

**ST. DOMINIC HOME & SCHOOL ASSOCIATION  
CONSTITUTION AND BY-LAWS**

**ARTICLE I – NAME**

The name of this association shall be the St. Dominic Home & School Association.

**ARTICLE II – RELATIONSHIP**

St. Dominic Home & School Association is accountable to and receives its authority from the administrator of the school who is the principal of the school.

**ARTICLE III – PURPOSE AND OBJECTIVES**

- A. The purpose of the Home & School Association is to serve as a liaison between the homes of students attending St. Dominic and the school.
  
- B. The objectives of the Home & School Association shall be:
  - 1. fostering an atmosphere to encourage school spirit and a sense of community through volunteerism and fundraising;
  - 2. assisting in the development of spiritual and educational growth experiences;
  - 3. providing structure that encourages parents to exercise their role as co-partners with the school in the education of their children;
  - 4. providing a forum in which policies of the School Board can be discussed and the appropriate feedback can be conveyed to the School Board;
  - 5. encouraging the development and maintenance of high standards of Christian family life;
  - 6. promoting a quality, Catholic education;
  - 7. offering thorough, well-planned programs, information of interest and value to parents, as well as educational enrichment for the students.

**ARTICLE IV – MEMBERSHIP IN ASSOCIATION, TERMS, DUES**

- A. All parents and guardians whose children currently attend St. Dominic School shall be eligible for membership in the Home & School Association.
  
- B. The term of membership year will coincide with the academic year of St. Dominic School.
  
- C. The dues of the Association shall be determined on an annual basis by the Executive Board and are payable at the beginning of the school year.
  
- D. Members in good standing are those whose dues have been paid for the current membership year. All members in good standing are eligible for any elected office or appointed position in the Association.

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**ARTICLE V – OFFICERS, TERMS OF OFFICE**

- A. Ex-officio members of the Home & School Association shall be the pastor of St. Dominic Congregation and the principal of St. Dominic School.
- B. Elected officers of the Home & School Association shall be the President, Vice President, Secretary, Treasurer, Volunteer Coordinator, and Enrichment Program Coordinator. All officers shall be active, participating members of St. Dominic Home and School Association.
- C. The elected officers shall be nominated by current Home & School Executive Board and elected by the Association by secret ballot at the general meeting in April for a term of two years. A majority vote shall elect. Newly elected officers shall use discernment to determine which office each will assume. These officers shall be installed and assume duties of their respective offices at the final meeting of the year.
- D. Any vacancy occurring shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the executive meeting called for that purpose as soon as possible after a vacancy occurs.

**ARTICLE VI – NOMINATION AND ELECTION OF OFFICERS**

- A. Nominations for each office shall be presented to the membership by the Home & School Executive Board which shall meet prior to the April meeting.
- B. The Executive Board shall present the names of the candidates to the ex-officio officers for approval and shall secure the consent of each candidate before presenting the names.
- C. The Executive Board shall publish the names of the candidates no less than two weeks prior to election.
- D. The election shall be conducted by the Executive Board at the April general meeting. Election shall be by secret ballot by a majority vote with each parent/guardian entitled to one vote.

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**ARTICLE VII – RESPONSIBILITIES OF OFFICERS, EXECUTIVE BOARD**

- A. The President shall preside at all general meetings of the Home & School Association and all meetings of the Executive Board, and shall be an ex-officio member of all committees. The President may delegate such responsibilities as may be necessary to the effective functioning of the Association. The President is the representative to the School Board.

Length of Term: The President shall serve the 2<sup>nd</sup> year of the two-year commitment.

- B. The Vice President shall be an aid to the President. The Vice President shall perform the duties of the President in the absence or resignation of the President until the election of a new President. The Vice President will serve as the Fundraising Chair, in addition to shared duties with the President.

Length of Term: The Vice President shall serve a two-year commitment; the 1<sup>st</sup> year as Vice President, and the 2<sup>nd</sup> year as President.

- C. The Secretary shall keep an accurate record of all general meetings of the Home & School Association and all meetings of the Executive Board and shall conduct the correspondence and perform such other duties as may be delegated by the President. The Secretary should type minutes and distribute via the Family Folder. The Secretary shall be responsible for the Home & School Newsletter and Calendar, also distributed via the Family Folder.

Length of Term: Two-year commitment

- D. The Treasurer will be the monetary liaison between the Home & School Association and the parish finance office. The Treasurer will keep accurate records of all receipts and expenditures and shall present an up-to-date statement at all business meetings. The Treasurer will collect deposits and fund reimbursement requests to be submitted to the Parish Finance Office (who will make the actual deposits and cut the checks). The Treasurer, along with the Executive Board, shall create a budget for the upcoming year based on the prior years income/expenses and considering any likely changes. The Treasurer shall also be the liaison to the Home & School fundraising committees and will work closely with the parish finance office.

Length of Term: Two-year commitment

- E. The Volunteer Coordinator shall recruit all school volunteers / chairpersons and submit their names to the appropriate committees. The Volunteer Coordinator will work with teachers to understand their yearly needs, assign headroom parents to each teacher, and distribute all necessary communication between the parties. They will establish an effective network of communication with teachers, chairpersons and volunteers and bring requests or suggestions back to the Executive Board. In addition, they will maintain committee wrap up reports and update the Student Handbook.

Length of Term: Two-year commitment

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- F. The Enrichment Program Coordinator will research and schedule enrichment activities, assemblies, and field trips for entertainment and educational enhancement for all grades (K-3 and K-4 assemblies only). Enrichment activities can be paid or free. Any paid activities include tickets, admission fees, busing fees, and performer fees. The coordinator will bring a breakdown of all fees associated with enrichment activities to monthly meetings and ensure costs are within the allotted budget. Activities shall also be coordinated with the school calendar and the teacher's activities so activities are not duplicated or in conflict with other scheduled school events.

Length of Term: Two-year commitment

- G. The responsibilities of the Executive Board shall be:
1. to plan and implement the programs established to achieve the purpose and objectives of the Home & School Association;
  2. to coordinate the efforts of the various committees;
  3. to transact the necessary and emergency business which occurs between regularly scheduled meetings of the Home & School Association, together with such other business as may be referred to the Home & School Association;
  4. to report to the Home & School Association at the next regular meeting the business transacted.

**ARTICLE VIII – COMMITTEES**

- A. The Executive Board shall create and appoint standing and special committees to assist in the promotion of the purpose and objectives of the Association. Committees are listed in the St. Dominic Volunteer Handbook which shall be updated each year by the Volunteer Coordinator.
- B. Chairpersons of each committee shall be recruited by the Volunteer Coordinator and approved by the President. Any vacancy of any position on any committee may be filled by the President.
- C. The chairperson of all special and fundraising committees must present the committee's plan to the Executive Board for approval. No program may be undertaken without the approval of the Executive Board and Principal.

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**ARTICLE IX – MEETINGS**

- A. General membership meetings of the Home & School Association shall be held every 2<sup>nd</sup> Tuesday of the month.
- B. The last general meeting of the membership year shall be designated as the annual meeting at which time installation of officers shall be held and all officers and committee chairpersons of the Home & School Association shall submit year-end summaries to the Executive Board no later than June 30<sup>th</sup>. Summaries should include process instructions and a completed wrap-up report
- C. A quorum for a general membership meeting of the Home & School Association is one-half of all elected officers and the school principal. A quorum for the Executive Board is one-half of the elected officers.

**ARTICLE X – EFFECT OF THIS CONSTITUTION AND BY-LAWS, AMENDMENT, RULES OF ORDER**

- A. This Constitution and By-Laws shall become effective as of this date on which the Association, at a meeting regularly convened, shall, by a simple majority of those attending, grant its approval.
- B. After the date of approval, all meetings of the Home & School Association shall be governed hereby.
- C. This Constitution and By-laws may be amended at any general membership meeting of the Home & School Association upon the approval by two-thirds of the members present, constituting a quorum, and voting. Any proposed amendment shall be submitted in writing to the Members of the Home & School Association no later than two weeks prior to the meeting at which the amendment will be decided, provided that the school principal has approved the proposed amendment.
- D. In the event any proceeding at the meeting shall be questioned by any member, reference shall be made to Robert's Rules of Order as the final arbiter of the question.

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**ARTICLE XI – APPROVAL OF CONSTITUTION AND BY-LAWS**

This Constitution and By-Laws of the St. Dominic Home and School Association is herewith approved, adopted, and revised this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

Revising Board Members and Principal

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Signature of Vice President

\_\_\_\_\_  
Signature of Secretary

\_\_\_\_\_  
Signature of Treasurer

\_\_\_\_\_  
Signature of Coordinator of Volunteers