

HOME and SCHOOL COMMITTEE BY-LAWS
Auburn Area Catholic School
Revised January, 2008

Name

This consultative body shall be known as the Auburn Area Catholic Home & School Committee.

Purpose

The Home & School Association, through its leadership, is to create the appropriate structures and processes necessary to facilitate good working relationships and channels of communication between families, teaching personnel and administration of the school. It shall not attempt to direct the technical activities of the school or to control school policies.

Membership

Members of the Committee shall consist of families of the school, the principal and all teaching personnel of the school.

Officers

- The officers of the Committee shall consist of a Chairperson and a Vice-Chairperson, Secretary and Treasurer.
- Spouses shall not server simultaneously.
- Any committee member is eligible for any office.
- Nominations and self nominations for Chairperson, Vice-Chairperson, Secretary and Treasurer shall be made by the Home & School membership.
- The officers shall immediately assume their responsibilities.

Terms of Membership

- Each member shall serve a term of three years.
- Membership shall begin August 1 of the first year and expire July 31 of the third year following selection.
- No officer shall be eligible for the same office for more than two consecutive terms. The new officers will be sworn in at the first meeting of the following year.
- In the event a member of the Committee has been absent, without excuse, from two (2) consecutive regular Committee meetings, the remaining members may declare that member's position vacant. Upon such declaration the member shall be deemed to have resigned.
- Whenever a vacancy occurs, the committee shall name a new member to complete the unexpired term.

Duties of Officers

- The chairperson will preside at all regular and special meetings of the Committee. With the approval of the Committee, he/she shall have the authority to assign specific responsibilities to individual Committee members.
- The Vice-Chairperson in the absence of the Chairperson shall perform all the duties of the Chairperson.
- The recording Secretary shall maintain a written record of all acts of the Committee; conduct, receive, and dispose of all correspondence as directed; preserve all reports and documents committed to their care and deemed pertinent to the operations of the Committee. The Secretary shall keep a current list of all fund raising activities taking place through the entire school year and the chairperson and co-chairperson to contact concerning that event.
- The Treasurer shall be in charge of all funds belonging to the Committee, pay all bills as authorized through the Parish office and keep an account of same, and shall report at each meeting. All monies spent on school items need to be approved by the Committee. Based upon funds available, Home & School will support a monetary amount in two payments to the School fund.

Duties of Committee

- To oversee the activities of the standing committee and to offer the ideas of the committees to the members for discussion and vote.
- Seek volunteers (including a Chairperson and co-chairperson) for each fundraiser at the curriculum night event. In the event that an insufficient number of volunteers are available, the Home & School Committee may decide on a different approach to solicit Chairs for various fundraisers.
- Chairpersons and co-chairpersons must be named as soon as possible for each fund-raising event. Those chairpersons will be responsible to find and contact their volunteers, if needed, and to conduct any other duty as necessary to succeed in their assigned project.

Meetings

- The Committee shall meet monthly from August to May. The week and day of the week is to be determined by the committee at the August meeting. The meeting times will be communicated to parents and in the parish.
- Meetings of the Committee shall be open to all interested parties unless there is an issue that would require Committee members only then the meeting shall be closed.
- All issues handled by the Committee are resolved through consensus and/or open-ended discussion. (*Consensus means that all committee members agree to support the decision, which appears to be the best, under the present circumstances, for the greatest number of people.*)
- A quorum of two-thirds of the Committee members must be present at monthly meetings.
- Upon reaching consensus, the Committee members may change, alter, or modify the meeting's agenda.

- A copy of the minutes of the previous meeting, as well as the agenda, shall be supplied to each Committee member at least one week prior to each meeting via the school secretary.
- Persons wishing to place an item on the agenda must submit their request to the Chairperson or principal one-week prior to the meeting.
- The Chairperson, principal, or Committee may determine that a concern or matter is not within the purview of the Committee and therefore will refer the matter to the appropriate authority.
- A suggested order of the meeting shall be as follows:

1. **WELCOME/SIGN IN**
2. **OPEING PRAYER**
3. **SECRETARY'S MINUTES**
4. **MINUTES AND CORRESPONDENCE**
5. **TREASURER'S REPORT**
6. **PRESIDENT'S REPORT**
7. **OLD BUSINESS**
8. **NEW BUSINESS**
9. **PRINCIPAL'S REPORTS**
10. **VICE-PRESIDNET'S REPORTS**
11. **OTHER BUSINESS**
12. **ADJOURNMENT**

***Installation of Officers at the beginning of the September meeting.**

***Nominating and choosing of Officers at May meeting.**

Subcommittees

The function of all subcommittees shall be fact-finding, deliberative, and advisory but never legislative or administrative. The Chairperson is empowered to appoint special sub-committees of the Committee. Such subcommittees shall operate until the duty assigned to them has been completed or at any earlier time at the discretion of the Chairperson.

The Chairperson shall appoint or solicit members and chairpersons of all standing subcommittees at the August meeting of the Committee. The standing subcommittees shall be:

1. Mentoring Committee
 - This Committee shall consist of current school families and shall contact new school families to the school. This committee shall introduce these people to school members and guide them through the school process.
2. Publicity Committee
 - This Committee will consist of at least two school parents, will send accurate accounts of activities to the local newspaper and carry out advertising programs for the Committee's projects.

3. School Support Committee

- This Committee, which can be the entire Committee membership, shall assist in providing the volunteer labor which is required to operate our school safely and effectively. Such support activities can include Hot Lunch & Playground, Library, etc.

4. Ad hoc Committee

- From time to time it may be necessary to form a committee for special concerns or projects. This committee would be short term in duration.

Funds

A checking account shall be used to cover expenses of the Committee. The authorized signatures should be advised by diocesan guidelines with the consent of the pastors. The Treasurer, Chairperson and Principal are required to be listed on the Home & School Account.

This account shall not be reduced below \$500.00 without a majority vote of all members not less than one week in advance of the meeting stating the intention to discuss disbursement of said funds.

No expenditure greater than \$500.00 shall be approved at any meeting unless a notice is given to all members not less than one week in advance of the meeting stating the intention to discuss disbursement of said funds.

The Committee shall have discretionary power to authorize expenditures of up to \$100.00 without approval of the general membership.

Amendments

These guidelines may be amended by consensus of the Committee provided that at such meeting there was a quorum. A notice shall be given to all members not less than one week in advance of the meeting stating the intention to discuss amendment of by-laws.