

St. Nicholas Home and School Association

Mission Statement and By-Laws

MISSION STATEMENT

The mission of St. Nicholas Home and School Association is to promote a spiritual and educational partnership between parents and staff for the benefit of our children. We will also support fundraising projects throughout the year.

ARTICLE I

ORGANIZATIONAL STRUCTURE AND MEMBERSHIP

Section 1 The St. Nicholas Home and School Association (HSA) is governed by its Executive Committee and follows the leadership of the Diocese, the School Board, the Pastor and the Principal. This Organization will operate in compliance with the By-laws herein written.

Section 2 Every school family becomes an official member upon registration and enrollment of their child/children in St. Nicholas Catholic School. Prior to the beginning of each school year, every family will receive a letter informing them of their membership in the St. Nicholas Home and School Association and a copy of the current by-laws.

Section 3 The Faculty of St. Nicholas Catholic School shall be considered regular members. The Principal is considered an ex officio member.

Section 4 The HSA is organized exclusively for charitable or education purposes within the meaning of Section 501 C(3) of the Federal Internal Revenue Code or corresponding section of any future Federal Internal Revenue Code.

Section 5 For conduct detrimental to the interests of the HSA, the executive board may suspend or terminate membership privileges by an affirmative vote of three-fourths of the Executive committee. Any such member will be notified at least fourteen days in advance of the meeting at which the Executive committee will consider suspension or termination of that person's membership.

ARTICLE II

OFFICERS

Section 1 The officers of the HSA shall be President, Vice President, Secretary, and Treasurer. Each officer is elected to a 2-year term. The terms will be staggered to allow for some continuity. The Vice President will automatically assume the office of the President following his/her first term.

Section 2 The Executive Committee shall consist of the Principal, President, Vice President, Secretary and Treasurer.

Section 3 No officer shall serve more than one consecutive 2-year term.

ARTICLE III NOMINATIONS AND ELECTIONS

Section 1 The Nomination Committee will be comprised of the members of the Executive Committee. The Vice President will lead this committee. At the conclusion of each officer's term, the Nominating Committee will seek nominations for that office. This committee will report its nominations by written notice at the Executive Committee meeting. Additional nominations from the general membership may be presented to the Nominating Committee. Only those persons, who have signified their consent to serve, if elected, shall be nominated or elected to such office.

Section 2 The Nominating Committee will conduct the election. One ballot will be distributed to each school family and each faculty member. The ballots will be counted by a minimum of two members from the Nominating Committee. The candidate receiving the most votes will be declared the winner for the specific office. In the case of a tie, the winner will be determined via a lottery. The winner of each office will be announced in the next St. Nicholas school family envelope. All newly elected members must attend the June Executive Committee meeting.

Section 3 The term of an officer will begin the day after the last day of classes before summer break. The term will end on the last day of classes for the following school year.

Section 4 In the event the Secretary, Treasurer, or Committee Chairperson cannot complete his/her term of office; the Executive Committee will nominate a replacement for the duration of the term. The final decision will lie with the Principal in consultation with the Pastor.

Section 5 If the President cannot complete his/her term the Vice President will assume the role of President of the HSA.

ARTICLE IV MEETINGS

Section 1 Four regular meetings will be conducted during the school year. Executive Committee meetings will be conducted as needed. The Executive Committee will determine the date and time of these meetings.

Section 2 The Principal may call special meetings as deemed necessary. The Executive committee may request of the Principal to call a special meeting.

Section 3 The Executive Committee shall meet at least once prior to the start of the new school year to formulate goals for the upcoming year.

Section 4 The President, in conjunction with the Principal, will prepare the agenda for each meeting. Any member can suggest an item to be put on the agenda by contacting the current President at least 1-week prior to the meeting. The agenda will be distributed to all members attending the meeting at least 3 days in advance.

ARTICLE V QUORUM AND VOTING RIGHTS

Section 1 Each family and each Faculty member of the HSA will have one vote.

Section 2 A quorum of the Executive Committee shall be three members.

Section 3 A majority vote of the Executive committee present at the meeting is required to approve any motion/business being considered by the Executive Committee.

ARTICLE VI ROLES OF PRIEST, PRINCIPAL AND OFFICERS

Section 1 The Priest serves as the spiritual director for the HSA.

Section 2 The Principal is the educational leader of the school and acts as the primary facilitator who works with the teachers, students, and parents for the betterment of the school. The Principal shall be a member of this committee. He/She is responsible with the rest of the executive Committee to appoint the necessary Committee chairs to conduct the business of the organization.

Section 3 The President shall preside at all meetings of the organization and of the Executive Committee. The President shall oversee and coordinate the work of the Officers and Committees. The President shall perform such duties as are incumbent on this office and serve as ex-officio member of all subcommittees.

Section 4 In the absence of the President, the Vice President/, shall perform all the duties of the President and any such duties as are assigned to this office; shall assist the President in carrying out the programs of the Organization; and shall be charged with organizing any special committees and chairperson of the nomination committee for the annual elections. The Vice President shall become President after his/her first year in term.

Section 5 The Secretary shall keep the minutes of the quarterly meetings and meetings of the Executive Committee. He/she will perform such duties as are incumbent upon this office. The Executive Committee must approve the minutes before they can be distributed. The Secretary will notify all Executive Committee members of any meetings and will be responsible for any correspondence for the HSA.

Section 6 The Treasurer shall account for all monies of the Organization. A detailed record should be kept of all income received and expended. The Treasurer shall render a report at the quarterly meeting and the monthly Executive Committee. The Treasurer shall prepare a detailed monthly report to the Principal and Executive Committee.

ARTICLE IX ALLOCATION/DISBURSEMENT OF FUNDS

The HSA may host fundraisers throughout the year. Some fundraisers are held to promote family and community activity and others are held with a specific purpose in mind. The funds generated from these efforts will be recorded as part of the Home and School fund within the School Budget. These funds will be allocated and dispersed with the approval of the Executive Committee. The Treasurer or President must endorse all disbursements.

ARTICLE X PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules Of Order Newly Revised shall govern the HSA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the HSA may adopt.

**ARTICLE XI
AMENDMENTS**

These bylaws will be reviewed annually and amended as deemed necessary. A simple majority of regular member that voted will be needed to adopt the amendment.

Adopted: _____
(Date)

Signatures:

President

Principal

Vice President

Secretary

Treasurer