

**Mary Mother of the Redeemer
Home and School Association Bylaws**

I. Governing Principles of the Home and School Association

Article I. Name

The name of this organization shall be Mary, Mother of the Redeemer Home and School Association (hereinafter referred to as the association).

Article II. Object

A. Primary Purpose

1. To forge and foster cooperation and communication between parents and faculty.
2. To develop the wholeness of each child – spiritually, academically, emotionally and physically.

B. Secondary Purpose

1. To encourage parent involvement in support of MMR school activities through active participation in classroom events, spiritual celebrations and social functions.
2. To encourage a sense of community among the parish, school and other organizations by offering spiritual and educational activities for the community at large to assist the educational process.
3. To raise funds through the family activity fee to support school needs.

Article III. Authority

The pastor has the responsibility for the management of the parish school. This association shall function only with his consent.

Article IV. Membership

Membership shall be open to parents and guardians of children currently attending MMR School interested in the objectives of the association and who express this interest by paying the family activity fee. General meetings shall be open to all members of the parish, but voting is open only to dues paying members. Faculty members are guests who do not pay dues.

Article V. Officers

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- Section 1 The officers of this association shall be President, Vice President, Treasurer, Corresponding Secretary and Recording Secretary. The term of office shall be for one year for President and Vice President. When elected the Vice President shall serve for one year and then succeed the outgoing president. The term for president is also one year. The term for Treasurer, Corresponding Secretary and Recording Secretary shall be two years. Refer to Article VII, section 4 for the Selections process.
- Section 2 No person shall be eligible to hold the same office for more than two consecutive terms or any office/permanent chair for more than four consecutive years.
- Section 3. The president shall preside at all meetings of the association and of the executive board; shall appoint special committees; shall be an ex-officio member of all committees; and shall receive notice of all meetings.
- Section 4. The vice-president shall perform these duties whenever the president is absent and shall assume the duties of that office until the next election if the office of president becomes vacant.
- Section 5. The recording secretary shall keep a minute book showing a true and accurate record of all meetings of the association and of the executive board.
- Section 6. The corresponding secretary shall send notices of regular meetings to members prior to said meeting and shall take care of any mailings or inquiries needed by the association.
- Section 7. The treasurer shall receive all family activity fees and other monies and shall make disbursements only as directed by the executive board. He/she is responsible to keep an accurate ledger and check book and to balance monthly bank statements. The treasurer shall make a verbal financial report at each general meeting in addition to a written report, which shall be examined and certified by an auditing committee of three members of the parish.

Article VI. Executive Board

- Section 1. The administrative body of this association shall be known as the executive board. The board shall consist of a priest of the parish, the association President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, the chairpersons of all permanent committees and a school administrator. No parent who

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is a teacher and who has a child in the school may be elected to the executive board.

- Section 2. A quorum of the executive board shall be a majority of the members thereof.
- Section 3. Meetings of the executive board shall be held at the call of the president or any three members of the board.
- Section 4. The executive board shall have the right to fill any and all vacancies among the officers of the association, subject to subsequent approval of the membership.
- Section 5. The executive board shall have the right to add or delete permanent committees and shall have the power to appoint temporary chairpersons.
- Section 6. Permanent chairperson positions of election include social events (co-chairs), communications, and elections.
- Section 7. The term of office for the permanent chairperson positions shall be two years. Refer to Article VII, section 4 for the Selection process.
- Section 8. No person shall be eligible to hold the same permanent chair for more than two consecutive terms or any permanent chair/office for more than four consecutive years.

Article VII. Selection of New Officers

- Section 1. Nominations for officers will be accepted by a predetermined date. The consent of all nominees must be obtained. All nominees must have paid their activity fee for the current school year. The selection of officers for the following school year will be held annually at the last scheduled association meeting.
- Section 2. The names of the nominees for each office shall be reported to the current board at least two months prior to the selection when possible.
- Section 3. Selection of new officers shall be performed by randomly choosing the name of the nominee from the names of all nominees for a specified position.
- Section 4. The selected officers and chairpersons positions will be eligible for selection as per the following schedule:

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Every year, the Vice President position will be open for selection. The person who is selected Vice-president will serve one year in this capacity and then succeed the President for the following year. The remaining officers (except President) and permanent chairs will be open for selection as per the schedule in Appendix 1.

Article VIII. General Membership Meetings

- Section 1. The selection meeting shall take place at the last business meeting of the school year.
- Section 2. There shall be at least three membership meetings each school year.
- Section 3. At a regularly scheduled meeting of the membership, those present constitute a quorum.

Article IX. Parliamentary Procedure

The rules contained in “Robert’s Rules of Order, Revised” shall govern this Association in all cases not otherwise governed by the bylaws or standing rules.

Article X. Amendments

Amendments to the bylaws shall be proposed at one membership meeting and voted on at the next. A two-thirds vote of the membership attending is necessary to amend.

II. Standing Rules

- 1. Expenditures may be approved by the executive board without the vote of the membership. Any expenditures voted by the membership must have had prior approval by the executive board.
- 2. Copies of the treasurer report shall be given to the pastor, business manager and administrator from the treasurer upon request. The treasurer report will be available online for all general members.
- 3. The family activity fee will replace all fund raising activities. Any monies collected through the activity fee shall be expended only with the approval of the pastor and administrator.

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Appendix 1 – Selection Schedule for Officers and Permanent Chairs

For the 2009-10 Board all positions including President will be open for election.

- The Vice President elected in this election will become the President for the 2010-11 board.
- All positions will serve two year terms: Corresponding Secretary, Recording Secretary, Treasurer, Elections, Communications and Social Events Co-Chairs.

For Years 200X-0Y where X is **odd** and Y is **even** (e.g. 2009-10)

The following will be elected:

Vice President, Corresponding Secretary, Recording Secretary, Social Events Co-Chair

For Years 200X-0Y where X is **even** and Y is **odd** (e.g. 2010-11)

The following will be elected:

Vice President, Treasurer, Social Events Co-Chair, Elections and Communications

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Revision History

Version No.	Effective Date	Description of Revision
1.0	April 2003	First Issue
2.0	April 2005	Revised Articles V, VI and VII. Added Appendix 1 to define elections schedule. Added Revision History Section to ensure changes are adequately documented. Above amendments were proposed and adopted at April, 2005 general meeting.
3.0	March 2010	Updated Article II (Primary Purpose and Secondary Purpose). Replaced all references to fund raising activities with the family activity fee. Updated the document to include the Social Events Co-Chair position. Revised Article VII updating the selection process for new members. Article VIII, Section 2 updated to reflect 3 general meetings. Added Revision History Section to ensure changes are adequately documented. Above amendment were presented and approved at the March 9, 2010 H&S Board meeting.
4.0	August 2010	Removed all references to the H&S position of Community Service.