

# **ST. MARY'S HOME AND SCHOOL ASSOCIATION**

## **Crown Point, Indiana**

Saint Mary's School is part of the ministry of Saint Mary's Church, operating under the responsibility of the Pastor and the administration of the Principal.

The Home and School Association works in harmony with the Pastor, the Principal, the Saint Mary's Parish Pastoral and Finance Councils, and the School Advisory Council. Together, we are an expression of Church, faithfully pledging our time, our prayers, our skills and our resources to support and strengthen each other and the mission of Saint Mary's Church and School.

### **RULES OF ORGANIZATION**

#### **Name**

The name of this Association shall be the St. Mary Catholic Community School Home and School Association of Crown Point in the Diocese of Gary, State of Indiana (hereinafter referred to as the Home and School Association).

#### **Purpose**

1. To support St. Mary Catholic Community School through fundraising;
2. To promote open communication and understanding between the parents and staff; and
3. To support school and family social interaction.

#### **Membership**

1. Membership shall include all parents/legal guardians of students and all staff of St. Mary Catholic Community School.
2. Membership dues in this Association shall be established annually by the Executive Board of this Association and shall be paid per family prior to the first meeting of each school year.

#### **Officers**

Section 1. The President shall preside at the meetings of this Association and of its Executive Board, appoint the chairmen of committees and Treasurer, approve all payment of bills by the Treasurer, oversee all fundraisers and fundraising committees, represent the Home and School Association at the Advisory Council level, and perform such duties as are incumbent to this office.

The President oversees nominations and elections for the next school year and installs the new officers with the Pastor and/or Principal at the last general meeting of the school year. The term of this office shall be one year, advancing to the position of Advisor to the President for one additional year. (However, nothing in these rules shall be interpreted to preclude a second one year term during which the President would serve without the benefit of an Advisor to the President.)

Section 2. The Vice President oversees the organization of the following Standing Committees:

- a) Sacramental Celebrations:
  - First Reconciliation Breakfast

- First Communion Breakfast
- Confirmation Breakfast
- b) Hospitality Events:
  - Kindergarten Breakfast
  - Registration Day Refreshments
  - Grandparents/Special Persons Day
  - Veterans Day
  - Teacher/staff appreciation week
- c) School Socials:
  - Ice Cream Social/year book signing party
  - Dare Graduation
  - St. Nicholas Day
- d) Other various social events as agreed upon by the Principal and the Executive Board.

He/She coordinates refreshments for all general meetings, organizes teacher appreciation lunches and in the absence of the President, shall perform all the duties of the President. The term of this office shall be two (2) years.

Section 3. The Recording/Corresponding Secretary shall record the business of all meetings of the Executive Board and of the Association in minutes, to be dispersed to the Board members in a timely manner, shall keep and read the minutes and post general meeting minutes on Option C; shall be custodian of the records and papers to be filed for the organization, conduct the correspondence of the Association under the direction of the President and shall be the custodian of correspondence to be filed. The Recording/Corresponding Secretary shall maintain records for the Association for no longer than seven (7) consecutive years. The term of this office shall be two years.

Section 4. The Treasurer shall receive all dues and other monies of the Association, shall keep an accurate account of same and shall pay bills only that are in agreement with the budgetary expenditures or as authorized by the Executive Board. The Treasurer shall give an itemized report of all receipts and disbursements at each meeting and file a copy of said report with the Recording/Corresponding Secretary. The Treasurer shall provide a monthly reconciliation statement/report to the Church office no later than the tenth day of each month. A final annual audit shall take place at the end of the fiscal year and shall be conducted by person delegated by the Pastor. The Treasurer shall also audit all fundraisers. The term of this office is two years and appointed by the Home and School President.

Section 5. The Past President shall be the Advisor to the President for one year.

Section 6. The officers shall be installed at the last general meeting of the school year by the President, Pastor and/or Principal.

Section 7. All officers must be parents of children attending St. Mary's School during the duration of their term.

- Section 8. No officer shall hold the same office for more than two consecutive terms.
- Section 9. No officer shall serve on any other elected Board at St. Mary's School (i.e.: Advisory, Athletics, et. al.) excluding current President who represents Home and School at the Advisory Council.
- Section 10. All members of the Executive Board are voting members with the exception of the Advisor.

#### Executive Board

The Executive Board shall consist of the Spiritual Director (Pastor), Principal, President, Presidential Advisor, Vice President, Recording/Corresponding Secretary, Treasurer. These persons shall have full responsibilities for the Association's business affairs, including the approval of committee appointments, review of their reports regarding all fundraising events, following the established budget and other administrative details. It shall also fill any office vacancy through appointment.

#### Meetings

The Executive Board shall hold Five (5) general meetings of the Association or as deemed necessary. The Executive Board shall meet prior to each general meeting or when deemed necessary.

#### Committees

- Section 1. The standing committees shall be: Sacramental Celebrations and Hospitality, In-School Socials and Open House.
- Section 2. Special Committees, in keeping with the Association's objectives, may be appointed/created by the President with the approval of the Executive Board.
- Section 3. Fund Raising Committees. Each fund raiser shall have its own committee with 2 chairperson's selected by the President.

#### Expenditures

The Association shall not appropriate money at any time except that which is necessary to carry on the business of said organization and to further its objectives/purposes. The Treasurer will keep accurate records of any disbursements, income, and bank account information. Timely (i.e. within 30 days of expenditure) documentation of all expenditures shall be provided to the treasurer. All expenditures must be approved by the President prior to incurring such expense and shall ultimately be reviewed and approved by the Executive Board at their next meeting. The Treasurer shall provide monthly statements to the School Business Manager and the Association and its treasurer shall follow all Diocese of Gary policies regarding expenditures and accounting.

#### Nominations and Elections

- Section 1. The President shall send out nomination forms to the general membership, contact all nominees and formulate ballots for elections. The President shall then distribute the ballots to the general membership.
- Section 2. The President, Vice President and Principal shall count the

ballots and report same to the general membership.

Section 3. Newly elected officers shall be installed at the last general meeting of the school year by the President, Pastor and/or Principal. Current officers shall hold their office until their successors are elected and have qualified. Newly installed officers shall assume their duties at the beginning of the new school year.

#### Quorum

Section 1. The quorum of this Association shall consist of twenty-five (25) members. There must be a Quorum present to vote on any official business of the Association.

Section 2. The quorum of the Executive Board shall be a majority of the members of said Executive Board. There must be a quorum present to vote on any official business.

#### Amendments

Any members of the Home and School Association may propose amendments to these rules of order by providing them in writing to the Home and School Executive Board. Any Amendments deemed necessary by the Home and School Executive Board must be presented to the Advisory Council for approval. If such an Amendment is approved, the President of the Association will announce the change at the next general meeting.

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