

**BY-LAWS OF THE ST. SEBASTIAN
HOME AND SCHOOL ASSOCIATION**

ARTICLE I. NAME

The name of this organization shall be the St. Sebastian Home And School Association.

ARTICLE II. PURPOSE

The purpose of the association is:

- Section A. To foster and enhance the Catholic education of St. Sebastian School students.
- Section B. To provide opportunities for parishioners, parents, faculty and staff of St. Sebastian Parish to work together for the welfare of St. Sebastian School and its students.
- Section C. To develop, promote and conduct fund-raising projects to benefit St. Sebastian School and its students.

ARTICLE III. MEMBERSHIP

Section A. Membership in the association shall be available to all parishioners, parents, faculty and staff of St. Sebastian Parish interested in supporting and cooperating with the association in carrying out its purpose, conditioned upon payment of any annual dues or special assessment as may, from time to time, be specified by resolution of the Executive Board.

Section B. Classes of Membership

1. Regular Membership

Any parent, faculty member or staff member of St. Sebastian Parish shall be entitled to one vote in any matter before the membership, shall be eligible to serve as a member of the Executive Board and shall be eligible to receive one copy of the School Directory per household.

2. Associate Membership

Any parishioner of St. Sebastian Parish shall be entitled to one vote in any matter before the membership, shall be eligible to serve as a member of the Executive Board but shall not be eligible to receive a copy of the School Directory.

3. Affiliate Membership

The Executive Board may recognize an individual or organization as an affiliate member of the association under such terms and conditions as the Board deems appropriate. At the discretion of the Executive Board, an affiliate member may be entitled to one vote in any matter before the membership, may be eligible to serve as a member of the Executive Board and may be eligible to receive one copy of the School Directory.

ARTICLE IV. MEMBERSHIP MEETINGS

Section A. Membership meetings shall be held on the second Wednesday of any month. There shall be a fall meeting, a winter meeting and an annual meeting. The annual meeting shall be held for the purpose of electing the Executive Board eligible to be voted upon as well as any other business deemed necessary. The election of the Executive Board shall be by ballot so as to permit the opportunity for any write-in candidate.

Section B. Membership meetings shall be called by the President or, in the President's absence, by the Vice President, or by a majority of the Executive Board.

Section C. Except as otherwise provided by statute or other provisions of these by-laws, those members present shall constitute a quorum.

Section D. Comments during the meeting shall be limited to three minutes per speaker. Extended time may be permitted by the President, if time is available.

ARTICLE V. EXECUTIVE BOARD

Section A. Members

1. By office, the ten voting members of the Executive Board shall consist of the:

- a. President, who shall vote only in case of a tie vote
- b. Immediate Past President
- c. Vice President
- d. Treasurer
- e. Recording Secretary

- f. Corresponding Secretary
- g. Purchaser
- h. Parliamentarian
- i. Director Of Volunteers
- j. Teacher Representative, who shall be elected by the faculty members or appointed by the Principal

2. The two nonvoting members of the Executive Board shall consist of the:

- a. Pastor of St. Sebastian Parish
- b. Principal of St. Sebastian School

Section B. Term

The term of each voting member shall be for a period of one year or until such time as a successor is duly elected. The term shall commence at the beginning of the subsequent fiscal year. There shall be no limit to the number of terms that any voting member may succeed himself or herself.

Section C. Election

With the exception of President, Immediate Past President and Teacher Representative, the election of each voting member, by office, shall be held during the annual meeting or at a special meeting called for that purpose. The election, by office, shall be by ballot and a plurality of all votes cast for each voting member by office shall determine a choice. The Vice President shall succeed the current President into the office of President in the following year. The President shall succeed the current Immediate Past President into the office of Immediate Past President in the following year. In the event of a vacancy on the Executive Board, other than at the expiration of a term, the Executive Board may fill that vacancy by a majority vote of those voting members present.

Section D. Duties

The Executive Board shall have responsibility for the general supervision of the affairs of the association, may promulgate rules and regulations for the governance of the association, and members thereof, and may create

executive committees and delegate thereto any and all of the authority and duties of the Executive Board.

Section E. Meetings

Executive Board meetings shall be held on the second Wednesday of any month. All Executive Board meetings shall be open meetings. Executive Board meetings, including any special meetings held on any day of any month, shall be called by either the President or, in the President's absence, by the Vice President, or by a majority of the Executive Board. The person(s) calling any Executive Board meeting shall notify all Executive Board members at least three days in advance of the date designated for any such meeting and shall state the date, time place and purpose of the meeting.

Section F. Quorum

Except as otherwise provided by statute or other provisions of these by-laws, the presence of one-half of the voting Executive Board members shall constitute a quorum.

Section G. Removal

Any voting member of the Executive Board may be removed for just cause by an affirmative vote of seven (7) members of the Executive Board. Just cause includes, but is not limited to, malfeasance, behavior inappropriate to the position of Executive Board member or neglect of duty. Following any vote to remove any voting member of the Executive Board, the Corresponding Secretary shall forthwith notify that Executive Board member of the Executive Board's action.

ARTICLE VI. OFFICERS

Section A. Enumerated

The offices of this association shall be President, Immediate Past President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary, Purchaser, Parliamentarian, Director Of Volunteers and Teacher Representative.

Section B. Duties

1. President

The President shall attend all membership meetings and all Executive Board meetings and shall preside at them. The President shall perform the

usual duties of a President, and may speak for and on behalf of the association, subject to the approval of a majority of the Executive Board. The President shall represent the association at the St. Sebastian Parish Finance Council meetings. The President, with the concurrence of the Executive Board, will make all committee appointments, including appointments to the nominating committee, and shall be an ex-officio member of all committees.

2. Immediate Past President

The Immediate Past President shall attend all membership meetings and all Executive Board meetings, and shall provide any background or context to matters to be decided. For purposes of these by-laws, the Immediate Past President will refer to the person who served in the capacity of President in the immediate preceding year. The Immediate Past President shall perform other duties as from time to time may be assigned by the President or the Executive Board.

3. Vice President

The Vice President shall attend all membership meetings and all Executive Board meetings. In the absence of the President, or in the event of the President's inability or refusal to fulfill his or her responsibilities, the Vice President shall perform the duties of the President and, when so acting, shall have all of the powers of and be subject to all the restrictions of that office. In the event of a vacancy in the office of the President, the Vice President shall succeed to that office and vacate the office of the Vice President. The Vice President shall perform other duties as from time to time may be assigned by the President or the Executive Board.

4. Treasurer

The Treasurer shall attend all membership meetings and all Executive Board meetings, and shall have custody of all association funds and securities and shall keep, in books belonging to the association, full and accurate accounts of all receipts and disbursements. The Treasurer shall deposit all monies, securities and other valuable effects in the name of the association in such depositories as may be designated for that purpose by the Executive Board. The Treasurer shall disburse the funds of the association as may be ordered by the Executive Board, taking proper vouchers for such disbursements, and shall render the President and the Executive Board, at all meetings of the Executive Board and whenever requested by them, an account of all transactions as Treasurer, and the financial condition of the association. The Treasurer shall communicate with the St. Sebastian Parish Business Manager in the course of any deposit or disbursement of funds. If required by the Executive Board, the

Treasurer shall deliver to the President and shall keep in force a bond in an amount and with a surety satisfactory to the Executive Board, conditioned upon faithful performance of the duties of the office of Treasurer, and for the restoration of the association in case of the Treasurer's death, resignation, retirement or removal from office, of all books, papers, vouchers, money and property of whatever kind in the Treasurer's possession or under the Treasurer's control, belonging to the association.

5. Recording Secretary

The Recording Secretary shall attend all membership meetings and all Executive Board meetings, and shall preserve, in books belonging to the association, true minutes of the proceedings of all such meetings. The Recording Secretary shall also keep all other official books of the association, including, but not limited to, any books containing membership contact information, meeting dates, chairpersons of any committees or events, newsletters, forms, contracts, policies, procedures or guidelines. The Recording Secretary shall perform other duties as may be assigned by the President or the Executive Board.

6. Corresponding Secretary

The Corresponding Secretary shall attend all membership meetings and all Executive Board meetings, and shall notify the membership of regular meetings. The Corresponding Secretary shall act as a liaison between the Executive Board and the newsletter editor and assist in the compilation and distribution of it. The Corresponding Secretary shall handle and file such correspondence, and shall perform other duties, as may be directed or assigned by the President or the Executive Board.

7. Purchaser

The Purchaser shall attend all membership meetings and all Executive Board meetings, and shall collect all purchase requests from faculty and staff of St. Sebastian School and present them to the Executive Board with a recommendation regarding the request. The Purchaser shall work with the Treasurer to effectuate any approved request. The Purchaser shall perform other duties as may be assigned by the President or the Executive Board.

8. Parliamentarian

The Parliamentarian shall attend all membership meetings and all Executive Board meetings, and shall be responsible for advising the Executive Board and the membership on the implementation of the by-laws and Robert's Rules of Order. The Parliamentarian shall be

chairperson of the by-laws committee and shall perform other duties as may be assigned by the President or the Executive Board.

9. Director Of Volunteers

The Director Of Volunteers shall attend all membership meetings and all Executive Board meetings, and shall be responsible for advising the Executive Board and the membership on the status of volunteers and the need to recruit and retain volunteers for any upcoming activity. The Director Of Volunteers shall perform other duties as may be assigned by the President or the Executive Board.

10. Teacher Representative

The Teacher Representative shall attend all membership meetings and all Executive Board meetings, and shall be responsible for advising the Executive Board and the membership on the status of the wishes, needs and thoughts of the St. Sebastian School faculty and staff and, in turn, communicate back information from the Executive Board and the membership to the faculty and staff. The Teacher Representative shall be a voting member of the Executive Board who shall be elected by the faculty members of St. Sebastian School or appointed by the Principal of St. Sebastian School. The Teacher Representative shall perform other duties as may be assigned by the President or the Executive Board.

ARTICLE VII. COMMITTEES

Section A. The association shall have standing committees and special committees.

Section B. Standing committees shall be maintained throughout the year. The standing committees shall be the following:

1. By-Laws Committee

The Parliamentarian shall be the Chair of the By-Laws Committee. The committee shall review these by-laws and be responsible for advising the Executive Board and the membership on any needed change.

2. Membership Committee

The Vice President shall be the Chair of the Membership Committee. The committee shall review the status of the membership and be responsible for advising the Executive Board and the membership on any need for any affiliate membership or any other needed change.

3. Volunteers Committee

The Director Of Volunteers shall be the Chair of the Volunteers Committee. The committee shall be responsible for advising the Executive Board and the membership on the status of volunteers and the need to recruit and retain volunteers for any upcoming activity.

Section C. Special committees shall be committees formed for the purpose of completing one task. Special committees shall include, but not be limited to, the following:

1. Budget Committee

The Treasurer shall be the Chair of the Budget Committee. The President and the Immediate Past President shall be members of this committee. Any other interested member of the association may be appointed by the President, with the concurrence of the Executive Board, to be a member of this committee. The task is to produce a budget, based on financial reports of previous years and anticipated events to occur over the next year.

2. Audit Committee

The Audit Committee shall consist of the Vice President and two members appointed by the President, with the concurrence of the Executive Board. The Vice President shall be the Chair of the Audit Committee. The Audit Committee shall review the financial books of the association and certify their accuracy to the Executive Board annually prior to the term of office for the newly-elected treasurer.

3. Nominating Committee

The President shall be the Chair of the Nominating Committee. The Immediate Past President and a third member appointed by the President, with the concurrence of the Executive Board, shall be members of this committee. The Nominating Committee shall receive recommendations from the membership for consideration in composing a slate of nominees for the offices of this association. The slate of nominees approved by the Nominating Committee for the offices of this association shall be presented to every member prior to the annual meeting or any special meeting called for the purpose of electing officers. Additional nominations shall be accepted from the floor. The election of the officers shall be by ballot so as to permit the opportunity for any write-in candidate.

ARTICLE VIII. FISCAL YEAR

The fiscal year of the association shall begin on July 1 of each year and end on June 30 of the following year, or such other dates as the Executive Board may determine.

ARTICLE IX. DUES

- Section A. There may be annual dues for membership in the association and special assessments levied upon the membership as may, from time to time, be specified by resolution of the Executive Board. Any dues shall be paid at the time of school registration or at any time thereafter.
- Section B. To be a member with voting privileges, any annual dues must be paid.

ARTICLE X. PARLIAMENTARY PROCEDURE

- Section A. Except as otherwise provided by statute or other provisions of these by-laws, the rules and order of business contained in the current *Robert's Rules of Order, Newly Revised* shall govern this association.
- Section B. This association shall make decisions that may impact policy or procedure of St. Sebastian Parish or St. Sebastian School only with the express permission of the Pastor of St. Sebastian Parish or of the Principal of St. Sebastian School, respectively.

ARTICLE XI. TRANSACTIONS BETWEEN THE ASSOCIATION AND EXECUTIVE BOARD MEMBERS, OFFICERS OR EMPLOYEES

No contract or other transaction shall be void or in any other way affected or invalidated by the fact that it is between the association and one or more of its Executive Board members, officers or employees, or between the association and any other entity in which an Executive Board member, officer or employee of this association is financially interested, provided that:

- A. The interest of any such Executive Board member, officer or employee is fully disclosed or made known to the Executive Board of such members thereof as shall be present at any meeting of the Executive Board at which any action on such contract or transaction shall be taken, such disclosure to be made prior to any vote on such contract or transaction.
- B. At such meeting, a quorum of Executive Board members exists without counting the interested Executive Board member(s).

No Executive Board member shall be allowed to vote on any contract or transaction between the association and himself or herself or any entity in which he or she has a financial interest. —

ARTICLE XII. AMENDMENTS

Amendments to these by-laws shall be proposed in writing at an Executive Board meeting, published to the members and voted upon at one of the two following membership meetings. A simple majority of the members present and voting is necessary to amend.