

GOOD SHEPHERD
HOME AND SCHOOL ASSOCIATION
BYLAWS

ARTICLE I-NAME

The name of this organization shall be:

GOOD SHEPHERD HOME AND SCHOOL ASSOCIATION.

ARTICLE II-OBJECTIVE

Section 1. The objective of this Association shall be to support the advancement of the Catholic education and the wellbeing of all children attending Good Shepherd Catholic Regional School.

Section 2. The Association shall attempt to enhance the role of the parent and teacher in the education of the child by increasing their knowledge of education and its processes, by furthering the mutual understanding of children, and by providing an opportunity for parents and teachers to work in harmony for the benefit of the child.

Section 3. Finally, it shall be to act in the promotion of parent-school activities and to increase among its members, interest in educational and civic affairs, and encourage participation and volunteerism on the part of its members.

ARTICLE III-AUTHORITY

The governance model of a regional school includes the following:

Recognizing the need to efficiently administer the Regional School at the local level, the pastors delegate to the local pastor the day to day administrative responsibilities, in conjunction with the principal, with the understanding that he would consult with the other pastor regarding any major issues requiring attention.

Section 1. The Association will act in an advisory capacity to the principal, in concert with the faculty, in matters concerning the overall wellbeing of the student life, the school and its environment.

ARTICLE IV-MEMBERSHIP

Membership shall be open to all parents/guardians of Good Shepherd Catholic Regional students who are interested in the objectives of this Association. Only dues-paying members may vote.

Faculty members are guests; they do not pay dues. However if the faculty member has a student in the school, they may pay the dues to be a voting member.

ARTICLE V-EXECUTIVE BOARD

Section 1. The Administrative body of this Association shall be known as the Executive Board. The Executive Board will consist of the Principal and the officers of this Association: President, Vice President, Secretary and Treasurer. All officers shall be members of the Association and parents/guardians of student(s) in the school. The **officers** shall be elected for a term of two years, and no person shall be eligible to hold the same office for two consecutive terms. If the position remains open, the Board may appoint the same officers.

Section 1a. No Good Shepherd Catholic Regional School faculty member who has a child attending that school may be elected to the Executive Board.

Section 1b. The Principal is the representative of the faculty.

Section 2. A quorum of the Executive Board shall be a majority of the members present.

Section 3. Meetings of the Executive Board shall be held at the call of the President or any three members of the Executive Board.

Section 4. The Executive Board may fill any vacancies among the officers of the Association. Officers appointed by the Executive Board shall serve until the next annual election.

Section 5. The Executive Board shall have the right to add or delete permanent committees, and shall have the power to appoint chairpersons.

Section 6. The members of the Board shall consider confidential all matters discussed, unless otherwise so informed. If a breach of confidentiality by a board member should occur, he/she may be dismissed from his/her duties on the Executive Board at the discretion of the majority of the officers on the Board.

ARTICLE VI-OFFICERS' DUTIES

Section 1. The president shall preside at all meetings of the Association and of the Executive Board; shall appoint special committees and shall receive notification of all meetings.

Section 2. The Vice President shall perform these duties whenever the President is absent; shall assume the duties of that office until the next election if the office of President

becomes vacant; and shall assume the office of President after one year of service as Vice President.

Section 3. The Secretary shall keep a Minute Book showing a true and accurate record of all meetings of the general membership and the Board of this Association. The secretary shall send notices of meetings and copies of minutes of General and Board Meetings to all

ARTICLE VI-OFFICERS' DUTIES (continued)

Board members. If any portion of the previously submitted minutes should be amended, a board member should bring the motion to the attention of the Board at the next regularly scheduled monthly meeting. Once minutes are approved, they will be published. The secretary shall also handle correspondence and perform other duties as the President or Board shall direct.

Section 4. The Treasurer shall receive all dues and other monies of the Association, shall make disbursements only as directed by the Board and the School Business Manager and shall make a written financial report at each Board Meeting. The Treasurer shall also prepare a written annual fiscal year report, including a budget, which shall be approved by the Board. Financial records will be made available to the pastors and Schol Business Manager for auditing purposes upon request.

Section 5. The Permanent Committees of this association shall be: Hospitality, Lunch Parent Program, Membership, Property, Publicity/Marketing, and Ways and Means. Each Permanent Committee shall be headed by a Chairperson who is a dues-paying member of the Association and is elected by the general membership.

Section 5a. The Hospitality Committee shall be responsible for coordinating refreshments for all General Meetings of the Association, Catholic Schools Week functions, and other events sponsored by the Association.

Section 5b. The Lunch Parent Program shall provide for the organization of the school lunch program with one Committee Chairperson. The Chairerson is responsible for overseeing the scheduling, forwarding payrollinformation to the School Business Manager, and state compliance paperwork.

Section 5c. The Membership Committee shall be responsible for promoting membership and collecting dues for the Association. Appropriate membership cards will also be issued along with an annual Student Directory.

Section 5d. The Propert Committee shall be responsible for suggesting and implementing improvements to the school building and property.

Section 5e. The Publicity/Marketing Committee shall be responsible for publicizing membership meetings and other programs sponsored by the Association, and also alerting the community of school events and achievements through photographs and/or news releases.

Section 5f. The Ways and Means Committee shall be responsible for implementing programs selected by the Executive Board, and providing volunteers for such programs (i.e. fundraisers).

ARTICLE VII- ELECTIONS

Section 1. Nominations for Executive Board Officers and Chairpersons of the Permanent Committees shall be made by filling out a nomination Form available to all school families prior to the election. All nominees must be a parent or guardian of a student in the school and a dues paying member of the Association.

Section 2. Elections shall be held annually at the Third General Meeting of the Association's membership.

Section 3. Voting shall be by secret ballot by dues-paying members attending the election meeting.

Section 4. Successful nominees shall take office at the June Transition Executive Board Meeting of incoming and outgoing officers.

Section 5. The election of the offices of Treasurer, Secretary, and Permanent Committees will alternate years with the Treasurer, Lunch Parent Program, Membership and Ways and Means beginning in odd-numbered years. The office of Vice-President is up for election each year, with the former Vice President taking over duties for the President.

ARTICLE VIII- GENERAL MEMBERSHIP MEETINGS

General Membership Meetings of the Association shall be called three times a year, or at the discretion of the Executive Board. At a regularly called meeting of the general membership, those present shall constitute a quorum. The election meeting shall take place at the last business meeting of the school year.

ARTICLE IX- DUES

Dues of the Association shall be \$5.00 per school year for each family (not household), and upon payment, student directories will be issued. They shall be paid at the beginning of each school year as determined by the Executive Board, preferably no later than the end of September of that year.

ARTICLE X- FUND RAISING

Section 1. Fund Raising Programs of this Association shall be recommended to the Executive Board by the President or Vice President or any other Board member.

Section 2. Fund-raising activities shall be undertaken with the consent and approval of the Principal.

Section 3. Membership dues and in-school funds acquired through home and school activities make up the Home and School Treasury.

ARTICLE XI- PARLIMENTARY PROCEDURE

The rules contained in "Robert's Rules of Order, Revised" shall govern this Association in all cases not otherwise covered by its Constitution, By-Laws or Standing Rules.

ARTICLE XII- AMENDMENTS

Amendments to these Bylaws shall be posted and voted upon at a General Membership Meeting. A majority vote of the membership attending is necessary to amend.

2017 Addendum

This change to the Good Shepherd Catholic Home and School Association Bylaws is to create a second publicity/marketing position. This position will be on opposite election cycles from the first position. Both positions will work together on Flyers, Website, Home and School Newsletters, Social Media outreach, etc.

All Home and School positions are for a 2-year commitment. The positions for Treasurer, Lunch Parent Program, Membership, Ways and Means, and Publicity/Marketing are voted in on odd years and the positions of Secretary, Property, Hospitality, Publicity/Marketing are voted in on even years. The Vice President position is a yearly election with fulfilling the Presidency duties in the 2nd year of service.

Approved

May 24, 2017

Jessica Hess, president