**

This Constitution may be amended at one of the meetings to take place with members of the body whole. Those voting must be eligible to vote and must form a 2/3 majority. The amendment must first be presented in writing to the Home and School Board at least two board meetings prior to the meeting of the whole. Ammendments must not be in opposition to any Archdiocesan or School policies.

### **BYLAWS**

#### **Article I – Officers**

The president shall preside at all meetings. The president, in consultation with the principal, shall create the agenda for all meetings. The President and Principal in consultation with the Executive Board Members shall assign the chairperson of any committee. (The president ex officio is a member of all committees except for the nominating committee). The president will perform such duties as are incumbent on this office. The president in consultation with the principal and Executive Board may fill a vacant position of the board that has been vacated prior to the scheduled election. The person appointed will remain on the board only until the next election.

The Past President is to serve as a resource to the President and Executive Board; conveying the knowledge that he/she accrued during their tenor as President and Executive Board Member. The Past President should be supportive of the President.

The first vice-president shall perform the duties as are incumbent to the president in the absence of the president. If the office of president is vacated prior to the end of the president's term, the first vice-president shall serve as president for the remainder of the

term. The first vice-president shall be the liaison (or delegate to another H.S.A. Member) to the Connecticut Federation of Catholic School Parents.

The second vice-president shall maintain a clear channel of communication, on behalf of this organization, with the School Board and Parish Council. This may be done by attending meetings (or delegating to another member) and regular communication to these two groups providing updates on H.S.A activities and the organization's general condition. The Second Vice President shall also serve as the Chair of the Nominating Committee.

The recording secretary will record attendance at each executive board meeting, take accurate minutes of each meeting and take responsibility for distributing these minutes in a timely manner. It is recommended that the Recording Secretary also edit minutes to be published for the general membership, School Board and Parish Council.

The corresponding secretary will take responsibility for any correspondence that is necessary from the executive board and communicate all pertinent information (including the dates of Executive Board meetings) to the Principal (or other) to be included in communications to school children, teachers, parents and guardians.

The Treasurer will keep accurate record of any fundraising activity sponsored by the Home and School Association. The treasurer will keep accurate records of monies applied to each family's assessment and will in turn communicate in a timely manner, to both the administration and individual families, their assessment status. The treasurer is also responsible ensuring a budget is created for each fundraising activity. The Treasurer must also review each budget. The treasurer is responsible for ensuring that all chairpersons of fundraising activities have received proper training in regards to the procedures for handling monies. The treasurer is responsible for reporting accurately an accounting of each fundraising activity.

The term of office for all Executive Board Member with the exception of the President and Past President is one year with a maximum of six consecutive terms. The term of the Past President is one year, non-renewable. The President's initial term is two years with the possibility of a one year additional term.

#### **Article II –Meetings**

A portion of the executive board meetings shall be open to all members of the Home and School Association provided he/she submits in writing a brief description of the matter to be addressed at least one week prior to the executive meeting. The member's presentation and subsequent discussion on this matter will be limited to 20 minutes.

Due to the fact that there are several event committees created it is imperative that the Executive Board ensures that there is a balance of community building, fundraising and spiritual events.

The executive board will meet at least five times per year to be determined in the beginning of the school year.

#### **Article III – Committees**

Committee chairpersons shall be responsible for keeping accurate records of the event. This includes submitting in a timely manner, a budget draft for the event, a detailed description of all activity involved in the event, a record of receipts and expenditures, a list of those involved in the event, and a summary as to its success or suggested amendments to this event. The chairperson is responsible for submitting these details to the executive board within one month of the events close.

The executive committee may create special committees in support of the association's objectives.

#### **Article IV – Nominations and Elections**

The Second Vice President will chair the nominating committee. Two additional members shall be approved by the executive committee in consultation with the principal.

The list of nominees will be publicly announced (in writing to all members- currently News & Notes) at least two weeks prior to the annual meeting where elections will take place.

All nominees must submit a fact sheet with basic information.

Officers shall be elected by as simple majority by those qualified members in attendance. In order to be eligible to be nominated for President the member is required to have served on the Executive Board for one year.

#### **Article V – Rules of order**

The Home and School association executive committee shall seek consensus in all its undertakings. Where this is not possible, a vote may be taken with the simple majority prevailing. The Principal and/or Pastor have the authority to overrule the decisions of the Executive Board. This should only occur in rare instances and a written explanation should be provided, if requested.

#### **Article VI – Quorum**

The quorum for the executive committee of the Home and School Association will be a simple majority of the members of the executive committee.