

HOME AND SCHOOL ASSOCIATION
OF
SAINT JOHN THE EVANGELIST SCHOOL
CLINTON, MARYLAND 20735

CONSTITUTION

ARTICLE I – NAME

The name of this Association shall be the HOME AND SCHOOL ASSOCIATION OF SAINT JOHN THE EVANGELIST SCHOOL IN THE ARCHDIOCESE OF WASHINGTON.

ARTICLE II – OBJECTIVES

The objectives of the Association shall be:

1. To help parents and teachers acquire an appreciation for the ideals of Catholic education.
2. To promote clearer understanding of the mutual educational responsibilities of parents and teachers.
3. To encourage the home and school to a greater degree of cooperation in discharging their responsibilities.
4. To correct and improve the neighborhood's environmental conditions which influence children's behavior.
5. To help parents reach agreement on the best solutions to common problems of children's behavior.

ARTICLE III – RESPECT FOR SCHOOL POLICIES

The Home and School Association shall respect the established policies and practices as set forth by the Pastor and School Principal.

ARTICLE IV – FUNDS

This Association shall participate in fund raising projects at the discretion of the Executive Committee.

ARTICLE V – MEMBERSHIP

Membership in the Association is required of all Fathers, Mothers and Guardians of the students of Saint John's School.

ARTICLE VI - OFFICERS

Section 1. The elected officers shall be the President, Vice-President, Secretary, and Treasurer.

Section 2. The term of office shall be two years or until a successor is elected. No officer shall hold the same office for more than two consecutive terms.

Section 3. Election of officers shall be held at the final meeting of the school year.

Section 4. Candidates, for all positions shall be, an active participant in the school community for at least one year prior to their nomination.

ARTICLE VII – SPIRITUAL ADVISOR

The Pastor or a Priest appointed by the Pastor shall be the Spiritual Advisor and Moderator.

VIII – AMENDMENTS

The CONSTITUTION may be amended at any meeting of the general membership by a two-thirds vote of the members present and voting, provided notice has been given in writing to the Executive Committee at least thirty (30) days prior to the general meeting at which the amendment is to be voted upon.

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BY-LAWS

ARTICLE I – OFFICERS

- Section 1. The President shall preside at the meetings of this Association and of its Executive Committee, appoint the Chairpersons and members of Committees with the approval of the Executive Committee, and perform such other duties as are usually attached to this office.
- Section 2. The Vice-President in the absence of the President shall perform all the duties of the President. The Vice-President shall serve as the Chairperson of the Fundraising Committee.
- Section 3. The Secretary shall keep the minutes of all meetings of the Association and of the Executive Committee, shall maintain a roster of all members of the Association, shall notify members of their appointments on Committees, and shall discharge such other duties as are usually attached to this office.
- Section 4. The Treasurer shall keep accurate records of all financial transactions and receive, care for and disburse all funds of the Association.

ARTICLE II – MEMBERSHIP

Member's financial support of the Association is in the form of membership dues. The purpose of these dues shall be:

1. To provide for the benefit of the school children of Saint John's School.
2. To provide tokens of appreciation and good will.
3. Expenses connected with the meetings of the Association, as deemed necessary.

These expenditures are to be made with the approval of the Executive Committee of this Association.

ARTICLE III – EXECUTIVE COMMITTEE

The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, the Development Director, the Spiritual Advisor, and the School Principal. This committee shall have full responsibility for the Association's business affairs, including the approval of committee appointments and review of their reports.

ARTICLE IV – MEETINGS

Unless otherwise ordered by the Executive committee, the general meetings of this Association shall be held four times a year. The Executive Committee shall meet monthly or at least two weeks prior to scheduled meetings.

ARTICLE V – COMMITTEES

Special Committees, in keeping with the Association's objectives, may be appointed by the President with the approval of the Executive Committee and shall submit their findings and recommendations, in writing, to the Executive Committee and, if approved, report them to the general membership.

ARTICLE VI- NOMINATIONS AND ELECTIONS

- Section 1. The Nominating Committee shall consist of three members appointed by the President, with the approval of the Executive Committee, at least one month in advance of the final meeting of the year in which the elections are held. The Spiritual Advisor and the School Principal shall be advisory members of the Nominating Committee.
- Section 2. The Nominating Committee shall present, at the final meeting of the year in which the elections are to be held, the name of at least one candidate for each office. Nominations may also be made from the floor.
- Section 3. The election shall be conducted by a Committee of Elections, which shall distribute, collect and count the ballots. Majority vote will constitute election. The Chairperson of the Committee shall report the results of the election to the presiding officer who shall announce the same to the Association. The Committee on Elections shall consist of a Chairperson and at least four other members appointed by the President. Ballots will be kept for one year.

Section 4. In the event that the office of the President, Vice President, Secretary, or Treasurer of the Association becomes vacant, the remaining officers, in conjunction with the Spiritual Advisor and School Principal, shall select a member of the Association to fulfill the duties of the vacant office on a temporary basis. The selection shall be announced at the next meeting of the Association and must be approved by a two-thirds vote of the members present and voting, after which time the selectee shall be permanently installed.

ARTICLE VII – RULES OF ORDER

All meetings of this Association shall be conducted according to Robert's Rules of Order, revised, when inconsistent with the Constitution and the By-Laws of this Association.

ARTICLE VIII – TUITION AWARD REQUIREMENTS

Tuition award granted at the end of the school year by the Association shall be awarded to a family that has met the following requirements.

Section 1. One family representative has attended all four Association general meetings and must be present at the time of the award.

Section 2. One family representative has attended all mandatory school meetings as identified by the administration of the school.

Section 3. Family must be re-registered and returning the following school year.

Section 4. Award will be made payable to St. John's Parish in support of St. John's School only.

Section 5. Award will be a single one-month tuition.

ARTICLE IX – GENERAL MEETING AGENDA ITEMS

Members that wish to have an item or a concern addressed at a general meeting shall submit, in writing, the item or concern to the Executive Committee, at least two weeks prior to the scheduled general meeting. The mailing address should be that of the school.

ARTICLE X- AMENDMENTS

By-Laws may be amended at any meeting of the general membership by a two-thirds vote of the members present and voting, provided notice has been given, in writing, at a previous general meeting, or by a unanimous vote without previous notice.