

SAS

**Home & School  
Association**

Constitution, By-Laws & Policies

Revised March 2021

**St. Anthony Catholic School  
Home & School Association**

Constitution.....3  
Chapter 1: Duties of Officers & Committees.....4  
Chapter 2: Standing Committees.....6  
Chapter 3: Election of Officers.....7

# **St. Anthony Catholic School Home & School Association**

## **Constitution**

### **Article I – Name**

The name of this association shall be St. Anthony's Home and School Association.

### **Article II – Purpose**

The Purpose of this Association shall be:

- Coordinate Activities between Home and School
- Serve as a Base Communication between Parents and Teachers
- Aid Faculty to Enhance the Education of our Children
- Initiate Community Events
- Fundraise to support SAS
- Strengthen Parental Involvement

### **Article III – Accountability**

The Home & School Association shall be accountable directly to the school Principal/Administrator.

### **Article IV – Membership**

The membership shall consist of the parents or guardians of children and teachers of St. Anthony's School. A \$10/student fee will be charged to each family's account. A \$20/7<sup>th</sup> Grader fee will be charged to cover the cost of 8<sup>th</sup> Grade Graduation.

### **Article V – Meetings**

The regular bi-monthly meetings shall be on a specified, but consistent week and day each month. In June, of each school year, the Home and School Board President and Principal/Administrator shall set the meeting dates for the upcoming year and reserve space. If it is an election year, both the outgoing President and the incoming President, should be present.

# St. Anthony Catholic School Home & School Association

## Chapter 1: Duties of Officers & Committees

**Section 1.** The regular term of all officers shall commence June 1<sup>st</sup>. The Executive Board shall appoint a member to fill any unexpired term officer other than the President.

**Section 2.** If a vacancy in the Presidential position occurs anytime during the term of the office, the Vice President shall move to the position of the President and the Vice President shall be filled by an appointment of the Executive Board.

**Section 3.** The President (Co-President), if applicable, shall:

- a. Preside at all meetings of this Association.
- b. Appoint with the approval of the Executive Board, all committee chairperson(s).
- c. Be an ex-officio member of all standing committees, except the nominating committee; Responsible to keep the Constitution, By-Laws & Policies current with the needs of the Home and School Association.
- d. Perform no act, which changes policy without the approval of the Executive Board between meetings.
- e. Submit a written report to School Principal/Administrator explaining how the last meeting went, anything new, what is being worked on and what is upcoming. Include details of next meeting.

**Section 4.** The Vice President, shall:

- a. Assist the President (Co-President) with their duties throughout the year.
- b. In the absence of the President (Co-President), perform all duties of the Presidential office and shall perform any other duties as shall be delegated to him/her by the President.
- c. Be elevated to the office of the President if the office should become vacant.
- d. Serve as Chairman of the Nomination Committee.
- e. Serve as Chairman of 8<sup>th</sup> Grade Graduation.

## **St. Anthony Catholic School Home & School Association**

### **Section 5.** The Secretary, shall:

- a. Record resolution and proceeding of all meetings of the Association and Executive Board.
- b. Post the minutes of meetings in designated places, including St. Anthony School website.
- c. Place notification of next general meeting in any parish or school publication.
- d. Set up/manage a Home and School Facebook page and any other social media accounts. Check with school office for any students who do not want photos shared.
- e. Ensure there are tangible copies of meeting minutes at each bi-monthly meeting.

### **Section 6.** The Treasurer, shall:

- a. Receive all monies of the Association and disburse the same to the Parish Business Manager.
- b. Keep accurate books covering financial transactions of the Association.
- c. Request financial report from Business Manager to report at bi-monthly meetings.
- d. Reconcile financial report from Business Manager to Home & School records.
- e. Present the books to be audited when requested.
- f. Provide copies of final Treasurer's report to the Pastor/Board of Education and general membership of the Home and School Association annually.

### **Section 7.** All Committees, shall:

- a. Keep a record of their proceedings.
- b. Furnish the President, 30 days following the function, a written report that will be presented to the Executive Board.
- c. Place all records with the Executive Board at each April meeting to be made available to the incoming Chairperson.

## **St. Anthony Catholic School Home & School Association**

- d. Present all receipts to Business Manager and Treasurer for reimbursement within fifteen (15) days following the function.

### **Chapter 2: Standing Committees**

**Section 1. *Definition:*** The President can appoint committees at will. A Chairperson(s) shall head each committee. The Chairperson(s) of each standing committee shall appoint its members and each chairperson(s) shall attend each Board meeting when applicable. There can be additional standing committees, which are considered necessary and recommended by the elected Officers subject to Board approval. The Board shall approve the additional standing committees before selections of committee chairperson(s) are made.

### **Section 2. Homeroom Parents**

- a. Homeroom parents attend the general Home & School bi-monthly meetings.
- b. Give aid to the homeroom teachers when called upon to do so.
- c. Notify parents in regard to any information that may concern them.
- d. Receipts must be submitted to the Treasurer for reimbursement no later than fifteen (15) business days from purchase. Any funds not needed by Homeroom Parent will remain with St. Anthony's Home & School Association.

**Section 3. Procurement:** This committee shall be responsible for obtaining donations for specified events.

**Section 4. Nominating:** This committee shall:

- a. The Vice President shall act as Chairperson.
- b. Select nominees for each office of Home & School (i.e. President or Co-Presidents, Vice President, Secretary and Treasurer).
- c. Present the slate of candidates at the April Board Meeting.

**St. Anthony Catholic School  
Home & School Association**

**Chapter 3: Election of Officers**

**Section 1.** The election of officers meeting shall be held during the month of April.

**Section 2.** The Vice President shall coordinate the elections.

**Section 3.** Each candidate shall prepare a short biography about themselves to stand and share at the April Meeting.

**St. Anthony Catholic School  
Home & School Association**

**Article VII – Nominations and Elections of Officers**

- a. Eligibility: Any person with children currently enrolled at St. Anthony Catholic School is eligible for nomination to be on the Home and School Board.
- b. It shall be the duty of the Nominating Committee to submit the candidates for election for the Offices of President, Vice President, Secretary and Treasurer.
- c. Each office shall be a two (2) year term.
- d. Election shall be written ballot or show of hands, and a majority of those present is necessary to elect each officer.

**Article VIII – Order of Business**

- a. Call to Order by the President
- b. Prayer
- c. Approval of Minutes from previous meeting
- d. Treasurer’s Report
- e. Principal/Administrator’s Report
- f. Teacher Report
- g. Program (if any)
- h. Unfinished Business
- i. Committee Reports
- j. New Business
- k. Prayer
- l. Adjournment

**Article IX – Rules of Order**

All parliamentary procedures and all matters not covered in the Constitution and By-Laws shall be governed by Roberts Rule of Order, (Newly Revised).



**St. Anthony Catholic School  
Home & School Association**

**Article X – Amendments**

The general membership shall be notified in writing of the proposed new amendments and/or additions and/or subtractions to the Constitution and/or By-Laws fifteen (15) business days before the next scheduled Board Meeting. The proposed shall be voted on at that Board Meeting and subsequently voted on and accepted or rejected by two-thirds (2/3) majority of the membership present at the general meeting.

**St. Anthony Catholic School  
Home & School Association**

**Article XI. Policies**

**Policy 1. Expenditures**

- a. Expenditures up to \$500.00 may be approved by the Executive Board without a vote from the membership. Any expenditure voted by the membership must have had prior approval by the Executive Board.
- b. The Executive Board may approve additional funds up to a maximum of \$1000.00 above those monies budgeted for a committee for a particular project and/or functions. This provision is only applicable in the event such needs become necessary prior to any regular scheduled bi-monthly Home & School meeting and it is not possible to have the membership vote on said request prior to the disbursement. Said funds must be available, however; said funds may not be disbursed should their disbursement diminish the treasury to the extent that other budgeted funds would not be available to other committees who have remained within their budgeted guidelines.
- c. If a timely request arises in between our bimonthly meetings, a zoom meeting may be performed for approval.

**Policy 2. Fundraising**

- a. No fundraising activities shall be undertaken without the consent and approval of the Principal/Administrator, and any monies accumulated through these activities shall be expended upon joint approval of the Home and School Association and the Principal/Administrator.
- b. Any fundraising activities with an estimated profit of \$5000 or less, must obtain approval from the Community Council before finalizing any event.
- c. Any fundraising activities with an estimated profit of \$5000 or more, must obtain approval from the Fundraising Committee before finalizing any event.

**St. Anthony Catholic School  
Home & School Association**

- d. Any solicitation of donations and/or contributions from outside vendors on behalf of any St. Anthony organization, regardless of size of event, must be approved by the Fundraising Committee.

**Policy 3. Requests for Monies**

- a. Any faculty/staff request for monies accumulated through fundraising shall be in written form, submitted to the Principal/Administrator by the 1<sup>st</sup> Tuesday of the month, for his/her approval.
- b. Principal/Administrator approved money request shall be submitted to the Executive Board no later than the 2<sup>nd</sup> Tuesday of the month for Executive Board approval.
- c. Executive Board approved money requests shall be voted on and accepted or rejected by a two-thirds (2/3) majority vote of the membership present at the general meeting.