



ARTICLE I – NAME

The name of this Association shall be the Saint Anthony de Padua Home and School Association of South Bend, Indiana, in the dioceses of Fort Wayne-South Bend, Indiana.

ARTICLE II – OBJECTIVES

The Objectives of this Association shall be:

1. To promote enlightenment of the mutual educational responsibilities of parents and teachers.
2. To help parents and teachers acquire a profound appreciation of ideals of Catholic Education and the application to attain these ideals.
3. To provide a clearer understanding of the problems and adjustments of child growth and development.
4. To promote, recommend, finance and/or sponsor improvements in school facilities, equipment, teaching tools and recreational requirements.

ARTICLE III – SCHOOL POLICIES

The Home and School Association shall respect the established school policies and practices set forth by The Pastor, School Principal or other associated authorities.

ARTICLE IV – MEMBERSHIP

Membership shall consist of fathers, mothers, and guardians of students of the school; faculty members; and interested parishioners of Saint Anthony de Padua Catholic Church. One copy of the school directory will be distributed to each registered school family, with additional copies available for purchase for a nominal fee.

ARTICLE V – OFFICERS

SECTION 1

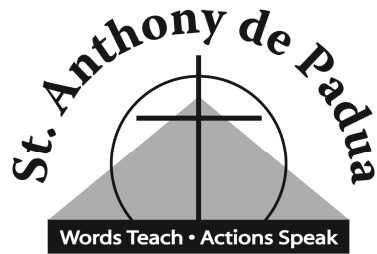
The officers of this organization shall be President, President Elect, Secretary, Treasurer, and Treasurer Elect. These officers shall be elected annually by ballot at the April meeting. However, if there is but one

candidate for any office, the Secretary may present the Nomination Ticket and the vote taken viva voce. The officers shall be installed at the end of the May meeting. The officers shall begin planning for the following year immediately upon election to office. They will not assume full responsibility of their roles until the beginning of the fiscal year on July 1.

Officers shall serve for a term of one (1) year and shall remain in office until the fiscal year end on June 30th in order to complete current duties and projects. No persons shall be eligible for the same office for more than two (2) consecutive years; completion of a term filled because of vacancy counts as one (1) term.

SECTION 2

A vacancy occurring in an office shall be filled for the unexpressed term by the election of the Executive Committee, notice of such an election having been given. In case a vacancy occurs in the office of the President, the Vice President will serve notice of the election.



Home & School Association

BYLAWS

ARTICLE I – DUTIES OF THE OFFICERS

Section 1.

The President shall:

1. Preside at the regular meetings of this Association.
2. Appoint the committee chairmen with the approval of the Executive Committee.
3. Approve payments/withdrawals of \$500.00 or over from the Treasury.
4. Preside at the Executive Committee meetings.
5. Act as a non-voting liaison to the Board of Education and attend all said Board meetings.
6. Perform such other duties as incumbent on this office.

Section 2.

The President Elect shall:

1. In the absence of the President, perform all duties of the President.
2. The President Elect shall at the end of her/his term, automatically be slated for the office of President, providing there are no conflicts, business or personal, that would prevent her/him from performing these duties.

Section 3.

The Secretary shall:

1. Keep the minutes of the regular meetings of this Association.
2. Publicize the agenda of the meetings and activities of the Association in the school/parish publications.
3. Coordinate the publication of the HASA Newsletter once each trimester.
4. Keep the minutes of the Executive Committee meetings.
5. Perform such other duties as incumbent on this office.

Section 4.

The Treasurer shall:

1. Receive all monies of this Association.
2. Pay bills of the Association.
3. Maintain an accurate record of all financial transactions of this Association.
4. Report financial transactions at the regular meetings
5. Analyze and define the annual fiscal requirements of this Association.
6. Coordinate the collection of monies, as necessary, at HASA Sponsored Events.
7. Perform such other duties as incumbent on this office.

Section 5.

The Treasurer Elect shall:

1. In the absence of the Treasurer, perform all duties of the Treasurer.
2. Assist the Treasurer in performance of her/his duties.
3. Coordinate the evaluation/distribution of mini-grants in conjunction with the School Principal three times yearly.

4. The Treasurer Elect shall at the end of her/his term, automatically be slated for the office of the treasurer, providing that there are no conflicts, business or personal, that would prevent her/him from performing these duties.

Section 6.

The Pastor of Saint Anthony de Padua Parish and the Principal of Saint Anthony de Padua School shall be officers (ex officio) of the Saint Anthony Home and School Association.

1. The Pastor (or designated representative) shall hold the office of Moderator.
2. The Principal (or designated representative) shall hold the office of Honorary President.
3. The Pastor shall be the Spiritual Advisor to the Association.

ARTICLE II – EXECUTIVE COMMITTEE

The Executive Committee shall consist of the Pastor, School Principal, President, President Elect, Secretary, Treasurer and Treasurer Elect. This committee shall have the responsibility for the Association’s business affairs, including the consideration of the suggestions regarding HASA policies, review of committee reports, budgets and other administrative details. The Executive Committee shall meet prior to each HASA meeting, or as deemed necessary by the President or School Principal.

ARTICLE III – COMMITTEES

The standing committees of this Association shall be such as deemed necessary for the efficient administration of the Association’s activities.

Section 1.

Such special committees as may be found necessary for the good of the organization may be appointed as the need arises by the Executive Committee or by the President with the approval of the Executive Committee. Since a special committee is created and appointed for the specific purpose, it automatically goes out of existence when the work is done and its final report received.

Section 2.

The chairmen of all committees shall report their findings and recommendations to the Executive Committee for review prior to making their report to the general membership.

Section 3.

The regular Standing Committees will be those listed on the HASA Roster.

ARTICLE IV – REGULAR MEETINGS

The regular meeting of this Association shall be held on the second Wednesday of each month, except December and July. Elections will take place at the April meeting, if more than one candidate is slated per office.

ARTICLE V – ELECTIONS

Section 1.

Nominations for the officers shall be coordinated by the President-Elect. Nominations for open positions will be accepted prior to the March meeting, at which time the ballot will be set for the April elections. Additional nominations may be made from the floor at the April meeting. The consent of each candidate must be obtained before her/his name is placed in nominations.

Section 2.

The Executive Committee shall conduct the election at the April meeting. Officers shall be elected by a majority vote of the members present and voting. A ballot vote will be conducted if there is more than one candidate per office. If there is only one candidate per open position, a verbal vote may be conducted. Results of the election will be reported at the end of the meeting.

Section 3.

All officers and Standing Committee chairmen shall deliver all official materials to their successors within ten (10) days after school closes for the summer recess with the exception of the Treasurer. She/He will maintain the books until the fiscal year end on June 30.

ARTICLE VI – RULES OF ORDER

Section 1.

All meetings of this Association shall be conducted according to Robert's Rule of Order – Revised, when not inconsistent with the Constitution and Bylaws of this Association.

Section 2.

Any suggestions made at the regular meetings concerning a modification of established HASA policies and practices shall be referred, without debate or vote, to the Executive Committee.

ARTICLE VII – AFFILIATION

The Saint Anthony de Padua Home and School Association shall be affiliated with the Fort Wayne-South Bend Diocesan Congress of Home and School Associations.

ARTICLE VIII – EXPENDITURES GUIDELINES

In compliance with standard business procedures, all transactions and reimbursements must be supported by written documentation. Amounts in excess of \$200.00 but less than \$1,000.00 shall be discussed and approved by the Executive Committee. Amounts in excess of \$1,000.00 shall be discussed and approved at the general meeting by members in attendance. Any expenditure in excess of \$500.00 will require written authorization via e-mail/check co-signature, by the HASA President or School Principal prior to issuance of such funds.

ARTICLE IX – AMENDMENTS

These bylaws may be amended by a two-thirds (2/3) vote of the members present at any meeting of the Association, provided that all proposed amendments shall be presented at the previous meeting.

