

Home School Association Charter

ARTICLE 1

- 1.1 The objectives of this Association are:
- a. To identify and channel services and talents available from within the Parish into school related educational, spiritual, social, cultural and fund raising activities;
 - b. To establish effective communication with and between parents, teachers, and the school administration, on matters of common concern particularly those which relate to school policies and practices, and the maintenance of school facilities;
 - c. To encourage the enrollment of school age children of the Parish and surrounding areas in the Saint Theresa School.

ARTICLE 2

- 2.1 Membership: There shall be two classes of membership in this Association, namely: Regular and Associate. A Regular member shall be the parent or guardian of at least one child enrolled at Saint Theresa School. An Associate member shall be any member of the Parish who is the parent or guardian of at least one graduate of Saint Theresa School.
- 2.2 Meetings: There shall be three (3) general meetings of the Association during the school year. The final meeting, which shall be the Annual Meeting, at which time the President shall present an annual report to the membership, and at which time the Officers for the coming school year shall be elected by majority vote of those then present and qualified to vote.
- Where special circumstances so warrant, the President may call a special meeting of the Association at any time.
- 2.3 Voting: Regular members in good standing (i.e., dues paid) of the Association, the Pastor (or his representative), the Principal, and the Teachers, who are in attendance, shall have one vote.
- 2.4 Dues: The annual dues to be solicited from Regular members at the beginning of the school year shall be set from time to time by a two-thirds vote of the Governing Board.

- 2.5 Use of the Association Name: The name of the Association shall not be used in support of or opposition to, any person, political party, policy, civic enterprise, or other like matter without the authorization by a two-thirds vote of the Governing Board.

ARTICLE 3

- 3.1 Governing Board: The general business of the Association shall be directed by the Governing Board which shall consist of: (a) the 8 elected officers as set forth in Article 4.1 hereof; (b) the Pastor (or his representative; the Principal, and one faculty representative. In addition, the Chairperson of all Standing Committees established in accordance with the general bylaws and the Chairpersons of all fund raising committees or events shall be non-voting members.
- 3.2 Executive Committee: Following the election of officers, the Governing Board may appoint an Executive Committee consisting of the President, First Vice President, and Treasurer, to exercise the powers of the Governing Board outside the school year.
- 3.3 Board Meetings: The stated meetings of the Governing Board shall be held on the first Monday of each month during the school year, as the Board shall deem necessary. Special meetings of the Governing Board shall be at the call of the President.

ARTICLE 4

- 4.1 Officers: The following offices are established for the Association, to be filled by Officers selected from among the Regular membership of the Association:

- President
- Vice President
- Treasurer
- Recording Secretary
- Corresponding Secretary

Any office may be held jointly by husband and wife, and shall be jointly held whenever practicable; provided, however, when an office is jointly held by husband and wife, both shall have a vote when present, but neither may cast a proxy vote for the other if the other is absent.

- 4.2 Duties of Officers: The General by-laws of the Association shall set forth the duties of each Officer; provided, however, the General by-laws shall not conflict with the provisions of this Charter. The Officers shall be required to keep accurate records, including policy and procedure matters, and present full reports at all Governing Board meetings. Each Officer shall make an annual report in writing to the President.
- 4.3 Election of Officers: A five (5) member Nominating Committee of the Association shall submit a slate of officers for voting by the membership at the Annual Meeting in May, with at least ten days written notice to all Association members, such slate of officers to have been selected in accordance with the procedures set forth in Article 2.6 of the General by-laws; additional nominations may be made from the floor of said Annual Meeting in accordance with the procedures set forth in Article 5.1 of the General by-laws. Following submission of the names of all candidates, officers shall be elected in accordance with Article 2.2 and 2.3 of this Charter.
- 4.4 Term of Office: The terms of all officers shall be for the entire school year commencing at the close of the June Board Meeting; officers may serve for no more than two (2) consecutive years in the same office.
- 4.5 Vacancies: A vacancy in any office other than President or Chairperson of the Nominating Committee shall be filled by majority vote of the Governing Board; a vacancy in the Office of the President shall be filled in by two-thirds vote of the Governing Board. A vacancy in the Officer of Chairperson of the Nominating Committee shall be filled by a two-thirds vote of the Governing Board.
- 4.6 Jointly-held Offices: Any reference within this Charter to a particular office or officer shall be deemed to include both husband and wife when such office is jointly held, unless otherwise specified.

ARTICLE 5

- 5.1 By-laws: The General and any Special by-laws of the Association, shall be established by the Governing Board and approved by a majority of those members, in good standing present and voting at the general meeting of Association.
- 5.2 Amendments: At any regular meeting of the Governing Board, changes in this Charter may be proposed. Changes so introduced and carried by a two-thirds vote shall be made to an item on the agenda of the next scheduled general meeting to the Association and then voted upon. Upon approval by a majority of those members, in good standing, present and voting at said general meeting of the Association, changes so introduced and carried shall become effective.

This Charter may also be amended by a two-thirds vote of those present, and in good standing, at any general meeting of the Association, provided that written notice of such an amendment has been duly mailed to the membership via the Bronx Post Office at least 10 days prior to said meeting.

5.3 Quorum: A quorum of the Governing Board of the Association shall consist of one-third of its members, both voting and non-voting; (see Section 3.1); for purposes of determining a quorum, a husband and wife jointly holding the same office shall be counted as one.

ARTICLE 6

6.1 Procedures not defined in the Charter or General by-laws shall be followed according to best practice in Parliamentary Law as outlined in “Robert’s Rule of Order, Revised”, 1971 edition.

ARTICLE 7

7.1 This Charter is effective as of September 1, 1994 and shall remain in effect until duly amended in accordance with Article 5.2 hereof.

ATTEST:

President: _____

First Vice President: _____

Recording Secretary: _____