

BY-LAWS OF THE ST. MARY MAGDALEN HOME AND SCHOOL ASSOCIATION

PREAMBLE

The Catholic community of St. Mary Magdalen School, united in the love of God, comes together to voluntarily assist and cooperatively support the daily operation of our school. We strongly believe in the membership in the St. Mary Magdalen Home and School Association.

ARTICLE I – NAME

Section 1. The name of this organization shall be St. Mary Magdalen Home and School Association.

ARTICLE II – OBJECTIVES

Section 1. The objectives of this organization shall be:

- A. To help students, parents, and teachers appreciate the ideals of a Catholic education.
- B. To foster a clear communication and understanding of mutual responsibilities among parents, teachers and students.
- C. To cooperate in assisting with special projects that will provide for the spiritual, intellectual and physical needs of the children and general operation of the school.
- D. To assist in projects sponsored by the school as may be necessary to increase the quality of education through volunteers at St. Mary Magdalen School.

ARTICLE III – AUTONOMY

Section 1. The Home and School Association shall respect the established school policies and practices as set forth by the Principal, under the authority of the Pastor.

ARTICLE IV – MEMBERSHIP AND DUES

Section 1. **Eligibility:** All parents and guardians of children at St. Mary Magdalen School are eligible for membership.

Section 2. **Classification:** Active members shall be those who wish to actively participate in the projects of the organization, and who shall have full rights and privileges of membership, including the right to hold a board position.

Section 3. **Membership Dues:** Family dues are collected annually as part of tuition.

ARTICLE V – OFFICERS

Section 1. The officers of the organization shall be: President, Vice-President, Secretary and Treasurer.

Section 2. **Eligibility:** Officers of the Home and School Association shall be a parent or guardian of a child attending St. Mary Magdalen School.

Section 3. The term shall be for one year, and no officer may serve more than two years in the same office.

Section 4. The duties of the officers are as follows:

- A. **President:** The President shall preside at and prepare agendas for all meetings for the general membership, the Executive Board, and the Board of Directors. The President shall also assist the Principal and Assistant Principal when necessary and be the general executive officer of the Association.
- B. **Vice President:** The Vice President shall assist the President in overseeing the responsibilities of the Board of Directors and assist in engaging key note speakers for the general meetings. The Vice President, in absence of the President, shall perform such duties and exercise the responsibilities of the President and shall perform such other duties as may be delegated by the President.
- C. **Secretary:** The Secretary shall record minutes of all general membership and Board Meetings and shall present the typed minutes to the Principal, Assistant Principal, and President for approval. The minutes, upon approval, will then be distributed by the Secretary to the Board Members at or before the next meeting. The Secretary shall also keep permanent records of by-laws and minutes, publish the School Directory, write any correspondence deemed necessary by the President and perform such duties as delegated by the President.
- D. **Treasurer:** The Treasurer shall be responsible for maintaining all financial records, financial transactions and assisting all committees with monetary responsibilities.

ARTICLE VI – EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the Principal, Assistant Principal and officers.

ARTICLE VII – BOARD OF DIRECTORS

Section 1. Composition of the Board of Directors shall be:
A. Executive Board
B. Chairperson of all Standing Committees

Section 2. Duties of the Board of Directors:
A. To handle routine business and financial matters of the organization between regularly scheduled meetings of the members.
B. To make recommendations to the general membership on major matters.
C. All board members are required to attend all meetings unless excused by the President.

ARTICLE VIII – VACANCIES

Section 1. A vacancy of an office or standing committee chairperson shall be filled immediately by a Principal's appointment with approval of the Executive Board.

ARTICLE IX – NOMINATIONS

Section 1. Individuals who are interested in serving as an officer or a standing committee chairperson may apply to and will be selected by the school administration. Applications must be submitted in writing by April 15th for the following school year.

Section 2. Officers and standing committee chairpersons shall be announced at the last general meeting of the year, and will assume their duties the day after school closes for that year.

ARTICLE X – MEETINGS

Section 1. **General Membership:** Regular meetings shall be held 4-5 times a year.

Section 2. **Board of Directors:** The Board of Directors shall have a minimum of six meetings during the school year to be determined by the Executive Board. Additional meetings may be requested by the President with approval of the Principal.

Section 3. **Executive Board:**

- A. The Executive Board shall meet monthly during the school year. Additional meetings may be requested by the President with the approval of the Principal.
- B. The Executive Board shall be responsible for assisting with setting the agendas for all Board of Director and General Membership meetings.

ARTICLE XI – COMMITTEES

Section 1. There shall be the following Standing Committees whose chairpersons shall be nominated by the Executive Board and appointed by the Principal. They may be created or dissolved as the need indicates by the Executive Board with the approval of the Principal. There shall be a Chairperson and a Co-Chairperson who serve two-year terms alternately with the Co-Chairperson replacing the Chairperson. Both the Chairperson and the Co-Chairperson shall serve on the Board of Directors.

- A. **Fund Raising:** Shall be responsible for the fund raising projects. All fund raising projects must be approved by the Principal and Pastor. There shall be a Chairperson and a Co-Chairperson for each large fundraiser who serve two-year terms alternately with the Co-Chairperson replacing the Chairperson.
- B. **Home Room Mothers:** Shall coordinate Home Room Mothers’ activities including class parties, Thanksgiving Feast and Ice Cream Social.
- C. **Newsletter:** Shall oversee the publication of the newsletter 2-3 times a year.
- D. **Hospitality:** Shall be responsible for coordinating refreshments for all general meetings, Principal Appreciation and Teacher Appreciation.
- E. **Special Events:** Shall be responsible for overseeing the special events that take place through the year such as Catholic Schools Week and Field Day.
- F. **Guardian Angels:** Shall coordinate assistance for families in crisis, in the form of meals, child-care and transportation.
- G. **Shrimp Dinner:** Shall be responsible for planning of the dinner and all assistance necessary.

ARTICLE XII – PARLIAMENTARY AUTHORITY

Section 1. The rules contained in “Roberts Rules of Order,” revised, shall govern the Association in all cases to which they are applicable and in which they are not in conflict with these by-laws.

ARTICLE XIII – AMENDMENTS

Section 1. These by-laws may be amended at any Executive Board meeting by two-thirds vote with the approval of the Principal and Assistant Principal, provided written notice of the proposed amendments has been give to the Executive Board members at least one week prior to the meeting.

Section 2. Any active Home and School member may propose an amendment to the by-laws. Proposals must be submitted in writing to the Executive Board.

ARTICLE XIV – PROCEDURES

Section 1. There should be four eligible signatures for the checking account, one of the four being the Principal. The others being the Treasurer, the President, and the Assistant Principal.

Section 2. The President and the School Bookkeeper should have quarterly checks of the Treasurer's books and bank statements and should have access to the above then needed.