

## **HOME AND SCHOOL CONSTITUTION**

### **ARTICLE I - NAME**

The name of the Association shall be the Home and School Association of St. Peter Interparish School of Jefferson City.

### **ARTICLE II - OBJECTIVES**

The objective of the Association shall be to:

- Assist the parents who are the primary educators of their children by deepening their understanding of Catholic education.
- Promote parent-school activities and increase interest in education and school-related affairs.
- Enhance parent and teacher roles in the educational process by providing an opportunity for parents and teachers to work together for the good of the child.
- Coordinate and sponsor special fundraising events to benefit St. Peter Interparish School including but not limited to Mission Party and Chili Supper. Mission Party's profits are to be split equally between St. Peter Interparish School and Sisters of Notre Dame Missions.

### **ARTICLE III - AUTHORITY**

The Association shall respect the established policies and practices set forth by the Diocese of Jefferson City, St. Peter Parish, and St. Peter Interparish School.

### **ARTICLE IV - MEMBERSHIP**

Membership shall consist of fathers, mothers, guardians, and stepparents of the pupils of St. Peter Interparish School, the pastors of St. Peter and St. Andrew Parishes, the principal of St. Peter Interparish School, and the members of the faculty of St. Peter Interparish School.

### **ARTICLE V - ASSESSMENT FEE**

The assessment fee shall be recommended yearly by the Home and School Executive Committee and approved by the pastor and principal of St. Peter Interparish School. This fee will be payable to St. Peter Interparish School at the beginning of each school year.

### **ARTICLE VI – EXECUTIVE COMMITTEE**

Section 1. The Executive Committee is comprised of twelve elected members, the immediate past president, the pastors, and the principal.

Section 2. All elected members of the Executive Committee shall be installed and serve the terms of office as provided in the Association's bylaws.

Section 3. All matters pertaining to the organization shall be vested in the Executive Committee, subject to policies of the Diocese of Jefferson City, St. Peter Parish, and St. Peter Interparish School.

#### **ARTICLE VII - OFFICERS**

The officers of this organization shall be President, Vice-President, Secretary, and Treasurer.

#### **ARTICLE VIII - AMENDMENTS**

The constitution of this organization may be amended at any general meeting by a two-thirds vote of the members present. Such amendments must be approved by the pastor and principal. Proposed constitutional amendments shall be sent to the membership prior to the meeting.

## **BYLAWS**

### **ARTICLE I - EXECUTIVE COMMITTEE**

- Section 1. The Executive Committee shall be composed of twelve members who shall be elected by the membership in the spring of the year preceding the beginning of their term. The Executive Committee shall be composed of four officers and eight members-at-large. Members shall be elected for three-year terms, with four members being elected each year.
- Section 2. All members of the Executive Committee shall begin their terms of office as of the May regular meeting and end their terms as of the July regular meeting.
- Section 3. In addition to the members who are elected to the Executive Committee, the pastors of St. Peter and St. Andrew Parishes and the principal of St. Peter Interparish School shall be ex-officio members of the Executive Committee. The immediate past president shall remain for one year in an ex-officio advisory position following the end of the three-year term. Because the Home and School Executive Committee is an advisory group to the pastors and principal, it is not necessary for the pastors and principals to vote.
- Section 4. Members of the Executive Committee shall submit nominees for election to the Executive Committee. A slate of nominees shall be completed at least one month prior to the election. No election need be held if the number of nominees is less than or equal to the number of open board positions available.
- Section 5. Any parent or guardian is eligible to submit his or her name to the Executive Committee for nomination.
- Section 6. The Executive Committee shall have full responsibility for the Association's business and administration affairs, including, but not limited to, the following:
- Approving committee appointments;
  - Reviewing committee reports;
  - Transacting necessary business in the intervals between regular meetings of the Association;
  - Transacting all other business which may be referred to it by the Association or its members;
  - Approving work plans of the various standing committees; and
  - Presenting a report at the regular meetings of the Association.

### **ARTICLE II - OFFICERS**

- Section 1. The officers of the Executive Committee shall consist of a President, Vice-President, Secretary, and Treasurer, all of whom shall be elected annually by the members of the Executive Committee at the first executive meeting held after the spring regular meeting.
- Section 2. Officers shall be second or third year members of the Executive Committee. When an officer enters his or her third year on the committee, an assistant shall be appointed from that year's new members. The officer will mentor the assistant so that he or she is ready to take on officer responsibilities as a second and third year member. If an officer is

unable to complete his or her term, a replacement shall be chosen at the discretion of the President.

Section 3. The President shall:

- Preside at all regular meetings of the Association;
- Preside at all meetings of the Executive Committee; attend Home and School Association functions and events;
- Serve as the chairperson of the Mission Party Committee and coordinate Mission Party Activities utilizing Mission Party SOP;
- Appoint the chairpersons of the standing and special committees;
- Be an ex-officio member of all standing and special committees;
- Only vote on matters before the Executive Committee when his or her vote is needed to break a tie;
- Attend the St. Peter Interparish School Advisory Board meetings or ensure there is a representative from the Executive Committee in attendance at each meeting;
- Advise the general membership, in writing, of the Executive Committee's activities at least once between each regular meeting;
- Serve as a fourth year member in an ex-officio capacity;
- Perform all other duties which are incumbent on the office of President; and
- Be a third year member.

Section 4. In the President's absence, the Vice-President shall perform all the duties of the President.

Section 5. The Vice-President shall:

- Serve as the co-chairperson of the Mission Party;
- Act on behalf of President in his/her absence;
- Perform all other duties which are incumbent of the office of the Vice-President; and
- It is recommended that this be a second-year member who will assume the presidency in his/her third year.

Section 6. The Secretary shall:

- Keep a correct record of the minutes of all Association meetings and meetings of the Executive Committee;
- Maintain business records (including bylaws, member bios, member duties, officer listing, prayer listing) pertaining to the Home and School Association;
- Handle all correspondence of the Association and Executive Committee; and
- Perform all other duties which are incumbent upon the office of Secretary.

Section 7. The Treasurer shall:

- Request Home and School Association Fees from the School Board for the Operating Budget;
- Prepare and maintain Home and School Association annual operating Budget;
- Maintain Home and School checking accounts

- Provide Financial Reports to the HOME & SCHOOL Executive Committee, the Principal and the parish;
- Head the Mission Party Finance Committee;
- Track expenses and calculate profit for certain HOME & SCHOOL Events when it is requested;
- Maintain Financial Interests of Home and School Association receive all dues and other moneys of the Association and keep an accurate account of same;
- Pay all bills approved by the Executive Committee or by the Association;
- Perform all other duties which are incumbent upon the office of Treasurer

### **ARTICLE III - POLICIES**

Section 1. All requests for financial assistance on behalf of the school from any group or individual must be submitted in writing to the principal who will present the request at an Executive Committee meeting. Each request shall be pre-approved by the principal and voted on by the voting members of the Executive Committee. Any group or individual whose request for financial assistance is denied by the Executive Committee may present that request to the general membership at a regular meeting. Unless appealed to general membership at a regular meeting, the decision of the Executive Committee is final.

### **ARTICLE IV - MEETINGS**

Section 1. The regular meetings of the Association shall be held up to three times a year, with one in the fall, one in the winter, and one in the spring.

Section 2. The Executive Committee or the President of the Executive Committee may call special meetings of the Association with approval of the principal. Special meetings shall be called upon a written request of ten percent or more of the members of the Association. At least ten days notice must be given for special meetings.

Section 3. The Executive Committee shall hold regular meetings monthly during the school year at a time and place selected by the members. Special meetings may be called by the President as needed or at the request of any three members of the Executive Committee. The President shall notify all members of the Executive Committee and standing committee chairpersons of meetings of the Executive Committee.

Section 4. For the purpose of transacting official business, it shall be necessary that all members of the Executive Committee be informed of the meeting and that at least five voting members other than the President are present. An attempt will be made to reach a consensus on all voting matters. If a consensus cannot be reached, a simple majority of those voting members present and voting shall call the motion. Electronic voting may be used at the discretion of the President.

Section 5. The rules of parliamentary procedure as contained in Robert's Rules of Order may be invoked as needed at meetings of the Association and the Executive Committee.

Section 6. The order of business at all meetings of the Association and the Executive Committee be at the discretion of the President.

Section 7. The agenda for each meeting of the Executive Committee shall be planned prior thereto by the President and the principal.

Section 8. Any member who is unable to attend a meeting of the Executive Committee shall, if possible, notify the President at least 24 hours in advance.

#### **ARTICLE V - VACANCIES**

Section 1. A vacancy shall exist on the Executive Committee when:

- any elected member resigns or is unable to perform his or her duties; or
- an elected member has failed, without good cause, to attend three meetings in any year.

Section 2. When a vacancy occurs on the Executive Committee, the President shall appoint a nominating committee of not less than two members, which shall nominate persons to fill the vacancy. Such persons are to be pre-approved by the principal and/or pastor. The Executive Committee shall, by majority vote, elect a replacement member from among those nominated. The replacement member so elected shall serve for the remainder of the term.

#### **ARTICLE VI - COMMITTEES**

Section 1. Standing Committees shall include Hospitality, Volunteers, Parent Involvement, Special Events and Mission Party. Duties of each committee include, but are not limited to, the following:

- a) Hospitality Committee Chairperson shall coordinate Association sponsored staff events including dinners for parent/teacher conferences, staff holiday dinner and teacher appreciation days; and coordinate family welcoming activities including Kindergarten Meet and Greet and the Back to School Swim Party.
- b) Volunteers Committee Chairperson shall solicit and organize volunteers including parents and business representatives as well as coordinate room parents for each class.
- c) Parent Involvement Committee Chairperson shall help organize committee members and coordinate parent/school activities including Father/Daughter Dance, Mother/Son Dinner, Uniform Resale as well as Home and School general membership meetings in fall, winter and spring.
- d) Special Events Committee Chairperson shall coordinate all aspects of Home and School special events including but not limited to Chili Supper and Summer Blastoff.
- e) Mission Party Committee Chairperson shall be the President of the Home and School Executive Committee. This chairperson shall coordinate all aspects of the Mission Party delegating duties as necessary. The Vice President shall serve as the co-chairperson of this committee along with one other Executive Committee member who shall serve as Mission Party co-chairperson.

Section 2. All chairpersons of standing committees shall serve at the pleasure of the President. The chairperson of each committee shall be a member of the Executive Committee or shall be approved by the Executive Committee. Each standing committee shall show good cause to attempt to have at least one member from the Home and School General membership.

All members of standing committees shall serve at the pleasure of the standing committee chairperson.

Section 3. In keeping with the Association's objectives, the President, with the approval of the Executive Committee, may appoint special committees.

Section 4. It is recommended that chairpersons of the standing committees be second or third year members of the Executive Committee. When a chairperson enters his or her third year on the committee, a co-chair should be appointed from that year's new members. The chairperson can then mentor the co-chair so that he or she is ready to take on chairperson responsibilities as a second and third year member. In the case of the Mission Party Committee, the co-chair ideally becomes the Vice President in his or her second year on the Executive Committee and then goes on to be President in his or her third year. If a chairperson or co-chairperson is unable to complete his or her term, a replacement shall be chosen at the discretion of the President.

**ARTICLE VII - REVISIONS AND AMENDMENTS**

These bylaws may be revised or amended at any meeting of the Association's membership as follows:

1. The constitution and bylaws of this organization may be amended at any general meeting by a two-thirds vote of the members present, excluding ex-officio members. Proposed constitutional amendments shall be sent to the membership prior to the meeting, e.g., with the meeting agenda.
2. Any proposed revisions or amendments may be further revised or amended at the meeting at which it is presented for adoption. All revisions and amendments shall require the approval of at least two-thirds of the members voting thereon. Members who are not present at the meeting will be considered a "yea" vote.
3. All revisions and amendments are to be approved by the pastor and principal.

The diocesan superintendent of Catholic Schools shall approve this document when initially written and when there are any revisions or amendments.

[(Revised: May 1, 2001)]  
 [(Revised: April 2004)]  
 [(Proposed revision: September 2009)]

Date: \_\_\_\_\_ Recommended  
 by \_\_\_\_\_  
 President of Home and School Assn.

Date: \_\_\_\_\_ Signed  
 by \_\_\_\_\_  
 Principal of St. Peter Interparish

School  
 Date: \_\_\_\_\_ Approved  
 by \_\_\_\_\_  
 Pastor of St. Peter Parish

Date: \_\_\_\_\_ Approved  
 by \_\_\_\_\_  
 Pastor of St. Andrew Parish

Date: \_\_\_\_\_ Approved  
 by \_\_\_\_\_  
 Diocesan Superintendent of Schools