

St. Thomas Aquinas Home School Association

BYLAWS

Amended and Restated April 14, 2011

ARTICLE I: NAME

The name of the Association shall be the St. Thomas Aquinas Home School Association of Fairfield, Connecticut and will be further addressed in these bylaws as “the Association.”

ARTICLE II: MEMBERSHIP

Membership in the Association is open to parents and guardians of the students of the school and members of the faculty of the school and will be further addressed in these bylaws as “the General Membership.” The pastor and principal are ex-officio members of the Association.

ARTICLE III: OBJECTIVES

The Association is responsible for:

1. acting as a parent-teacher organization,
2. unifying parents in an effort to raise funds for the school,
3. serving as a vehicle for information exchange on a regular basis,
4. providing information to parents regarding legislative proposals, and,
5. serving as a logical catalyst in building a faith community.

ARTICLE IV: BOARD

A. Membership:

1. The Board shall consist of no less than eight (8) members and no more than fifteen (15) members. These members shall be elected from among the general membership.
2. The principal of the school and the pastor shall serve as ex-officio members of the Board.
3. Faculty members are not voting members of the Board; however, faculty members are invited to attend and participate in any and all meetings.

B. Duties:

The Board shall conduct the business affairs of the Association; provide general meeting programs; review all committee recommendations and report on their financial disposition; review and recommend disbursements of money collected from dues, fundraising and contributions.

C. Term:

1. Board members will serve a two-year term.
2. Members may opt to serve an additional two years on the board without standing for re-election, but the second term must be in a position, which is different from the position they held during the first term.
3. After serving a maximum of four years, members must take a minimum of one (1) year off before serving on the Board again.

D. Nominating Committee for the Board:

1. The Nominating Committee shall consist of at least three (3) members, one of which shall be President. The President shall appoint the two remaining members no later than March 1.
2. The slate of candidates shall be presented to the Board no later than April 15.
3. Nominations to the Committee may be made by self-nomination or nomination by the General Membership.

E. Election of the Board:

1. The slate of candidates shall be presented to the General Membership no later than May 1.
2. The General Membership may vote for the required number of candidates needed for the expired or vacant terms.
3. The Nominating Committee will tabulate the votes prior to the May meeting.
4. Newly elected members shall begin their terms with the June Board meeting.

F. Election of Officers of the Board:

The offices of Co-President, Secretary and Treasurer shall be self-nominated or nominated by the General Membership and subject to the approval of the principal.

G. Vacancies and Resignations:

1. In the event of a vacancy in the offices of Co-President, Secretary or Treasurer, the remaining Board members shall fulfill the duties associated with that vacancy until the next election. If, however, the remaining Board members cannot fulfill the duties associated with the vacant position effectively, a temporary officer may be appointed to complete the term by majority vote of the Board.

2. A vacancy of another Board member position should be filled by the unsuccessful candidate with the greatest number of votes from the last election. If this fails to produce a member, the term shall remain vacant until the next general election. If, however, the remaining Board members cannot fulfill the duties associated with the vacant position effectively, a temporary member may be appointed to complete the term by majority vote of the Board.

ARTICLE V: OFFICERS AND OTHER BOARD POSITIONS

A. Officers:

- 1. Co-Presidents (2)** – The two Co-Presidents shall preside at meetings of this Association and shall be the Home School representatives on the School Advisory Board. The Co-Presidents shall perform all duties incumbent on this office. The Co-Presidents are ex-officio members of all committees.
- 2. Secretary** – The Secretary will keep minutes of all meetings and general membership meetings. The Secretary will give, or cause to be given, all notices required by the bylaws, and shall perform such other duties as may be prescribed by the Board or the Co-Presidents.
- 3. Treasurer** – The Treasurer shall keep an accurate account of receipts and disbursements belonging to the Association and shall deposit all monies in the Association account. Withdrawal of the Association's funds shall require the signature of the Treasurer

and Principal. The Treasurer shall disburse funds of the Home School Association as expenditures arise or as decided upon by the Board. The Treasurer will also give an account of all transactions and financial condition at each meeting.

B. Other Positions:

The following positions will be filled by self-nomination or appointment by the officers at the meetings following general election. Each of the non-officer members of the Board will assume one of the following positions.

- 1. Fundraising/Event Chairpersons (2)** – The two Fundraising/Events Chairpersons are responsible for identifying and managing the chairpersons of: (a) each of the major Association fundraising events, and; (b) each of the major Association non-fundraising events, and to report on the same to the Board.
- 2. Room Parent Chairperson** – This position is responsible for identifying, organizing and managing, together with the Room Parents, the various volunteers for the Association-sponsored fundraising and non-fundraising events and to report on the same to the Board.
- 3. Communications Chairperson** – This position is responsible for managing the General Membership directory, the Mandatory Volunteer Hours Program and certain other communications from the Board to the General Membership.
- 4. Enrichment Chairperson** – This position is responsible for managing the committees that organize and implement enrichment programs for both students and parents.

ARTICLE VI: MEETINGS

1. A minimum of two General Membership meetings shall be held each school year. The first general meeting shall be held in September.
2. Regularly scheduled meetings of the Board shall be held monthly. Special meetings shall be called as necessary.
3. All Board meetings shall be open to the General Membership.
4. The Board may choose to use an appropriate electronic means to communicate with its members and to the General Membership, including, but not limited to, notices of meetings and votes, provided that (a) the electronic means is likely to reach most of the members, and (b) that the information distributed electronically under this provision is available to any member in paper copy by request.

ARTICLE VII: COMMITTEES

1. All members of the Association are eligible to be members of the committees.
2. The Board may create such standing committees as it may deem necessary to promote the objectives and implement the work of the Association.
3. The Co-Presidents shall be ex-officio members of all committees except the Nominating Committee.
4. Select committees (ad hoc) shall be formed for special needs and they will be disbanded when the need has been fulfilled.

ARTICLE VIII: FINANCIAL ADMINISTRATION

1. The Treasury funds of the Home School Association shall be the responsibility of the Treasurer.
2. All funds shall be made transparent to the Principal, the Diocese and the General Membership.
3. All fundraising activities are to be approved by the Board prior to planning and implementing the event.

ARTICLE IX: AMENDMENTS

1. Amendments to these bylaws may be adopted by a two-thirds vote at a meeting of the general membership with at least thirty (30) days written notice having been given.
2. Voting by general membership can take place via email, via written reply, or via attendance at a meeting of the General Membership.
3. Any revisions to these bylaws are subject to approval by the Board and the principal of the school prior to presentation to the General Membership.
4. These bylaws shall be reviewed and updated as necessary by the Board or by a committee formed by the Board at least once every three years.