

Mary Queen of Saints Catholic Academy **Bylaws of the Home and School Association**

ARTICLE I: NAME

The name of this organization shall be the Mary Queen of Saints Catholic Academy Home and School Association (“Association”).

ARTICLE II: PURPOSE

The goal of the Association shall be to promote communication, understanding, Catholic education, cooperation, and a family spirit between parents/guardians of the students and the faculty and staff of Mary Queen of Saints Catholic Academy (“MQSCA”).

A secondary goal of the Association shall be to promote fundraising.

The Association works closely with and is accountable to the MQSCA principals.

ARTICLE III: MEMBERSHIP

Section 1

Membership in the Association is open to the parent(s) and guardians(s) of students enrolled in MQSCA. Any other person interested in the objectives as stated in Article II shall be eligible for membership.

Section 2

All school faculty members are ex-officio members, with no voting privileges.

Section 3

The Association will require no financial assistance from MQSCA to operate. Dues may be required of members and will consist of an annual donation as a stated amount per family, commencing with the Fall term of each year. The amount of dues and the method of collection shall be recommended by the Officers and approved by the Association and remain in effect until further notice.

ARTICLE IV: OFFICERS

Section 1

The officers of the Association shall consist of:

President – Secretary – President-Elect – Treasurer – Treasurer-Elect

Section 2

The pastor designate and the principals of MQSCA shall be ex-officio members of the Association and the committees without voting privileges.

Section 3

Officers shall be nominated from members of the association. To be eligible to be an officer, interested parties need to have attended 6 planning or committee meetings during the past school year. Officers will be elected for a term of two years by written ballot at the General meeting of the Association each Spring.

Section 4

Terms of Office: All terms of office shall be for two years. To ensure continuity of purpose, a new President-Elect and Treasurer-Elect will be chosen every year. The President-Elect will serve the first year in a Vice President capacity and the second year as President. The Treasurer-Elect will serve the first year as the assistant to the Treasurer and second year as the Treasurer. The secretary shall be elected every two years.

The Past-President shall act in an advisory capacity for one year after the new President takes office.

In the case of a vacancy before the end of an officer's term, the President in consultation with the other officers may use his/her discretion in appointing an officer on a temporary basis until the regular election is held.

Section 5

No officer shall be eligible for the same office for more than two consecutive terms.

Section 6

Whenever possible, officers should be from different parishes.

Section 7

No ex-officio member is eligible to be an officer.

ARTICLE V: DUTIES OF OFFICERS

The function of the Officers is advisory to the association. It recommends projects to the Association. The body itself determines by vote whether or not the recommendations shall be accepted or rejected. The officers exercise extreme care not to act for the Association on decisions which rightfully belong to the body itself. It also functions for the organization between meetings.

The Officers shall be limited by the following restriction:
A purchase exceeding \$500, outside the approved budget must be approved by the officers, principals, and pastor designate.

Section 1: President

The President at a monthly planning meeting will coordinate setting the agenda for the General Meeting.

The President shall preside at all meetings of the Association and shall be an ex-officio member of all committees.

The President shall delegate such responsibilities as shall be necessary to the effective functioning of the Association.

The President shall act as a liaison between MQSCA and the general membership.

Section 2: President-Elect

The President-Elect shall act as an aide for the President and shall perform the duties of President in the absence or resignation of that officer.

The President-Elect shall perform the duties of Secretary at Association meetings in the event of her/his absence.

The President-Elect shall attend meetings of the MQSCA Advisory Board as a liaison and shall make reports of such at Association meetings.

Section 3: Secretary

The Secretary shall keep an accurate record of the minutes of the Association meetings and make them available to all members.

The Secretary will file all minutes, constitution revisions, and other important documents or correspondence and pass them on to the next Secretary.

The Secretary shall carry out all official correspondence of the Association.

Section 4: Treasurer

The Treasurer shall keep an accurate record of all receipts and expenditures and report financial status to members at Association meetings.

The Treasurer shall request funds in a timely manner as approved by Association members.

The Treasurer shall work with the Officers to prepare a budget, including an income and expense statement, to present to the MQSCA Advisory Board.

The Treasurer shall work closely with Fundraising Committee Chairpersons to ensure that all Association funds are collected and deposited on a timely basis.

Section 5: Treasurer-Elect

The Treasurer-Elect shall provide an oral financial report at each Association meeting in the absence of the treasurer.

Assist the Treasurer.

ARTICLE VI: MEETINGS

The duties of the Officers shall be to hold monthly planning meetings during the school year and as needed during the summer, to set agendas for the meetings of the Association, plan ongoing programs of the Association, transact any emergency business between meetings, coordinate the work of various committee chairpersons, propose an annual budget, and report to the entire Association any business transacted.

Section 1

The meetings of the Association shall be held on a basis to be determined yearly by the Officers and shall be open to all interested parties.

Section 2

All members of the Association are expected to attend three general membership meetings: Fall – to begin the year and meet the teachers, Winter - to provide input for the budget, and Spring – to elect officers and vote on the budget.

Section 3

Monthly planning meetings are held by the Association to plan and discuss ongoing events and are open to all members of the Association.

Section 4

Any member of the Association can request that the Officers call a special meeting. Officers will meet with the person/persons as soon as possible to address their concerns and decide if a future meeting is necessary.

Section 5

A quorum of this Association shall be established when 10% of the voting members are present. Decisions will be made by consensus at the monthly planning meetings.

Section 6

Notification of meetings will be sent home to parents at least 1 week prior to the date.

ARTICLE VII: COMMITTEES

Section 1

There shall be the following standing committees: Fundraising and Parish Liaisons.

Section 2

Ad hoc committees shall be formed by the president in consultation with the officers to promote the programs and objectives of the Association.

Section 3

No programs shall be undertaken without the consent of the MQSCA administrative team (principals and pastor designate).

ARTICLE VIII: ELECTIONS

Section 1

Written nominees will be solicited by the officers prior to the April planning meeting from the Associations membership (see requirements in Article IV Section 3.)

Section 2

Current Officers shall make nominations for officers at the April Planning meeting and officers will then be elected by the Association at the Spring General meeting.

Section 3

An employee of MQSCA is not eligible to be an officer per Archdiocese policy.

Section 4

The election will be by written ballot.

ARTICLE IX: AMENDMENTS

Resolutions for amendments to these bylaws shall be submitted in writing to the members at least thirty days prior to the meeting at which the vote shall be taken. These bylaws may be amended at any general meeting or special meeting of the Association by two-thirds vote of the eligible members present. Amendments to these by laws must be approved by the MQSCA Advisory Board before becoming effective.

ARTICLE X: PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order shall govern the business and meetings of this Association, which are not governed by these bylaws.

Revised January 2009

Approved Advisory Board March 2009

Approved Membership