

Southington Catholic Home School Association By-Laws

Article I - Officers

Section 1. The President shall preside at the meetings of this Association and of its Executive Committee, appoint the chairman of committees with the approval of the Executive Committee, sign orders of the Treasurer for the payment of bills, and perform such duties as are incumbent on this office. The President ex officio is a member of all committees except the Nominating Committee. (Cf. Policy Regarding Home-School Association and Club Fund Raising). She/he shall also serve as liaison to the School Board, as necessary, providing monthly updates in collaboration with other Association Officers/Committee Chairs.

Section 2. The Vice President in the absence of the President shall perform all the duties of the President and such duties as are assigned to this office including acting ex officio as a member of the Membership and Hospitality Committee and liaison to the classroom representatives.

Section 3. The Secretary shall keep minutes of all Association meetings and meetings of the Executive Committee, shall keep a list of all members of the Association, shall notify members of their appointment on committees, and discharge such duties as are incumbent upon this office. In addition, the Secretary shall be responsible to ensure regular communications to the membership via the weekly school newsletter/Facebook page and website occur and shall serve ex officio as a member of the Community Publicity Committee.

Section 4. The Treasurer shall receive all monies of the Association, shall keep an accurate account of same, and shall authorize payment of bills only upon the written order of the President. (Cf. Policy Regarding Home-School Association and Club Fund Raising) In addition, the Treasurer shall act as liaison with Fundraiser Chairpersons and in conjunction with the school business manager to ensure timely and accurate accounting of revenues and expenses and payment of approved bills.

Section 5. The Officers shall be installed at the annual meeting.

Article II – Executive Committee

The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, a pastor ex officio or his designee, and the school principal ex officio. These persons shall have full responsibility for the Association's business affairs, including the approval of committee appointments, review of their reports, consideration of suggestions concerning school policies, budget and other administrative details. In addition, the School Board may designate a member

to serve as a liaison to the Executive Committee if it is felt that this would help support the work of the Home School Association and communication between the two groups.

Article III – Meetings

The regular meetings of this Association shall be held monthly during the school year. Members of the parish whose children attend public schools should be invited to occasional meetings of the Association.

Article IV – Committees

Section 1. The major Standing Committees shall be Membership & Hospitality, Family Engagement & Enrichment, Community Publicity, and Fundraisers.

Section 2. The President with the approval of the Executive Committee may appoint special Committees in keeping with the Association's objectives.

Section 3. The Chairmen of the Standing and Special Committees shall report their findings and recommendations to the executive Committee and, if approved, report them to the general membership.

Article V – Nominations and Elections

Section 1. The President at the meeting prior to the annual meeting shall announce the members of the Nominating Committee, having been approved by the Executive Committee. This committee shall consist of three (or five) members.

Section 2. The Nominating Committee shall give its report at the annual meeting, presenting the name of one candidate for each office. Nominations may also be offered from the floor.

Section 3. The President shall appoint a committee of five to act as a Committee on Elections at the annual meeting, this committee shall conduct the annual elections, count the ballots, and report same to the chairman of the meeting, who at once reports the results to the Association.

Section 4. Officers shall be elected at the annual meeting by a majority of qualified members voting.

Article VI – Rules of Order

Section 1. All meetings of the Association shall be conducted according to Robert's Rules of Order, revised, when not inconsistent with this constitution and bylaws and when determined to be appropriate by the officers.

Section 2. Any suggestions made at a regular meeting concerning a modification of established school policies and practices should be referred, without debate or vote, to the executive committee.

Article VIII – Quorum

Section 1. The quorum of an Association meeting shall consist of one-fourth of the membership. (If a smaller group is considered advisable, the exact number of individuals must be designated.)

Section 2. The quorum of the Executive Committee shall be a majority of the members of that committee.

Article IX – Amendments

These Bylaws may be amended at any regular meeting by a two-thirds vote of the members present and voting, provided that notice has been given in writing at the previous business meeting.