

SAINT THOMAS THE APOSTLE HOME
& SCHOOL ASSOCIATION BY-LAWS

ARTICLE I (NAME)

NAME.

The name of this organization shall be the Home and School Association of Saint Thomas the Apostle School of the diocese of Grand Rapids, State of Michigan. The Home and School Association is an organization of Saint Thomas the Apostle Paris and School that exists for charitable, educational and scientific purposes.

ARTICLE II (VISION STATEMENT)

VISION STATEMENT.

To assist in developing a leading, innovative Catholic School that invites students to love and serve Christ and engage culture with a saintly passion.

ARTICLE III (MISSION STATEMENT)

MISSION STATEMENT.

To help foster a Dynamic Education Centered in Christ.

ARTICLE IV (OBJECTIVES)

OBJECTIVES.

- A. To advance the welfare of the students in the school through the coordinated efforts of parents, teachers, administrators, the Education Commission and students.
- B. To develop a closer connection between school and home by encouraging parent involvement.
- C. To promote an interest in educational matters and an understanding of the mutual responsibilities of parents and teachers in education.
- D. To encourage high standards of family living.
- E. To provide financial aid assistance for special projects, educational media, activities and events for the benefit of the school.

ARTICLE V (MEMBERSHIP)

MEMBERSHIP SECTION I

All parents of children enrolled in St. Thomas School are considered members in good standing.

MEMBERSHIP SECTION II

The administrator, directresses/directors and faculty of St. Thomas School shall be honorary members of this organization.

ARTICLE VI

OFFICERS.

The officers of this organization shall be: President, Vice-President, Past President, Secretary, Treasurer and Members-at-Large.

ELECTION OF OFFICERS.

Vice-President, Secretary and Treasurer shall be elected to serve a term of one year. The Vice-President shall be considered President-Elect, and shall assume the position of President at the completion of his/her term . The current President will assume the position of Past President at the completion of his/her presidential term No member shall be eligible for office unless he/she has been a participating member in good standing; participating shall mean meeting and involvement in a minimum of one St. Thomas School activity annually.

APPOINTMENT OF NON-EXECUTIVE (MEMBER-AT-LARGE) BOARD MEMBERS.

The principal and president shall appoint one member each at the final meeting of the year. These members may represent an individual or group who is unable to attend a particular meeting and will commit to attending all scheduled Home and School meetings for the following school year.

TERM OF OFFICE.

No officer shall be eligible for election to the same office for more than two (2) to three (3) consecutive one-year terms. No officers shall be eligible for more than one office. Vacancies due to resignation in office shall be filled by appointment by the President to complete the one-year term.

MEETINGS.

There shall be a minimum of four (4) general meetings of the organization during the school year. The last meeting of the school year shall be the annual meeting. Special meeting may be called by the President and two members of the Executive Committee. The President shall publish to the school community the agenda of the Home and School meeting three to five days prior to each scheduled meeting.

Due to the varying nature of issues discussed and the need for decision making to occur, school children will be allowed at Home and School meetings unless they are there to present a proposal.

QUORUM.

The presence of all the officers of the Home and School association and any members present shall constitute a quorum for the transaction of business at a general meeting, assuming that the items to be voted on have been published and distributed to the members at large three to five business days before the meeting. Meeting minutes shall be reviewed and approved by the officers and a majority of the HS members at the next scheduled Home and School meeting and published on the website after their approval.

VOTING.

Meeting shall be open to the public, but only members in good standing shall have the right to vote. Any proposal made by any committee that has a ten percent (10%) variance of their budgeted amount shall be brought before a full vote at the next scheduled meeting.

ARTICLE VII

AMENDMENTS.

This constitution may be amended at any general meeting by a two-thirds (2/3) vote of the room representatives and officers present, provided that the proposed amendment has been read to the organization at the previous meeting.

ARTICLE VIII (DUES)

DUES.

There are no annual dues for active membership of the Home and School.

ARTICLE VIII (DUTIES OF OFFICERS)

DUTIES OF OFFICERS.

SECTION 1

The President shall preside at all meetings, decide all questions of order, act and judge impartially, declare results of all votes, appoint committees no other wise provided for and work with the school administrator in keeping the lines of communication open. The President is an ex-officio member of all committees except the committee on nominations. It is also recommended that the President attend the St. Thomas Education Commission meeting, held monthly, to ensure that the lines of communication are kept open and participation of our school community coincides with the St. Thomas School's Vision and Mission statements and long range goals. The President shall preside over all discussions and decisions will be made by consensus. When a consensus cannot be reached the president may call for a vote. That vote shall

be consistent with Article VI of the constitution. Sidebar conversations will be considered counterproductive to accomplishing the agenda.

SECTION 2

The Vice-President performs the duties of President in the latter's absence. The Vice-President assumes the office of President at the conclusion of his/her current term, unless other brought to a vote, through secret ballot, of the Executive Committee.

SECTION 3

The Secretary keeps a record of all proceedings at all meetings, is responsible for all necessary correspondence and such other duties as are incumbent upon office. The Secretary shall make available this constitution and by-laws to anyone attending a meeting for the first time.

SECTION 4

The Treasurer prepares a draft budget for the January meeting. A formal budget is prepared and presented at the January meeting. Throughout the year the Treasurer keeps an accurate record of all receipts and expenditures in consultation with the Parish Coordinator of Finance and submits a current report at each meeting. All payments and transfers of money will be handled by the Parish Coordinator of Finance, in accordance with the guidelines of the Diocese.

SECTION 5

Each officer and chairperson of the standing committees, within 30 days after the expiration of his/her term of officer, turns over to his/her successor all books, paper, and other property pertaining to the respective office/committee.

SECTION 6

Each officer and chairperson renders a written report of his/her year's work at the annual meeting. This report is given to the Vice-President.

SECTION 7

Vacancies that occur during the year will be appointed by the President to serve the remainder of the term.

SECTION 8

The Past President shall attend all meetings and act as a consultant providing past experience and knowledge of the Home and School Association as requested and needed by the current board.

ARTICLE X

NOMINATIONS

Nominations for office shall be made by a committee on nominations consisting of no less than three (3) members appointed by the President in January of each year. The state of nominees shall be presented at the general meeting prior to the annual elections meeting. The spring meeting of the organization shall be the annual meeting at which time the election of officers for the year will take place: Vice-President, Secretary and Treasurer.

ELECTIONS

A majority of the votes cast shall constitute a legal election. The term of office shall begin at the last meeting of the year (Spring). Election of officers shall be done by marked, secret ballot unless there is only one nomination for an office. In that case, a call for a verbal vote may occur and pass with a 2/3 majority verbal vote.

ARTICLE XI

SECTION 1

BUDGET PREPARATION AND DISPOSITION

Section 1 Budget Preparation and Disposition

In order to keep the budget process simple, the Home and School will base the school year budget on the income they have earned from the previous school year instead of the income they anticipate generating in the current school year. The Home and School will coordinate the budget process with Saint Thomas School's budgeting process. This will allow the School to more accurately plan for school expenses and extracurricular activities.

In November, all faculty and staff will submit their budget requests for the next school year to the School Principal or Assistant Principal. This will allow the school to incorporate all appropriate school expenses into the school budget first. Any unfunded request will be then forwarded to the Home and School for consideration.

In December a first draft of the Home & School budget will be prepared and presented to the Home & School for their consideration and input.

In January a second draft of the Home & School budget will be prepared and presented to the Home & School for their approval.

In February the Home & School proposed budget will be presented to the Saint Thomas Finance Council for their approval.

Any approved line item in the budget not spent within the school year will not be carried over to the next school year. If the funds are still required, a new request must be submitted the following year for the funding consideration. One June 30th (end of fiscal

year), any remaining funds in the Home and School budget, will be allocated to the Tuition Angel Fund, unless an exceptional need arises and is approved by a 2/3 majority vote.

Money collected from the cash producing events should be counted and handled by at least two (2) unrelated persons at all times. All money collected and counted should be immediately deposited in the bank or parish vault for safe keeping at the time of the event.

ARTICLE XII

STANDING COMMITTEES

The Standing Committees of the St. Thomas Home and School Association include those groups who provide income for, or receive budget funds from this Association.

Amended and Approved November 8, 2011