

CONSTITUTION AND BY-LAWS  
HOME AND SCHOOL ASSOCIATION  
ST.JAMES SCHOOL  
SEWICKLEY, PA

ARTICLE I NAME

The name of this organization shall be St. James Home and School Association (here after called “the organization”)

ARTICLE II PURPOSE

Section (1) The objective of this organization shall be the advancement of Catholic education and the welfare of the St. James children. The school children are defined as those in attendance at St. James daily school.

Section (2) It shall further promote parent-teacher activities and increase, on the part of its members, interest in educational and civic affairs. Through curriculum enrichment the organization will help to find and schedule activities, field trips, and assemblies to encourage learning.

Section (3) It shall attempt to enhance the parent’s role in the education of the child by providing an opportunity for parents and teachers to work together for the good of the child.

ARTICLE III AUTHORITY

The Pastor has the responsibility for the administration of the parish school and this organization shall function only with his consent and in accordance with the constitution of the Diocese of Pittsburgh.

ARTICLE IV MEMBERSHIP

Section (1) The organization shall be composed of parents and guardians of children enrolled in the parish school.

Section (2) The organization shall also be composed of members of the school faculty.

Section (3) Members are eligible to vote and hold office.

Section (4) It is a recommendation of this committee, that a member of the school faculty be present at each meeting.

ARTICLE V OFFICERS

Section (1) The officers of the organization shall be two co-presidents, vice-president(s), secretary(s), and treasurer. The term of office shall be

from July 1-June 30. The positions are for two consecutive years.

Section (2) The President who is in his/her second year shall preside at all meetings of the organization and the Executive Board. He/she shall perform all duties pertaining to the office, shall appoint all standing and special committees, and shall be an Ex-Officio member thereof, and shall receive notices of all committee meetings. He/she shall review all bank statements.

Section (3) If the President cannot fulfill his/her term, the second Co-President will assume the responsibility of the President for the remaining year.

Section (4) The Recording Secretary shall keep the membership roll, take all minutes, record them and read them on call. Monthly minutes of the Board meetings shall be sent to the Pastor. The minutes shall be posted in the main school office and in the teachers' lounge.

Section (5) The Treasurer shall make disbursements only as directed by the Executive Board, the President, or the budgeted item. A monthly Treasurer's report is distributed at every meeting. A year-end annual Treasurer's report is given.

Section (6) Vacancies occurring in an office during the school year shall be filled by vote of the Executive Board.

#### ARTICLE VI EXECUTIVE BOARD

Section (1) The administrative body of the organization shall be known as Executive Board. The Board shall consist of the Pastor, or a priest appointed by him, Principal of the St. James School, the organization's Co-presidents, Vice-President(s), Secretary(s), and Treasurer,

Section (2) The Executive Board, having presented policies and programs to the general membership, shall have the final voice in the execution of these policies and programs.

Section (3) A quorum of the Executive Board shall be a majority of the members thereof in attendance.

Section (4) Executive Board meetings shall be conducted monthly with meetings added as needed.

Section (5) Special meeting of the Executive Board may be called at the request of the President or any three members of the Executive Board.

#### ARTICLE VII ELECTIONS

Section (1) Nominations for officers of the Executive Board shall be made by a nominating committee of at least two members selected by the Executive Board. The nominating meeting shall be held prior to the final

general business meeting of the school year, usually in the month of April. At this meeting, the nominating committee shall present a slate of candidates. Additional nominations may be made from the floor with consent of the nominees.

Section (2) Voting shall be by ballot sent to each family and returned in sealed envelopes to the chair of the nominating committee, via the Principal. Ballots are to be sent out within one week of the nominating meeting and returned within one week of the sending date. If no contest to nominees by the Nominating Committee, the President will be notified of the results.

Section (3) Election results shall be announced by the President at the May or early June meeting. The officers are required to turn over all books, minutes, correspondence, and etc. the newly elected officers of the ensuing year, no later than June 30.

#### ARTICLE VIII MEETINGS

Section (1) there shall be at least four general business meetings during the school year, at such times, as the Executive Board shall decide.

Section (2) Special general business meetings may be called during the school year, at the discretion of the Executive Board or by signed petition, of ten members, which is presented to the President.

Section (3) Those members present at all general business meetings shall constitute a quorum.

#### ARTICLE IX STANDING COMMITTEES AND DUTIES

Section (1) Curriculum Enrichment. This committee shall provide programs for the children at St. James. The programs should enhance the educational and cultural experience and cultural experiences of the students.

Section (2) Homeroom Parents: This consists of at least two parents and no more than four, selected each year to represent each room in the parish school. Each teacher will select a contact person, which is selected from the group of Homeroom Parents. This contact person shall serve as her liaison between the Homeroom Parents and herself, should the need arise. A parent may only serve as Homeroom Parent for one class per year. The Executive Vice-President will represent the Homeroom Parents at the board meetings. This Vice-President shall assume the various responsibilities that arise during the school year at the direction of the Executive Board or the President.

Section (3) Publicity. The Corresponding Secretary sees to the proper and timely notification of the membership, the parishioners, and the

community, about the date and program of meetings through various media: church bulletins, local papers, posters, notices to parents and the Cougar Call.

Section (4) Special Committees. The President may appoint special committees, for the various duties not covered by the Standing Committees, as he/she sees fit or as requested by the Executive Board or membership.

Section (5) Each committee chairperson must submit a written report upon completion of their committee's duty. Financial reporting will be included in the organization's Treasurer's monthly report.

Section (5) See attachment of the standing committees

## ARTICLE X AMENDMENTS

Section (1) Amendments to these by-laws shall be proposed at one membership meeting and voted on at the next. A two-thirds of the vote of members present is necessary to amend. The principal of St. James School and/or the Pastor's vote (by proxy, if not present) will be the deciding factor.

Section (2) any proposal to amend the by-laws should be brought up at any general meeting. A committee shall be formed, of at least 3 persons, by the proposer who shall chair that committee. The proposal shall be brought up at the next general meeting where the membership can vote on this proposal.

Section (3) If the proposed amendment is passed, that section must be typed and dated, attached to the by-laws and kept by the President and Secretary. Also the by-laws will be posted on the web site.

Section (4) These by-laws will be reviewed and revised annually by the Executive Board.

## ARTICLE XI PARLIAMENTARY PROCEDURE

The rules contained in Robert's Rules of Order, Revised, shall govern the organization in all cases not otherwise covered by these by-laws.

Reviewed and Revised

5/07 H.S.A. Executive Committee

Rosemary Jancart

