

# **BYLAWS OF THE ST. STEPHEN THE MARTYR SCHOOL HOME AND SCHOOL ASSOCIATION**

## **Article 1: Purpose**

### Section 1. Statement.

The purpose of the Home and School Association (H&S) is to enhance the spiritual, educational and physical well-being of the students of St. Stephen the Martyr Catholic School. H&S exists to support the school's mission. It serves as a valuable resource for St. Stephen the Martyr administration, faculty and staff, as well as the general membership, and provides an important bridge between home and school.

### Section 2. Objective.

The objective of the St. Stephen the Martyr Home and School Association is to conduct meetings, engage in activities, and raise funds that will:

1. Support the awareness of and appreciation for Catholic education in the home and school.
2. Serve as an auxiliary to the school administration in obtaining and providing funds and support deemed necessary for the growth, education, and development of our children.
3. Create opportunities for community interaction among students, parents, teachers, and administration.
4. Cooperate with the school and bring a closer working relationship between home and school.
5. Create opportunities to recruit and retain our student community.

## **Article 2: Membership and Dues**

### Section 1. Membership.

Those eligible for membership in Home and School shall be all parents and guardians of school students, the faculty and clergy of St. Stephen the Martyr Parish and School. Members entitled to vote, serve on committee(s) or to hold office shall pay annual dues, as determined by the Executive Board; Pastors and School Principals are exempt from paying dues.

### Section 2. Dues.

The amount and collection of annual dues to be reviewed annually shall be as determined by the Executive Board.

## **BYLAWS** *(continued)*

### **Article 3: Meetings**

#### **Section 1. General Meetings.**

- a. A minimum of four (4) General Meetings of the H&S shall be scheduled by the President with adequate notice. All General Meetings are open to H&S members and parents/guardians of children attending St. Stephen the Martyr Catholic School, the faculty, administration and clergy of St. Stephen the Martyr Catholic Church and School.
- b. Additional meetings may be scheduled by the President, as needed.
- c. Change of date of any General Meeting or scheduling of any special meetings shall be preceded by timely notification, of at least one week prior to the scheduled meeting.

#### **Section 2. Order of Business.**

- a. The order of business of General Meetings shall be determined by the Executive Board to assure a prompt and productive meeting. Special requests of meeting topics must be submitted to the Executive Board for approval 1 week prior to the scheduled meeting.

#### **Section 3. Executive Board Meetings.**

The Executive Board shall meet on an as needed or as scheduled basis throughout the school year. All board meetings are closed in the interest of time and efficiency. Exceptions may be granted by the board to invited guests representing official board business. The presence of the majority of the Executive Board shall constitute a quorum at an Executive Board meeting shall a vote be needed.

#### **Section 4. Parliamentary Procedures – Rules of Order.**

- a. “Robert’s Rules of Order (newly revised)” shall govern this association in all cases in which they are applicable and not in conflict with these bylaws.

## **BYLAWS** *(continued)*

### **Article 4: Executive Board**

#### **Section 1. Members.**

The Executive Board shall be comprised of the appointed officers of H&S, the Pastor, and the Principal (or designee). The Pastor of St. Stephen the Martyr Catholic Church will serve as the H&S spiritual director and retains voting rights on the Executive Board. The Principal of St. Stephen the Martyr Catholic School will serve as a voting member of the Executive Board.

#### **Section 2. Appointment of Officer Procedures.**

- a. Only those members who have paid their dues shall be eligible for nomination to an office.
- b. Names of nominees for officer positions shall be submitted in writing to the Principal.
- c. The Pastor and Principal will review all nominations and determine the best candidate for each office.
- d. Newly selected H&S officers for the following school year will be announced prior to the final H&S General Meeting.
- e. A transitional meeting between the out-going and in-coming officers shall be held before the last day of classes.
- f. New officers shall officially take office the day after the last day of school.

## **BYLAWS** *(continued)*

### **Article 5: Officers**

#### **Section 1. Members.**

- a. The appointed officers of H&S shall be the President, Vice-President, and Treasurer. These officers, in addition to the Pastor and the Principal (or designee) shall comprise the Executive Board.
- b. Each member of the Executive Board shall be current on their H&S dues.
- c. Officers shall serve a minimum term of one year commencing the day after the last day of school each school year.
- d. Each officer is subject to appointment each year. No maximum term is defined.

#### **Section 2. Duties.**

The duties of the officers shall be to perform necessary business between H&S meetings, approve plans of committees, report to the general membership on the necessary business, and approve expenditures of the association funds.

#### **Section 3. Responsibilities.**

- a. The President presides over H&S, calls all meetings, establishes meeting agendas, directly oversees Pillar Directors, shall serve as ex-officio member on each committee, and oversees all H&S events.
- b. The Vice President assists the President including direct oversight of Pillar Directors as assigned by the President. In the absence of or in the case of resignation of the President, the Vice President shall perform the duties of that office until a new president has been appointed. The Vice President keeps an accurate record of all meetings and provides a copy of the minutes to the Executive Board prior to the next meeting. The Vice-President handles all correspondence of the association, including on social media, and collects all information from the Executive Board and Pillar Directors/Committee Heads for submission in the bi-weekly school bulletin. Additionally, the Vice President updates all documents throughout the year. The Vice President submits H&S General Meeting's minutes for publishing on school web site for approval for H&S membership.
- d. The Treasurer shall monitor H&S estimated and actual budgets and create an accurate financial report for each H&S meeting. They will work directly with the school's business manager when submitting purchase orders. The Treasurer regularly reports the status of treasury as well as tracks and provides reports on H&S membership.

## **BYLAWS** *(continued)*

### **Article 6: Pillars**

#### **Section 1. Responsibilities.**

At the discretion of the Executive Board, pillars shall be created, their responsibilities defined and/or delegated, or eliminated as necessary to promote the objectives of the association.

#### **Section 2. Pillar Directors.**

- a. At the discretion of the Executive Board and subject to approval by the Pastor and Principal, Pillar Directors shall be appointed.
- b. The Pillar Director acts as a liaison between the Executive Board and designated committees within each of the Pillar Director's pillar.
- c. The Pillar Directors are responsible for appointing Committee Heads for each committee within their pillar.
- d. The Pillar Directors are responsible for directly overseeing the committees within their pillar including filling out purchase orders requested from their designated committees to be submitted to the treasurer and ensuring the committees within their pillar remain on budget.

#### **Section 3. Committee Head.**

- a. The Committee Head of all committees shall present their plans to the Pillar Director for approval. No program may be undertaken without the consent of the Pillar Director and Executive Board.
- b. The Committee Head is responsible for the committee to which they lead.

#### **Section 4. Committee Member.**

The Committee Member is appointed by the Committee Head and will assist in the execution of said committee.

#### **Section 5. Members.**

A member volunteers and acts in the best interest of home and school supporting the committee initiative to which they volunteer.

## **BYLAWS** *(continued)*

### **Article 7: Miscellaneous**

#### **Section 1. Absence.**

In case of absence at Executive Board or General Meetings, Officers, Pillar Directors and Committee Heads shall present their report to their presiding officer or direct report prior to the meeting.

#### **Section 2. Unexpected Vacancies.**

In the event of a vacancy of an officer position during the school year, a new officer shall be appointed by the Pastor and Principal. Pillar Director vacancies shall be filled by the Executive Board. Committee Head vacancies shall be filled by the Pillar Director.

#### **Section 3. Loyalty.**

The duty of loyalty requires that all appointed positions and members act with the best interest of the association, school and parish in mind. They must be willing to contribute enough time to serve the H&S and further its work. They must be willing to learn, grow, and work well with others as part of a team, and have respect for each other and other members. They must be interested in all programs within the school, the education and the well-being of our children and our community. They must uphold the values of the Catholic Church in relationship to the school and parish.

#### **Section 4. Removal.**

Request for removal from office may be brought to the Executive Board for failure to perform assigned duties, corruption, or any act that brings dishonor to the association, school, or parish or negates the objectives of the association. Removal shall take place after the board has reasonably discussed the problem and all attempts have been made to resolve the problem. Removal shall be at the discretion of the Pastor and Principal.

## **Article 8: Monies**

### **Section 1. Accounting of Funds.**

- a. All funds collected and expenses paid shall be accounted for by the Treasurer in cooperation with the school's Business Manager in accordance with the parish accounting standards.
- b. All requests for disbursement of funds must be submitted in writing with supporting documentation (original receipts) to the H&S Treasurer.

### **Section 2. Money Handling Procedures.**

To ensure consistent handling of all H&S monies in relation to H&S events, procedures are in place to protect the H&S volunteers as well as the H&S monies.

- a. All monies collected, be they cash or check, must remain on school grounds in a secure location at all times.
- b. When handling money, there should always be at least two unrelated current H&S members present.
- c. All members must adhere to proper money handling procedures as defined in the H&S bylaws (which are aligned to the accounting standards policies provided by the Parish Business Manager).
- d. Failure to follow the established money handling procedures will be brought before the Executive Board and may be subject to dismissal from their position.
- e. Purchase Orders must be requested by the Pillar Director directly to the treasurer within 30 days prior to the funds being needed.
- f. Utilization of the funds is subject to discretion by the Pastor and Principal.

### **Section 3. Annual Budget.**

An annual proposed budget shall be prepared prior to the end of the current school year by the Treasurer in cooperation with the Executive Board and subject to final approval by the Principal and Pastor.

**BYLAWS** *(continued)*

**Article 9: Bylaws**

Section 1. Annual Bylaw Review.

The Executive Board shall conduct an annual review the H&S bylaws. Any changes must be made available to the members of H&S.

Section 2. Conformance.

All amendments must be in accordance with the policy and rules set forth by the Catholic School Archdiocese of Omaha.

Section 3. Adoption.

The bylaws of this association shall be adopted at the direction of the Executive Board and subject to final approval by the Pastor and Principal.

Section 4. Amendments.

Amendments to these bylaws shall immediately take effect at the discretion of the Principal and/or Pastor. The bylaws are subject to modification at any time without notice by the Principal and/or Pastor.

**BYLAWS** *(continued)*

**Article 10: Dissolution**

Section 1. Dissolution.

The request for dissolution of H&S may be brought to the Executive Board following a majority vote of the members present at a meeting called and publicized for the purpose of the dissolution of the St. Stephen the Martyr Home and School Association. Dissolution is at the discretion of the Pastor and Principal.

Section 2. H&S Assets.

In the event of dissolution of H&S, all monies and assets will become permanent property of St. Stephen the Martyr Catholic School, in accordance with the provisions of Section 501 (c)(3) of the Internal Revenue Code.

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President

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Vice President

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Treasurer

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St. Stephen the Martyr – Pastor

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St. Stephen the Martyr - Principal