

ST. EUGENE HOME AND SCHOOL ASSOCIATION
BYLAWS

ARTICLE I

Name

The name of this association shall be the St. Eugene Home and School Association.

ARTICLE II

Objectives

The objectives of this association shall be:

1. To provide for effective communication and cooperation between parents and educators dedicated to the best Catholic education for each child;
2. To encourage the maintenance of the high standard of Catholic education at St. Eugene;
3. To offer information of particular interest to parents concerning their children's spiritual and educational needs;
4. To meet the interests of our students through well planned enrichment programs;
5. To promote community among St. Eugene School parents and provide opportunities for parental involvement;
6. To conduct fundraising projects to financially assist phases of the educational process where needed.

ARTICLE III

Membership

Membership shall consist of the parents and guardians of the students at St. Eugene School.

ARTICLE IV

Officers

- Section 1: The officers of this association shall be the pastor (and/or administrative representative), the principal, two co-presidents, the secretary/School Committee Liaison, and two co-treasurers.
- Section 2: These officers, with the exception of the pastor, the principal shall be affirmed at the annual meeting. The co-presidents and co-treasurers serve a term of two years. The secretary/School Committee Liaison serves a term of one year. All officers may be re-affirmed for subsequent terms.
- Section 3: The pastor (and/or administrative representative) and the principal of the school shall be honorary members, but not voting members, of the executive board.
- Section 4: All officers shall be installed at the annual meeting and assume office as of July 1.
- Section 5: A vacancy occurring in any office during the term of office shall be filled by presidential appointment with approval of the executive board.

ARTICLE V

Meetings

- Section 1: There will be a minimum of one regular meeting of the association each school year. If there is more than one meeting, the last meeting will be considered the annual meeting. These meetings shall be open to all interested persons.
- Section 2: The executive board will meet monthly.

ARTICLE VI

Duties of the Officers

- Section 1: The co-presidents shall preside at all meetings of the association and shall be ex officio members of all committees. The co-presidents shall delegate such responsibilities as shall seem necessary to the effective functioning of the association.
- Section 2: The secretary/School Committee Liaison shall keep an accurate record of all meetings of the association and shall perform such other duties as shall be delegated by the president; i.e., historian duties, thank yous, communications, etc.. This role shall attend all meetings of the executive board and of the School Committee and shall facilitate communication between the two groups.
- Section 3: The co-treasurers shall receive all funds of the association, keep an accurate account of receipts and expenditures, and submit a monthly report at the regular executive board meeting. Payments shall be made out of the funds as are authorized by the executive board or by the approved annual budget.

ARTICLE VII

Executive Board

- Section 1: The officers of this association shall make up the executive board. The co-presidents and secretary/School Committee Liaison, respectively, will act as co-chairpersons and secretary of this board.
- Section 2: The duties of the executive board shall be to plan the programs of the association, to coordinate the work of the committee chairpersons, to transact the necessary and emergency business which comes up between meetings, and such other business as may be referred to it by the association, and to present a report of its proceedings at the regular meetings of the association.
- Section 3: When possible, the executive board shall function by consensus. When consensus cannot be obtained, decisions of the executive board shall require a majority.
- Section 4: The members of the executive board shall conduct themselves with respect, discretion, and confidentiality and shall abide by the Home and School Association Code of Ethics.

ARTICLE VIII

Appointments

- Section 1: Chairs of the various committees of the Home and School Association shall be filled by appointment. The executive board shall submit a list of proposed chairpeople for approval.
- Section 2: Additional proposed chairpeople may be presented by the general membership at the Annual Meeting.
- Section 3: Any Home and School Association officer or committee chairperson, upon leaving office, shall immediately deliver to the co-presidents or other executive board member any and all records, books, documents, monies, and all other property in his/her possession or under his/her control which belongs to the Home and School Association.

ARTICLE IX

Amendments

These Bylaws may be amended at any regular meeting of the association by a majority vote of the members present and voting, provided the proposed amendment has been submitted in writing to prior to that regular meeting.