



**ST. THERESA CATHOLIC
HOME AND SCHOOL ASSOCIATION
CONSTITUTION
AND
BYLAWS**

Amended February 7, 2011

Amendment History

February 7, 2011	Bylaws – Article VII	Added Library as a standing committee.
	Bylaws – Article IX	Clarified information concerning elections.
May 18, 2009	Bylaws – Article 1	Removed reference to committees because all but one were obsolete.
	Bylaws – Article 2	Clarified that all Standing Committee chairpersons are included.
	Bylaws – Article III, Section 1 & Section 2	Moved fundraising responsibilities from President to Vice President description; Added School Advisory Board seat to President’s description per School Advisory Board
	Bylaws – Article VII	Updated standing committees list to reflect current committees and provided descriptions for each committee; Clarified chairperson information
	Bylaws – Article IX	Changed the nomination and election process so that eligible candidates are voted on by the membership in attendance at the annual general membership meeting.

ST. THERESA CATHOLIC HOME AND SCHOOL ASSOCIATION CONSTITUTION

Article I - Name

The name of this Association shall be the St. Theresa Home and School Association in the Diocese of Bridgeport, State of Connecticut.

Article II - Philosophy

The philosophy of the Association is:

to assist and encourage the education and gradual growth and development of the whole child - spiritually, intellectually, socially, emotionally and physically - within a Christian atmosphere centered on Christ

Article III — Objectives

The objectives of this Association shall be:

1. To help the parents and teachers acquire a profound appreciation of the ideals of Catholic education.
2. To promote clearer understanding of the mutual educational responsibilities of parents and teachers.
3. To encourage the home and school to a greater degree of cooperation in discharging their responsibilities.
4. To promote continuation of the Catholic school system within the community.
5. To promote cultural and physical fitness programs within parents' and teachers' capabilities.

Article IV - Respect for School Policies

The Home and School Association shall respect the established school policies and practices as set forth by St. Theresa Catholic School and the School Principal.

Article V - Membership

Membership in this Association shall consist of the fathers, mothers, and guardians of the pupils of St. Theresa Catholic School and the members of the School's faculty.

Article VI - Officers

Section 1 The elected officers shall be the Co-President, the Co-Vice President, the Financial Treasurer, the Assessment Treasurer and the Secretary.

Section 2 The elected officers must be members of the Association.

Section 3 The elected officers shall be elected at the annual general membership meeting which shall be the final meeting of the school year. Newly elected officers shall assume office on July 1.

Section 4 The term of office shall be two years. No officer shall hold the same office for more than two consecutive terms (or a total of four years).

Section 5 In the event that the office of one Co-President becomes vacant, a Co-Vice President may assume the office of the President. In the event that the office of the Vice President, the Secretary or the Treasurer becomes vacant, the Executive Committee by majority vote of its quorum shall designate a successor.

Article VII - Spiritual Advisors

The pastor of St. Theresa Parish shall be the spiritual advisor of this Association.

Article VIII - Annual General Membership Meeting

The annual general membership meeting of this Association shall be held during the month of May.

Article IX - Amendments

Any member of the Association can propose an amendment of this Constitution; any proposed amendment shall be presented to the Secretary, who will submit it to the Executive Committee for approval at the next Executive Committee meeting. The proposed amendment must be approved by a majority vote of the Executive Committee members present at that meeting (provided they constitute a quorum) to be eligible for submission to and voting by the general membership of the Association. This constitution may be amended at any general membership meeting by a two-thirds vote of the members present, provided such amendments have been presented in writing to the general membership at least thirty days preceding that meeting.

ST. THERESA CATHOLIC HOME AND SCHOOL ASSOCIATION BYLAWS

Article I - Board of Officers

The Board of Officers shall consist of the President (or co-Presidents), the Vice President (or co-Vice Presidents), the Secretary, the Financial Treasurer and the Assessment Treasurer, the Pastor ex officio, the School Principal ex officio, and at least one teacher of the school appointed by the principal or Pastor. The Board shall have ultimate responsibility for the business affairs of the Association.

Article II - Executive Committee

The Executive Committee shall consist of the members of the Board of Officers and the Chairperson or co-Chairpersons of each standing committee. The Executive Committee shall provide counsel for the Board of Officers.

Article III - Officers

Section 1 The President/co-Presidents

- a. The President or co-Presidents shall preside at the meetings of this Association and its Executive Committee, appoint the chairpersons of any committees, and perform such duties as are incumbent on this office. The President ex officio is a member of all committees except the nominating committee. Incumbent duties include but are not limited to:
 - Actively participates as a member of the Board of Officers.
 - Actively participates and presides over the Executive Committee meetings.
 - Proposes Executive Board meeting dates to the Executive Board.
 - Establishes annual Home School Association (HSA) meeting dates.
 - Attends and participates at Annual Calendar Meeting to assure HSA meeting dates are scheduled.
 - Prepares agendas for Executive Committee and the general HSA meetings.
 - Presides and directs annual HSA general meetings.

- Coordinates activities with Committee Chairpersons as appropriate.
- Maintains contact with treasurer to track HSA budget activity.
- Prepare and distribute correspondence to parents/members of HSA.
Correspondence includes meeting announcements, fundraiser information, school issues and other pertinent information throughout the school year.
- Provides support and guidance for new President/co-Presidents to allow for smooth transitions when service is ended.
- Maintains open communication with HSA Board and Committee members and parents.
- Sits on the School Advisory Board

Section 2 The Vice President

- a. The Vice President or co-Vice Presidents shall perform such duties as are incumbent on this office, which include but are not limited to:
 - Meets with fundraising vendors as appropriate.
 - Maintains literature of fundraiser opportunities.
 - Works in conjunction with the Presidents to propose new fundraising events

Section 3 The Secretary

- a. The Secretary shall keep the minutes of all general membership meetings and meetings of the Board of Officers and the Executive Committee, shall keep a list of all members of the Association, shall notify members of their appointments on committees, and discharge such duties as are incumbent upon this office.

Section 4 The Financial Treasurer

- a. The Financial Treasurer shall receive all dues and other monies of the Association and shall keep an accurate record of same.
- b. Disbursements in conjunction with a fundraising event shall be approved by the chairperson of that event. All other disbursements shall be made upon approval of the

President. Should the Financial Treasurer question any disbursements, it shall be brought to the Board of Officers for approval. A majority of the board of Office must approve any disputed disbursements before the Financial Treasurer shall make payment.

- c. The Financial Treasurer shall provide the Board of Officers periodic financial statements, not less frequently than every three months.
- d. The Financial Treasurer shall maintain a checking account requiring two signatures. The two signatures will be that of the Financial Treasurer and the Principal of the School. If a savings account is established, this also must require the two signatures mentioned above, namely, the Financial Treasurer and the Principal of the school.

Section 5 The Assessment Treasurer

- a. The Assessment Treasurer shall keep an accurate record of each school family's credits to the Fairness Program.
- b. The Assessment Treasurer shall report Fairness Assessment status, per family, on a monthly basis or at the conclusion of a fund raising activity. The records and reports of the Assessment Treasurer are confidential in nature and shall be distributed by the Board of Directors, Pastor, and School Principal only.
- c. The School Principal and/or Pastor are the only officials who can forgive a family's assessment debt. Communication regarding assessment forgiveness shall be handled on a confidential basis by the Assessment Treasurer.

Article IV - Executive Committee Meetings

The Executive Committee shall meet a minimum of three times a year. The Board of Officers shall set such meetings dates and the Secretary shall notify Executive Committee members of the meeting dates. Two-thirds of members of the Executive Committee constitutes a quorum for meeting of the Executive Committee. All meetings of the Executive Committee must be held at a time when the Principal and Pastor can attend.

Article V - General Membership Meetings

The regular general membership meetings of the Association shall be held a minimum of three times during the school year. The final meeting must be held in May and shall be the annual general membership meeting. Those present shall constitute a quorum for general membership meetings of this Association.

Article VI — Dues

Membership dues in this Association shall be determined by the Board of Officers and announced at the first general membership of the school year. Payment of dues indicates a member's voluntary support of the Association's objectives and program.

Article VII - Committees

The standing committees shall be:

- **Athletics** – Works with coaches to schedule practice times, collect fees, coordinate league membership, and enter tournaments; Maintains communication between Executive Committee and Tournament Chairperson.
- **Connecticut Catholic School Liaison** – Attends meetings of the Connecticut Federation of Catholic School Parents and reports back to the Home and School Association
- **Library** – Heads the library and coordinates the volunteers who help during student library sessions
- **Parish Liaison** – Coordinates communication with parish
- **Publicity and Development** – Coordinates publicity for the school
- **Room Parents** – Assigns room parents for each class, provides them with instructions, and contacts them to coordinate specific activities or events
- **Socials** – Works with principal and social event chairpersons to oversee social events for the school and HSA; Coordinates with the Volunteer Chairperson to obtain volunteers for social events
- **Volunteers** – Ensures a chairperson is in place for each planned fundraising and social event prior to the start of the school year; Works with event chairpersons to obtain and secure volunteers; Assists the Executive Committee in finding candidates for open Committee Chairperson positions

The Board of Officers, by majority vote, shall have the right to add or delete standing committees in keeping with the Association objectives and to confirm candidates for open Committee Chairperson positions. The chairperson shall obtain members for the committee, as needed. The chairperson of each outstanding committee shall report its activities, findings and recommendations to the Board of Officers; such reports would typically occur at meetings of the Executive Committee. The Board of Officers may ask the chairperson to make a report to the general membership. Chairpersons are encouraged to prepare a detailed summary of the committee's activities for the school year to serve as a reference for chairpersons and officers in subsequent years.

Article VIII - Removal from Office

Any officer may be removed from office by both a two-thirds vote of the Board of Officers and a two-thirds vote of the Executive Committee members present at any Executive committee meeting (provided they constitute a quorum). Any committee chairperson may be removed from office by a two-thirds vote of the Board of Officers.

Article IX - Nominations and Elections

Section 1 A nominating committee shall be appointed by a majority vote of the Board of Officers no later than March 1 of each year. The committee shall consist of three-to-five members of the Association and shall identify candidates for the office vacancies of one co-President, one co-Vice President, and the Financial Treasurer in odd years and the other co-President, the other co-Vice President, the Assessment Treasurer, and the Secretary in even years.

Section 2 An objective of the selection process shall be to contact the maximum number of members for possible candidacy. Solicitation of the general membership in writing is desirable in identifying potential candidates. A nominee may not run for more than one office.

Section 3 The nominating committee shall submit to the Board of Officers by April 15 a slate of eligible nominees for approval. The consent of all nominees must have been obtained. Members of the nominating committee are not eligible for nomination.

Section 4 The candidates shall be presented at the annual general membership meeting. At this meeting, the candidates shall be voted upon and each officer shall be elected by a majority of the votes of the members present.

Section 5 The annual elections shall be conducted at the annual general membership meeting. The nominating committee shall count the ballots and report the results to the membership at that meeting.