

St. Bernadette of Lourdes Home and School Association Bylaws

*In Conjunction with the Archdiocese of Philadelphia
Home and School Association By-Laws*

Mission Statement

The Archdiocese of Philadelphia supports the well-established Catholic philosophy of education that parents and guardians have basic rights and duties in the education of their children. The mission of the St. Bernadette of Lourdes Home and School Association is the advancement of Catholic education through fundraising activities, and to assist in any way possible in the enhancement of the school's mission and to serve the students and families of St. Bernadette of Lourdes. Because we place the highest priority on the spiritual and moral development of our families and on their service to others, we will strive to assist in providing an environment which integrates academic excellence with Christian values.

The St. Bernadette Home and School Association is an active organization that works to build a community connection between parents, guardians, teachers, staff and the students of St. Bernadette School. The board officers, board members and committee chairpersons give untiringly of their time and talents in carrying out this mission.

Article I NAME

The patron saint of this organization shall be St. Bernadette of Lourdes. The name of the Association shall be St. Bernadette Home and School Association.

Article II OBJECTIVES

Section 1 Assist with the advancement of Catholic education and the welfare of the students at St. Bernadette of Lourdes School.

Section 2 Enhance the parents' and the teachers' role in the education of the children by providing the opportunity for parents, teachers and administrators to work together.

Section 3 Promote and sponsor parent-school activities, enhancing the community connection of St. Bernadette of Lourdes School.

Section 4 Provide educational materials and opportunities to maintain and improve the quality of educational program, which is realized in part by fundraising.

Article III MEMBERSHIP

The membership of the Home and School Association shall be open to all parents and guardians of children attending St. Bernadette of Lourdes School and who pay annual Home and School Association dues. All members are invited to the General Meetings, held three times a year.

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These Meetings are chaired by the School Principal and include a short presentation or update from a representative of the Home and School Board.

All members of the Home and School Association are invited to self-nominate and elect members to the Home and School Board. The Home and School Board consists of three Honorary Officers (Pastor, Principal and Faculty Representative), four elected Officers (President, Vice President, Treasurer and Recording Secretary) and six to eight elected general Board Members. Committee Chairpersons is a group or individual parent volunteer who organizes and executes a fundraiser or event.

Article IV HOME AND SCHOOL EXECUTIVE BOARD

Section 1 The Executive Board of this Association are:

1. Honorary Officers
 - a. Pastor
 - b. Principal
 - c. Faculty Representative

2. Executive Board Officers
 - a. President (or Co-Presidents)
 - b. Vice President (N/A, if Co-Presidents)
 - c. Treasurer
 - d. Recording Secretary

3. General Board Members
 - a. Six to Eight general board members

4. Committee Chairpersons
 - a. Individual or group of parent volunteers to organize and execute a fundraiser or event

Section 2 Terms: The election of the President/Vice or Co-President, Treasurer and Recording Secretary is a 2-year term. No person shall be eligible to hold the same office for more than two consecutive terms. No person shall be eligible to hold an Executive Officer position neither their first year nor their last year on the Board without School Principal approval. At the conclusion of their terms, the Officers remain as an advisor to their successors (Past -President, -Secretary, -Treasurer) for one year.

General board members, excluding the Honorary Officers, are elected to serve a term of at least one and no more than five years. At the close of their term, Board members are permitted to be re-nominated and elected following a two-year waiting period.

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- Section 3* The President/Co-Presidents shall: preside at all meetings of the Board, perform all the duties pertaining to the office, appoint special committees, receive notices of all meetings, be cognizant of checks issued by the Treasurer, be an ex-officio member of all committees.
- Section 4* The Vice President shall: perform the duties of the President in his/her absence, and assume the duties of the office until the next annual election if the office of the President becomes vacant.
- Section 5* The Recording Secretary shall: keep minutes showing true and accurate record of all meetings of the Executive Board and open Forum meetings, as requested. He/she will handle such correspondence as the President/Co-Presidents shall direct, and shall perform such other duties as the President or Executive Board shall designate. In addition, provide a copy of minutes to all board members and, upon request, to the general membership. Send notice of regular meetings to members prior to said meeting. Conduct meetings in absence of the President/Co-Presidents or Vice President. Be responsible for assurances of a quorum representation and accurate accounting of all official votes at meetings.
- Section 6* The Treasurer shall:
- A. Receive all monies and deposit same in the name of the Home and School Association in designated accounts.
 - B. Make disbursements only as directed and advise the Board of those disbursements in excess of \$1,000.00
 - C. Keep an accurate account of all receipts and disbursements
 - D. Make a verbal financial report at each Board meeting and at General Meetings as necessary.
 - E. Responsible for overseeing any other accounts arising from Home and School activities (e.g., 8th Grade Graduation Account)
- Section 7* Elected Board Members shall: Assume an essential role in the organization and execution of Community Connection, parent-student and fundraising activities as planned for each school year. Attend all monthly and ad-hoc Home and School Board meetings. Serve a term of at least one year, no more than 5 years. Can be re-nominated and elected following a two-year waiting period.
- Section 8* Committee Chairpersons shall: Assume essential role in the organization and execution of a fundraiser or Home and School Event. Committee Chairpersons are required to attend the monthly Home and School Board Meetings prior and following the date of the event and provide an event update to the Board. The Committee Chairpersons are invited to attend any Board meeting as necessary. There is no term limit on a Committee Chairperson and they are required to assist in finding a replacement should they no longer be able to serve as Committee Chairperson.

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Section 9 The ultimate role for each member of the Board and Committee Chairperson is to assist the principal, teachers, and staff in making St. Bernadette of Lourdes School the best it possibly can be. This can only be done if the Board strives to uphold the philosophy of the Archdiocese of Philadelphia and the mission statement of St. Bernadette School. Ideas generated at the Home and School General Meetings will be discussed at Board meetings. Final decisions regarding proposed ideas must be approved by the Principal.

Section 10 Dismissal from the Board shall be automatic after absence from three (3) consecutive meetings without knowledge of the President/Co-Presidents. Dismissal for cause is also permitted.

Article V MEETINGS

Section 1 The Home and School Executive Board will meet on the first Tuesday of every month 7:00 P.M. from August to June. Special meetings of the Home and School Executive Board shall be held at the call of the President/Co-Presidents.

Section 2 A quorum of the Home and School Executive Board shall consist of a majority of its members. A quorum is required to be present for the Home and School Executive Board to transact business and to vote on matters. If a quorum is present at a meeting of the Home and School Board, a majority vote of those persons at the meeting is sufficient to pass any motion or proposal before the Home and School Board.

Section 3 There may be three (3) General Meetings open to all membership during the school year. The dates and times of these meetings will be determined by the School Principal. A Home and School Board representative will present a brief update/information session at each meeting.

Article VI NOMINATIONS AND ELECTIONS

Section 1 Open Board positions for the coming school year are communicated to the entire membership of the Home and School Association by March. Nominees return the form and a short bio to the Recording Secretary by the end of April. If needed, elections take place in May with the intention of the newly elected Board member attending the final Board meeting in June.

Section 3 Election ballot is prepared by the President/Co-Presidents based on the nominations received. Elections shall be written ballot sent to the entire membership of the Home and School Association via the Family Folders, vote is cast and returned to school in a sealed envelope marked Home and School Elections. Only families who have paid their Annual Home and School Dues are

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permitted to vote. Votes are tallied at a quorum Board meeting and results communicated to the membership of the Home and School Association.

Article VII AMENDMENTS

Section 1 These by-laws may be amended by a majority vote of the Home and School Board and will be reviewed a minimum of every three years.

Final Version dated August 2013
Replaces version dated August 2010

The above detailed by-laws are approved.

Mrs. Janet Glennon
St. Bernadette of Lourdes School Principal