



Bylaws Governing Mater Dei Catholic Home and School Association

Mission Statement of Mater Dei Catholic School:

Mater Dei Catholic School inspires children to develop values of FAITH, EXCELLENCE, AND SERVICE. We recognize the unique nature of each child and strive to educate students to be independent, innovative, and creative learners. In a community filled with spirit and support, we nurture students to become faithful Catholic leaders.

I. Governing Principles

“What is the Home and School Association?”

The purpose of this board is to promote and advance the mission of Mater Dei Catholic School for the education and instruction of students in assisting them to reach the fullness of faith, excellence and service. In keeping with the principles of the Roman Catholic Church, this board collaborates with the pastors and works in partnership with the principal in ensuring that this school fulfills its mission of forming the human person for our final end and for the common good.

A. Objectives/Goals:

1. To give parent(s)/guardian(s) and teachers a means of sharing experiences for the benefit of the child, the school, the home and the community
2. To acquaint all three parishes with the financial commitment needed to maintain a Catholic school
3. To ensure community building through education, communication, marketing and fundraising

II. Organization of a Home and School Association

The Home and School Association cannot function in a parish without the active, wholehearted support and direction of the pastors and principal. If this is not present, no attempt to organize should be made. The Home and School Board operates under the auspices of Mater Dei Catholic School and acts in an advisory capacity and not as a governing board.

III. Constitution and Bylaws

Article I.

The name of this organization shall be:

**Mater Dei Catholic Home and School
Association**

Article II. Objective

- Section 1 The objective of this association shall be the advancement of Catholic education and the welfare of all registered school children.
- Section 2 Further, it shall attempt to enhance the parent(s)/guardian(s)' and the teachers' role in the education of the child by increasing their knowledge of education and its processes. This provides an opportunity for parents and teachers to work together for the good of the child and school.
- Section 3 Finally, it shall be to act in the promotion of parent/guardian school activities, to increase community building among its members, support the commitment to Catholic education, and financially support its mission.

Article III. Authority

The pastors have the responsibility for the management of Mater Dei Catholic School and receive that power from the Archbishop. This association shall function only with their consent and receive its authority to act directly from the pastors who in effect delegates some of the responsibility they receive from the Archbishop.

Article IV. Membership

- Section 1 The membership shall be open to all parents, faculty and staff interested in the objectives of this association. Furthermore, meetings shall be open to all members of the supporting parishes.

Article V. Officers

- Section 1 The officers of this association shall be two Co-Presidents, two Co Vice-Presidents of Fundraising, a Secretary, and a

Treasurer. The Treasurer is appointed by the principal and pastors and shall not exceed 4 years. The term of office for the all other officers shall be for two years, and no person shall be eligible to hold the same office for more than two consecutive terms.

Section 2 The Co-Presidents shall preside at all meetings of the association and of the Executive Board; shall appoint special committees; shall be Ex-officio members of all committees; and shall receive notice of all meetings.

Section 3 The Co Vice-Presidents of Fundraising shall oversee fundraising efforts and perform the Co-Presidents duties whenever Co-Presidents are absent; shall assume the duties of that office until the next election if the office of Co-Presidents becomes vacant.

Section 4 The Secretary shall keep a minute book showing a true and accurate record of all meetings of this association and of the Executive Board and shall send notices of regular meetings to members prior to said meetings.

Section 5 Treasurer shall receive all monies and shall make disbursements only as directed by the Executive Board. The Treasurer shall make verbal and written financial reports at general meetings as deemed appropriate. The Treasurer is appointed by the principal and pastors and length of office cannot exceed 4 years.

Section 6 Past Presidents shall sit on the Home and School Board for one year after their term is completed.

Article VI. Executive Board

Section 1 The administrative body of this association shall be known as the Executive Board. This Executive Board shall consist of a Priest Representative of the parishes, the Co-Presidents, Co-Vice-Presidents of Fundraising, Business Manager, and Principal.

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 Co-Presidents or Principal.

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 full Board.

Section 5 The Executive Board shall have the right to add or delete permanent committees, and shall have the power to appoint temporary chairpersons.

Article VII. Elections

Section 1 Nominations for elected officers from general membership shall be made by documented Nomination Forms returned to the Nominating Committee. Nominations for all elected officer positions can be self-nominated OR by another individual. If self-nominated, one (1) additional endorsement signature from another Mater Dei Parent is required on the Nomination Form. If nominated by another individual, please note the consent of all nominees must be obtained in advance. The Nomination Form must have the signature of the person submitting the nomination AND the signature of the individual being nominated, which will indicate his/her consent of the nomination.

Section 2 Voting shall be by secret ballot by members who have attended two (2) Home and School General Meetings during the school year of the election. Home and School meeting attendance signature cards will be used to determine eligibility for member voting.

Article VIII. General membership meetings

Section 1 There shall be meetings during the school year at such times as the Co-Presidents of the Executive Board shall decide (suggested total of three).

Section 2 At a regularly scheduled meeting of the membership, those present shall constitute a quorum.

Article IX. Amendments

Amendments to these 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.

Article X. Standing Rules

1. Expenditures may be approved by the Executive Board without the vote of the membership. Any expenditure voted by the membership must have had prior approval by the Executive Board.

2. Copies of the treasurer's report shall be given to Pastor, Advisory Board, Principal, and the membership annually. Financial information to be posted on school website when deemed appropriate.
3. Fundraising activities shall be undertaken only with the consent and approval of the Pastor and/or Principal. These monies shall be expended only with the approval of the Principal and/or Pastors.
4. There shall be at least three regular meetings called each year.