

**CONSTITUTION AND BY-LAWS
OF
ST. JOHN NEUMANN
HOME AND SCHOOL ASSOCIATION**

**ARTICLE ONE
NAME**

This non-profit organization shall be known as the “St. John Neumann Home and School Association.

**ARTICLE TWO
OBJECTIVES**

Section 1. To promote the spiritual, intellectual, social and physical growth of the students of St. John Neumann through support for all scholastic and extra curricular activities.

Section 2. To create and maintain sound public opinion of St. John Neumann High School.

Section 3. To enhance mutual understanding of the responsibilities of faculty, students and parents.

Section 4. To engage in fund-raising activities.

Section 5. The successful implementation and 100% parental participation of the PIP program.

**ARTICLE III
MEMBERSHIP**

Section 1. Membership in this organization is open to, but not limited to, parents, guardian or sponsor of a student of St. John Neumann High School. Active membership in this organization is demonstrated by 100% PIP participation and attendance at a minimum of six general meetings.

Section 2. It is the condition of membership that no claim can be made against, and all interests shall be forfeited in, any funds or property of the Home and School Association whether membership is continued or terminated.

Section 3. Voting Membership – In order to maintain a voting quorum, participating members may agree to become voting members of the association upon meeting requirements contained in Section 1 above.

ARTICLE IV
OFFICERS

Section 1. The principal of St. John Neumann shall be Honorary President of the Home and School Association and an ex-officio member of all committees. The principal and/or a designated delegate assigned by the principal is to be represented at all meetings of the Executive Board and committees.

Section 2. The officers of the Home and School Association shall be President, Vice-President, Treasurer, Secretary, and Corresponding Secretary.

Section 3. The installation of officers shall take place in May and they shall assume office for a term of one year, or until their successors shall be duly elected.

ARTICLE V
DUTIES OF OFFICERS

Section 1. The President shall be the executive officer of the Association and shall preside over all meetings of the Association and of the Executive Board. He or she shall, except as herein otherwise provided, appoint a chairman pro tem of any prospective committee, who shall serve until such committee elects its own permanent chairman.

Section 2. The Vice-President shall perform all the duties and exercise all the authority of the President in the event of the President's absence, and shall succeed to the Presidency if a vacancy occurs in the office of the President for the balance of the unexpired term. He or she shall also perform such other duties as may be assigned by the President.

Section 3. The Treasurer shall oversee the office staff assigned to the Home and School Association. All funds due the Association shall be deposited in the name of the Association in the official depository approved by the Executive Board and shall be disbursed on its order of the Executive Board through payment by check signed by the Treasurer of the Association and the school principal. He/she shall submit a report of the Association's finances at the monthly meetings of the Association.

Section 4. The Secretary shall keep the minutes of the meetings of the Association and the Executive Board. He/she shall maintain a record of attendance at such meetings.

The Corresponding Secretary shall handle all correspondence for the Association, and shall write such letters as directed by the President of the Executive Board. He/she shall maintain a file of all incoming correspondence and all outgoing correspondence as received during the one month period between the meetings and take appropriate action as directed by the President.

ARTICLE VI
THE EXECUTIVE BOARD

Section 1. The management of the affairs of the Association shall be vested in an Executive Board which shall consist of five (5) officers of the Association, as mentioned in Article IV, Section 2, and two (2) representatives who are parents, guardians or sponsors of students from each of the four classes, for a total of thirteen (13) members.

Section 2. The Executive Board shall enter upon its official duties immediately following its monthly meeting in April and shall serve for a term of one(1) year or until their successors shall be duly appointed. Members of the Executive Board can serve no more than two consecutive terms in the same position. Members can serve more than two terms but only in different positions.

ARTICLE VII
DUTIES OF THE EXECUTIVE BOARD

Section 1. The Executive Board with the approval of the principal shall recommend the policies and activities of the Association, including all assessments, expenditures, disbursements, and public pronouncements, and shall take council with its various committees.

ARTICLE VIII
COMMITTEES

Section 1. The President of the Association shall appoint a chairman pro tem of any prospective committee, who shall serve until such committee elects its own permanent chairman.

Section 2. The President is an ex-officio member of all committees.

Section 3. The Executive Board shall authorize and define powers and duties of every committee.

ARTICLE IX
MEETINGS

Section 1. The Executive Board shall hold regular monthly meetings on the first Monday of each month.

Section 2. The General Monthly Meeting of the Association shall be held on the third Monday of each month.

Section 3. At all of the Executive Board meetings, a majority of members shall constitute a quorum.

Section 4. Notice of General Meetings shall be mailed or e-mailed to active members.

Section 5. All questions of parliamentary procedure shall be settled according to Roberts' Rules of Order whenever they are not consistent with the Constitution and its By-Laws of the Association.

Section 6. Special meetings may be called the President with the confirmation of the Executive Board. No business shall be transacted at a special meeting other than that stated in the notes of call. The notice shall be issued at least three (3) days in advance of the meeting.

Section 7. The dates of call of any meetings may be changed by vote of the Executive Board if such change be deemed necessary.

ARTICLE X REVENUE AND FINANCES

Section 1. The fiscal year of the Association shall be from July 1 to June 30.

Section 2. The Association Books of Account shall be audited at the close of the fiscal school year which is June 30.

Section 3. Revenue may be raised through projects recommended by the Executive Board and approved by the school principal. Such revenue or portion thereof may be appropriated to the Treasury of St. John Neumann High School at the direction of and approval of the Executive Board. Terms of revenue appropriation will be reviewed annually.

Section 4. None of the net income of the Association can endure in whole or in part to the benefit of any individual member or members.

ARTICLE XI NOMINATION AND ELECTION OF OFFICERS

Section 1. A committee comprised of the President and four Executive Board Members of the Association, to be appointed by the President at its regular meeting in February, shall constitute the committee on nominations.

Section 2. The nomination committee shall submit a slate of officers at the regular monthly meeting of the board held on the first Monday in March

Section 2a. After nominees are presented by the nomination committee, additional nominations may be received. All members of the Association will be notified by the nomination committee by mail or e-mail following the March meeting. Election

of officers will take place at the April General Meeting. The vote will be open to active voting members who meet the criteria stated in Article 3, Section .

Section 2b. If there are two more candidates for any office, the voting will be held by written ballot. A simple majority of the ballots cast will constitute election of office. Otherwise, the President will, upon a motion made, seconded and passed by two-thirds majority of those members present, instruct the recording secretary to cast a single ballot for only one office, or for the full slate of officers presented by the committee on nominations and upon this procedure they shall be considered elected.

Section 3. No President shall serve more than two years in office. However, in the case of a vacancy in the office of President which has been filled by the Vice-President stepping up, such a succession shall not preclude the Vice-President from eligibility for the Presidency for two years. No members of the Executive Board shall serve more than two consecutive terms of any one position.

ARTICLE XII AMENDMENTS

Section 1. Any amendment to this Constitution and By-Laws may be adopted by a two-thirds majority of the active members present at any General Meeting of the Association provided that written notice of the meeting and the proposed amendment shall have been given to the active members at least one week in advance of the meeting.

ARTICLE XIII ORDERS OF BUSINESS

The regular order of business of the Association shall be:

1. Call to order and prayer
2. Reading of minutes (unless waived)
 - 2a. Speaker
3. Report of the Secretary
4. Report of the Treasurer
5. Unfinished business
6. New business
7. Announcements
8. Adjournment and prayer

All meetings shall start promptly as scheduled.