

Immaculate Heart of Mary Constitution and By-Laws

Article I: Name

The name of this organization shall be Immaculate Heart of Mary (IHM) Home and School Association.

Article II: Mission Statement

The mission of the IHM Home and School Association is to foster, strengthen, and supplement the educational environment at IHM and assist to enhance the learning experiences of all students. This shall be done through faith-based strategies by parents, guardians, and teachers who will work together towards the common goal of striving to be an excellent educational institution.

Article III: Purpose and Goals of the Organization

The purpose of the IHM Home and School Association is to facilitate communication between parents/guardians and school and to foster a positive atmosphere for the school community.

The goals of the IHM Home and School Association include:

- Increase parent/guardian involvement in the school community
- Promote parent/guardian-school activities
- Strengthen parent/guardian-to-school relationships
- Develop collaborative relationships between the parents/guardians and educators
- Assist to foster a positive and nurturing learning environment
- Assist to advance the Catholic education
- Coordinate fundraising and social activities

This organization shall be non-commercial, non-profit, and non-partisan and shall work with the school administration and faculty to accomplish the above objectives.

Article IV: Authority for this Association

The Pastor of IHM parish has the responsibility for the parish and school, and the association shall function with the consent of the Pastor and Principal of the school.

Article V: Bylaws

At minimum, the Bylaws shall be reviewed on a bi-annual basis during the re-election process. However, the Bylaws are a living document and can be amended at any Home and School Board Meeting and must be approved by at least two-thirds of the people voting.

The Bylaws shall detail the required steps to be taken to fill an officer vacancy. The IHM Home and School Board will be allowed to appoint a qualified member (even one who has fulfilled term limits) to serve for one (1) year, or until the next regularly scheduled election. The decision shall be clearly documented in the meeting minutes, including the steps taken, and the reason for the appointment.

The Bylaws and meeting minutes associated with the Bylaws shall be provided to the Principal to be posted on the IHM website, available for public view. The monthly financial summaries and current list of enrolled members are held by the Treasurer and available at all General Meetings.

Article VI: Membership

All parents/guardians, teachers, and staff of IHM who are willing to uphold the policies of and subscribe to these Bylaws shall be known as enrolled members of this organization. General Meetings shall be held three (3) times per school year and are open to all members of the parish. All parents/guardians of children attending IHM School are general members of Home and School Association.

Article VII: Officers of the Association

Section 1. The Home and School Board shall include one President, one Vice-President, one Secretary, one Treasurer, one Director of Fundraising, the Principal, and a school faculty member. Any member of the board may propose additional positions for which they feel there is a need. The additional members shall be approved by the Principal and voted on by the members of the board. Once approved, these members will have the same voting rights as the Home and School Board.

The voting board members shall include the President, Vice-President, Secretary, Treasurer, and the Director of Fundraising. It should be noted that in the event of a tie, the Principal will have the deciding vote. If the board cannot come to a consensus on any matter, the Principal and President shall have the ability to make an executive decision.

The term of office shall be two (2) years for the Home and School Board Members, and no one person shall be eligible to hold the same Home and School Board Member position for more than two (2) consecutive terms. Home and School Board Members shall be allowed to run for other positions in the Home and School Board they did not previously hold, or any other board position.

If there are not enough candidates to fill the additional board positions, the Home and School Board shall operate on its own as a full board, until the time those positions can be filled. The Principal shall have the right to appoint any advisory position to the board he/she finds appropriate.

Section 2. The President shall preside at all meetings of the Home and School Board. He/she shall perform all the duties pertaining to the office, appoint all special committees and chairs, receive notices of all meetings, and be an ex-officio member of all committees.

Section 3. The Vice-President shall perform the duties of the President in his/her absence and assume the duties of the office until the next election. In addition, it shall be the duty of the Vice-President to perform as Chairperson of the Auditing Committee, as per Section 5 below. The Vice-President shall be considered as an ex-officio member of the following committees: Constitution and Bylaws, and Auditing.

Section 4. The Secretary shall electronically document a true and accurate record of all meetings of this Association. The minutes of each meeting shall be made available to all parents/guardians, the Pastor,

the Principal, and the teachers of IHM in a timely fashion, or within one (1) month of the meeting; the meeting minutes shall be sent to the Principal to be posted on the IHM website.

Section 5. The Treasurer shall receive all dues and other monies and shall make disbursements only as voted on by the Home and School Board. Monthly financial summaries shall be forwarded to the Parish finance office for review and settlement.

Section 6. The Director of Fundraising shall be responsible for guiding fundraising activities along with leading or co-leading the fundraising sub-committee. All fundraising events are the responsibility of the board, and board members are required to take part in these fundraising events to further encourage general members to participate in volunteering for these events.

Section 7. The role for each member of the Home and School Board is to assist the Principal, teachers, and staff in making IHM School the best it possibly can be. This can only be done if the Home and School Board strives to uphold the philosophy of the Archdiocese of Philadelphia, and the mission statement for IHM School. Ideas generated at General Home and School Association Meetings will be discussed and decided upon at board meetings.

Article VIII: Home and School Board

Section 1. The administrative body of this Association shall be known as the *Home and School Board*. It shall consist of the Principal of IHM, the President, the Vice-President, the Secretary, the Treasurer, Director of Fundraising, and an IHM faculty representative. Additional positions can be added via a voting process and shall be approved by the Principal.

Section 2. All matter of policy and administration shall be vested in the Home and School Board.

Section 3. A quorum of the Home and School Board shall be a majority of members on the Home and School Board.

Section 4. Home and School Board Meetings shall be held a minimum of four (4) times per year but can also occur by the request of the Principal or any member of the Home and School Board.

Section 5. Officers can be removed for failure to perform the duties of their office, which shall be done via a voting process at a Home and School Board Meeting, and a vacancy shall be declared.

Section 6. Home and School Board members shall choose the committee leads and fill any vacancies among the members of the Association with the approval of the Principal.

Article IX: Elections

Section 1. Each candidate will be given an opportunity to provide a photo and short biography, which will consist of their rationale for running for office, along with necessary skills for the position. All candidates shall be given a copy of the Bylaws for their review prior to submitting their biographies. Guidance for the elections shall be provided by the Principal or the Vice-President, when appropriate. All candidates must have state clearances completed prior to running for office and must take the

Protecting God's Children Class and the Mandated Reporter Training. The Vice-President is an ex-officio member of the Bylaws Committee and should understand the Bylaws and the rules to offer guidance to candidates.

Section 2. No campaigning is allowed for any position. Any candidate campaigning for any position shall be disqualified from the election process to ensure each candidate running for that position is provided the opportunity for a fair election. At the discretion of the Principal, an event to introduce the candidates to the general members of IHM (either in person or digitally) may take place to better familiarize general members with all candidates in a fair and equal manner.

Section 3. Voting shall be done privately by all members attending the election meeting, or through on-line voting, at the discretion of the Principal. Each ballot shall contain all candidates' names, photos, biographies, and the position for which each candidate is running. Each parent, guardian, or faculty member may cast one vote. Any family or faculty member not able to attend an election meeting, should that be the method of voting for that election, may complete their ballot at home. All ballots should be returned by the determined date provided by the Home and School Board or the Principal.

Section 4. In the event of a tie, it will be necessary to ballot again for the specific position in which the tie occurred. Continued balloting will occur until there is a winner of the election for that position.

Article X: General Meeting Membership

Section 1. The General Meetings shall be led by the IHM Home and School Board.

Section 2. Those present shall constitute a quorum at a General Meeting.

Section 3. General membership meetings shall follow an agenda prepared by the Home and School Board and the materials reviewed at the meeting (e.g., Power Point presentations, etc) shall be made available following the meeting.

Article XI: Conduct of a Meeting

A Home and School General Membership Meeting shall be conducted in a professional manner. The Principal or President have the right to end any meeting that is not being conducted in this way. The goal is for all parents/guardians to work together as one with the school community.

Article XII: Standing Rules

Section 1. Expenditures up to \$500.00 may be approved by the Home and School Board without the approval of the Principal. Any expenditures exceeding the \$500.00 shall be discussed with the Principal and voted on by the Board.

Section 2. Copies of the Financial Summaries shall be given to the Pastor, the Parish Finance Committee, and the Principal. A copy of the summaries shall be on record and shared with any general member upon request; it will also be shared during regularly scheduled Home and School meetings.

Section 3. A minimum of \$5,000.00 should be available in the Home and School Board bank account at the start of every new fiscal year which begins July 1st.

Section 4. No fundraising activity shall be undertaken without discussion with the Principal first, followed by approval of the Board. These monies shall be extended only upon the approval of the Principal.

Section 5. If any general member wishes to present a new proposal or idea as discussed at a General Home and School Association Meeting, they may do so in writing to the Home and School Board.

Section 6. All families can earn tickets for the tuition raffle(s) if they meet specific criteria; this is inclusive of the Home and School Board members, including faculty members. The raffle(s) shall be drawn by the Principal and/or the Pastor at a time that is not during a General Meeting. Eligibility for the tuition raffle(s) requires the family's tuition status to be in good-standing, and is also based on the following:

- Each family will earn **one (1)** ticket per each General Member meeting attended either in-person or online.
- Each family will earn **one (1)** ticket for volunteering at any Home and School Event.
- Table Leads at the Christmas Bazaar will earn **three (3)** tickets.

Each event will have a Home and School appointed person with whom volunteers will check in and receive guidance and instruction from for the tasks assigned. Volunteers must check in with this person upon arrival at an event and at the time they leave. For larger events, the Home and School Board may appoint more than one person for these responsibilities. One member of the Home and School Board shall be appointed to keep a master list of all volunteer participation to correctly determine eligibility for the tickets. The master list of all volunteer participation shall be made available to general members upon request. Home and School Board members are required to be at all events, if possible, and as a result, are eligible to earn tickets for the tuition raffle when general members can volunteer for these events as well. Additionally, the Home and School Board reserves the right to monitor the volunteering process of general members to ensure all general members are given a fair and equitable chance to participate for volunteer opportunities and earn tuition raffle tickets.

Section 7. The board year shall be on a fiscal year, with the year beginning on July 1. When a new board is elected, they will begin as a board on July 1st.

Section 8. All potential board members must complete and submit all state required clearances to the parish office prior to running for office.