

**BYLAWS OF ST. JOHN THE EVANGELIST
HOME AND SCHOOL ASSOCIATION**

ARTICLE I NAME

The name of the organization shall be the St. John the Evangelist Home and School Association (hereafter called "the Association").

ARTICLE II ORGANIZATIONAL AUTHORITY

This Association is a volunteer ministry of the school and not an independent entity. It operates at the discretion and under the direction of the School Principal and Parish Pastor. It is not a policy making body for St. John the Evangelist School.

ARTICLE III PURPOSE

The objectives of the Association shall be:

- A. To promote open communication, good will and cooperation between and among parents, faculty, administration, and the parish of St. John the Evangelist.
- B. To provide parents and teachers with information to aid in all aspects of education, growth, and development.
- C. To advance Catholic education and the welfare of all the school children of the parish.
- D. To generate support for St. John the Evangelist School from parents, parishioners, and the community by:
 - 1. Celebrating milestones and having fun at special events
 - 2. Showing appreciation for teachers/staff and providing volunteer staffing for school programs/activities
 - 3. Enriching students' experience at St. John the Evangelist School
 - 4. Raising funds for the on-going and special needs of the school

ARTICLE IV

Membership in the Association shall consist of the parents and guardians of the students of St. John the Evangelist School and the faculty/staff of the School.

ARTICLE V OFFICERS AND DUTIES

- A. The officers of the Association shall consist of:
 - 1. President
 - 2. Vice President
 - 3. Secretary
 - 4. Treasurer

- B. The duties of the officers shall be defined as follows:

The President shall:

- 1. Have served the Association the previous year as an officer, preferably as Vice President.
- 2. Preside at and administer all regular, special, and executive board meetings.

3. Call special meetings of the Association's Executive Board.
4. Serve as the primary spokesperson for the Association and contact with both the school principal and parish pastor regarding all Association business.
5. Form all Association committees, serve as an ex-officio member of all committees and receive notices of all meetings and activities.
6. Perform such duties as are incumbent of this office.
7. Assume responsibilities at meetings for any absentee officers.

The Vice President shall:

1. Assume the duties of the president in his/her absence.
2. Perform additional duties designated by the President.
3. Assist in the formation of all committees and serve as an ex-officio member.
4. Assure that committees meet their goals and report their results and recommendations to the Association.
5. Oversee the recruitment and placement of parent volunteers to assist Association committees and programs in meeting their goals.

The Secretary shall:

1. Keep a record of all proceedings at all meetings of the Association. Minutes from general meetings shall be approved by the Executive Board and made available in a timely manner to Association members and presented at the next regularly scheduled general meeting of the Association.
2. Maintain electronic and paper records of all Association activities and events.
3. Handle correspondence of the Association as the President directs, including electronic mail.
4. Be responsible for recording and correcting, as amended, the Bylaws of the Association pursuant to Article XI.
5. Publicize, in advance, agendas for upcoming general meetings.
6. Oversee Association information on the school's website.
7. Perform additional duties designated by the President.

The Treasurer shall:

1. Work in accordance with Parish and School fiscal policies to maintain and manage records and receipts of income and expenditures relating to Association activities.
2. Prepare deposit slips and check requests for the deposit and dispersal of funds.
3. Provide a review of income and expenditures at the general membership meetings.
4. Work in conjunction with the Board, School Principal and Parish Pastor to prepare an annual budget for the Association.
5. Perform additional duties designated by the President.

ARTICLE VI ELECTION AND TENURE OF OFFICERS

- A. Nominations for Association Officers for the next school year shall be made to the Executive Board by the general meeting in March. The consent of all nominees must be obtained. All must be approved by the School Principal and/or Parish Pastor. If there is only one approved nominee for a position, a majority vote of those in attendance at the May meeting shall be required to ratify election to the position.

- B. If multiple approved nominees for a position exist, an election shall be held at the May meeting. The candidate that receives a majority vote from those in attendance will be elected to that position.
- C. The term for each office shall be three years and new officers shall assume their office at the close of the May meeting. No person shall be permitted to hold the same office for more than two consecutive terms.

ARTICLE VII EXECUTIVE BOARD

- A. The Executive Board shall consist of the officers of the Association, the Immediate Past President of the Association, the School Principal and Parish Pastor, and any ex-officio and ad hoc officers.
- B. All matters of policy and administration of the Association and its activities shall be vested in this Board.
- C. A quorum of the Executive Board shall be a majority of the members thereof.
- D. Meetings of the Executive Board shall be called by the President or any three members of the Executive Board.
- E. The Executive Board shall have the right to fill any vacancies among the officers, pending approval of the School Principal and/or Parish Pastor.
- F. The Executive Board shall review and recommend disbursements of money collected from fund raising events and contributions after notification of and discussion with the Association members.
- G. The Executive Board shall approve the Association's annual budget.
- H. The Executive Board shall form committees as deemed necessary and appropriate and have the power to appoint chairpersons of said committees. All Chairpersons and Program/Project Coordinators must be approved by the School Principal and/or Parish Pastor. The Executive Board shall also review all committee recommendations and report on their final disposition.

ARTICLE VIII COMMITTEES AND FUNCTIONS

The Executive Board shall form committees and recruit special coordinators to assist the Association in meeting its objectives. All members of the Association are eligible to be members of the committees and volunteer with the Association's programs/activities, unless otherwise instructed by the School Principal and/or Parish Pastor. Each committee shall be responsible for a monthly verbal or written report to the Vice President. The Vice President shall support the Committee Chairperson or Program Coordinator and, in his/her absence, give his/her report at the General Meetings.

ARTICLE IX MEETINGS

General membership meetings of the Association shall be held August through May as determined by the President of the Association and shall avoid conflict with school activities and parish meetings. The Association shall meet a minimum of 5-7 times annually. A special meeting of the Association may be called at any time by the President, with no less than 48 hours advance notice to the membership.

ARTICLE X PARLIAMENTARY AUTHORITY

- A. The proceedings of the organization shall be governed according to the rules specified in Robert, Henry M., Robert's Rules of Order, Jove Reference, New York: The Berkley Publishing Group, 1977. The guide and commentary provided by Rachel Vixman in this text shall serve as a reference about the implementation of the rules of order. These rules of order shall apply to general and special meetings of the Association and to Executive Board meetings.
- B. For the purposes of the Association, the parliamentary authority specified in paragraph A, shall be amended as follows:
 - 1. For general or special meetings of the Association, those present shall constitute a quorum.
 - 2. Unless otherwise specified in these bylaws, tallies of votes taken in general, special and Executive Board meetings shall be based on the total votes cast. For example, in a meeting containing 50 members, in which 40 members vote, a count of 21 is a majority.
 - 3. Unless exempted by the presiding officer, member's speeches shall be limited to 3 minutes.
 - 4. Regular, special, or Executive Board meetings that adjourn and are called to order within a 72 hour period are considered to be a single session.

ARTICLE XI AMENDMENTS

Amendments to these bylaws can be proposed by a majority vote of the members present at any regular meeting. Within 10 days following the meeting in which the resolution is adopted, the President shall give written notice of the proposed amendment to all the members of the Association. Final approval of the amendment shall be made by a 2/3 majority of the members present at the next regular meeting.