

ST DOMINIC SAVIO CATHOLIC HIGH SCHOOL HOME AND SCHOOL ASSOCIATION BYLAWS

Article I – Name

The name of this organization shall be “St Dominic Savio Home and School Association;” hereafter referred to as the “Association.”

Article II – Purpose

The chief purpose of the Association is to promote communication and cooperation between parents and the school and to support the faculty and administration in their mission to develop servant leaders. It shall respect the established diocesan and school policies as well as practices set forth by the school principal.

Article III – Authority to Exist

The Association shall exist through the authority of Diocesan Policy #116, which states: “All organizations, programs and clubs, operating within a local school must operate within the policies of the local school. They must first be approved by the Principal and are under the auspices of the Principal. Any fund raising and dispersion of funds are under the authority of the Principal. Examples of such organizations, programs and clubs are Parent organizations, athletic programs, booster clubs, band, photography, and drama.”

Article IV – Membership

All parents and legal guardians of St. Dominic Savio students and all employees of St. Dominic Savio Catholic High School shall be considered members in the Association. No dues shall be assessed to qualify membership.

Article V – Meetings

Section 1 – The Association shall hold at least two general meetings during the school year. The agenda for all regularly scheduled Executive Committee meetings shall be posted in or near the school office 24 hours before said meeting. The President of the Association shall set the date and hour of all said meetings. The President and the Principal may agree to cancel a meeting under extraordinary circumstances.

Section 2 – The Executive Committee shall meet at least monthly during the academic year except under extraordinary circumstances.

Article VI – Executive Committee

Section 1 - The Executive Committee shall consist of the President, Vice President, Secretary and Treasurer as well as the school Principal and Priest assigned to the school.

Section 2 – These officers shall be elected at the final general meeting of the year.

Section 3 – The term of office shall be one year. No officer shall hold the same office for more than two consecutive terms.

Section 4 – No employee of St. Dominic Savio Catholic High School or their spouse may be eligible for an Executive Committee Office.

Article VII – Duties of Officers

Section 1 – The President shall preside over all general meetings of the Association and of its Executive Committee, and perform such duties as are incumbent on this office. The President is an Ex-Officio member of all committees except the Nomination Committee.

Section 2 – The Vice President in the absence of the President shall perform all duties of the President. Additionally, the Vice President shall perform any necessary duties delegated by the President and function as Parliamentarian.

Section 3 – The Secretary shall record the minutes at all meetings of the Association and of its Executive Committee. This person shall be responsible for the correspondence of the Association and shall perform other duties as may be requested by the Executive Committee.

Section 4 – The Treasurer shall receive all monies of the Association, shall keep accurate record of the receipts and expenditures, shall obtain check request and deposit forms as needed, and shall pay funds out as authorized by the Association and at other times when requested by the Executive Committee. Financial

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reports shall be prepared for the Executive Committee and for the School's Business Manager on a monthly basis.

Section 5 – The duties of the Executive Committee shall be:

- (a) To transact necessary business in the intervals between meetings of the Association and such other business as may be referred to it by the Association;
- (b) To appoint and oversee work of the standing committees;
- (c) To create and oversee work of special committees and
- (d) To present a report at each regular meeting of the Association.

Section 6 – The President and the Treasurer shall be required to participate in a training event directed by the Principal and the Business Manager regarding Association financial procedures.

Article VIII - Committees

Section 1 – Special Committees shall be appointed from time to time as deemed appropriate by the Executive Committee to promote objectives of the Association and to carry out its work.

Section 2 – Standing Committees shall be assessed and named annually, in collaboration with the Principal, to meet the needs of the school.

Section 3 – Committee chairperson(s) shall be appointed among volunteers by vote of the Executive Committee. Chairpersons of each standing committee shall present quarterly written reports to the President.

Article IX – Nominations and Elections

Section 1 – Nominations for Executive Committee will be accepted either from the nomination form or the floor.

Section 2 – The Executive Committee officers shall be elected at the final general meeting by ballot or show of hands of those present.

Section 3 – The officers shall be installed at the next meeting of the Executive Committee to begin their duties for the following school year.

Section 4 – Officers shall serve for a term of one year. No officer shall be eligible to the same office for more than two consecutive years.

Article X – Vacancies

If a vacancy occurs on the Executive Committee, the President shall appoint a person to fill the position for the remainder of the term with the approval of the Executive Committee.

Article XI – Parliamentary Authority

Robert's Rules of Order Revised, latest edition, shall be parliamentary authority of this Association so long as they are not inconsistent with Diocesan or school policy.

Article XII – Quorum

The presence, in person, of three of the four Executive Committee members shall constitute a quorum for the transaction of business at any meeting of the membership.

Article XIII – Amendments

Section 1 – These By-laws may be amended at any regular meeting of the Association by a two-thirds vote of the members present and voting, provided notice of the proposed amendment shall have been given at the previous meeting.

Section 2 – A “By-laws Revision Committee” may be appointed by the Executive Committee to review current bylaws and make revision recommendations.

Approved by Executive Committee and Standing Chairs 7/17/2009