

IMMACULATE CONCEPTION HOME AND SCHOOL ASSOCIATION BY-LAWS

Article 1 – Title

The name of this body shall be the Immaculate Conception Home and School Association.

Article 2 – Objective

The objective of this Association shall be to develop a better mutual understanding and encourage cooperation between parents and teachers so as to help parents as primary educators of their children.

Article 3 – Policies

Sec. 1 The program of this Association shall be educational and shall be developed through conference, committees and projects.

Sec. 2 The Association may cooperate with other organizations and agencies in matters of child or school welfare.

Article 4 – Membership and Dues

Sec. 1 Membership shall consist of fathers, mothers and guardians of the pupils of Immaculate Conception School, the Pastor and members of the school faculty.

Sec. 2 The dues of this Association shall be \$10.00 per family per year and shall be collected as part of the school registration process.

Article 5 – Meetings

Sec. 1 All meetings of the Association shall be conducted according to Robert's Rules of Order, revised, when not inconsistent with the Association By-Laws.

Sec. 2 At least four meetings of the Association shall be held each school year. Notice of all regular meetings should be published in the Sunday bulletin one Sunday before the meeting.

Article 6 – Spiritual Advisor

The pastor or a priest appointed by him shall be the spiritual advisor.

Article 7 – Officers

Sec.1 The elected officers shall be the president, vice-president, secretary, and treasurer.

Sec. 2 These officers shall be elected by ballot sent home after the last meeting of the school year, except for the presidency which is assumed by the vice-president.

Sec. 3 The term of office for president, vice-president, and secretary shall be one year. The term of office for treasurer shall be two years. No persons shall hold the same office for more than two consecutive terms.

Sec. 4 Nominations for officers shall be made by a nominating committee of at least three members appointed by the president at least one month prior to the last meeting of the school year. Prior to the first meeting of the nominating committee, a form for each school family shall be sent home through the school office to be returned by parents interested in running for office. The nominating committee shall present its slate of at least one candidate for each elected office at the last meeting of the school year. Additional nominations may be made from the floor. The consent of each candidate must be obtained before his or her name is placed in nomination.

Sec. 5 A vacancy occurring in an office shall be filled by the Executive Board for the unexpired term.

Sec. 6 The vice-president shall succeed the president for the following year. Should he or she be unable to fill the presidency, the office shall be filled by election in the same manner as the other offices.

Sec. 7 There shall be one parish council representative from the Home and School Association, who shall serve a three-year term. The Association shall nominate a minimum of two persons to fill the position. Election shall be by ballot sent home through the school office.

Article 8 – Officers’ Duties

Sec. 1 The president shall preside at all meetings of the Association and Executive Board, serve on the School Board during his or her term and perform other duties as are incumbent on this office. The president also shall appoint the chairpersons of the committees, except that he or she shall appoint the vice-chairpersons of the carnival and chili supper committees.

Sec. 2 The vice-president, in the absence of the president, shall perform all duties of the president.

Sec. 3 The secretary shall keep a correct record of the minutes of all Association meetings and meetings of the Executive Board, shall conduct the correspondence of the Association and discharge such duties as are incumbent upon this office. The secretary also shall publicize the notices of the Association meetings.

Sec. 4 The treasurer shall receive all dues and other monies of the Association, keep an accurate account of same and disperse such monies as directed by the Association or its Executive Board.

Article 9 – Executive Board

Sec. 1 The Executive Board shall consist of the pastor, school principal and officers of the Association.

Sec. 2 The Executive Board shall conduct the Association’s business affairs and may direct the treasurer to disperse monies, up to \$100.00, for routine expenditures. Routine expenditures shall be those expenditures that traditionally have been made by the Association.

Sec. 3 The Executive Board also shall approve all committee appointments, approve the plans of work of the standing committees and present a report at the regular meetings of the Association. Upon the Board’s request, chairpersons of the standing committees shall attend Board meetings and report on activities.

Sec. 4 Meetings of the Executive Board shall be called by the President before each Association meeting. Special meetings of the Executive Board may be called if requested by two members of the Board. A quorum of the Board shall be a majority of the members of that Board.

Sec. 5 When the Association meets the first time during each school year, the president shall designate two members at large to audit the financial records of the Association and report to the Association members at the following meeting.

Article 10 – Committees

Sec. 1 The standing committees of this Association shall be fall fling, carnival, chili supper, athletic, room parents, eighth grade graduation, field day, playground duty, finance, and first aid room and health.

Sec. 2 The term of office of each committee chairperson and members shall expire at the same time as does the term of office of the elected officers.

Sec. 3 The vice-chairpersons of the fall fling, carnival, and chili supper shall serve as chairpersons the following year.

Sec. 4 Special committees in keeping with the objectives of the Association may be appointed by the president with the approval of the Executive Board.

Article 11 – Amendments

These By-Laws may be amended at any regular meeting by a two-thirds vote of the members present, provided such amendments have been presented in writing to the Association at the preceding meeting, or by unanimous vote without previous notice.

Amended by vote – 9/14/04