

# **MACS Home & School Association Bylaws Proposed Revision September 2010**

## **Article I NAME**

The name of the association is MACS (Marshalltown Area Catholic School) Home and School Association. It is an association organized by the parents and teachers of the Marshalltown Area Catholic School.

## **ARTICLE II PURPOSE**

Section 1. To support and enhance the education at MACS.

- A. Coordinate fundraising per budget requirements.
- B. Coordinate school social events.
- C. Coordinate uniform purchase & exchange.
- D. Assist with special projects for school improvement as needed.
- E. Assist with recognition and appreciation events for students and staff.
- F. Assist with preparation of information resources for parents, e.g. school directory, memory book.
- G. Enhance religious atmosphere of school through participation in events or providing supplies.
- H. Coordinate volunteers where required for HSA activities.
- I. Assist in other endeavors as requested by MACS Board of Education and principal.

## **ARTICLE III BASIC POLICIES**

Section 1. The following are the basic policies of the MACS Home & School Association.

- A. The association shall cooperate with the school to support the improvement of education in ways that will not interfere with the administration of the school and shall not seek to control their policies.
- B. MACS Home & School Association is organized and maintained with the approval of the Board of Education.

## **ARTICLE IV MEMBERSHIP**

Section 1. Membership in HSA shall be made available without regard to race, color, creed, national origin, and to any parent or guardian of a student of MACS.

Section 2. All parents, guardians, and staff are considered members of HSA.

Section 3. This Home and School Association shall conduct an annual enrollment of members, but may admit persons to membership at any time.

## ARTICLE V OFFICERS AND THEIR ELECTION

Section 1. Each officer must be a member of MACS Home & School Association.

Section 2. The officers of this organization shall consist of a president, vice president, secretary, and treasurer. Upon approval of the association, the duties of an office may be shared by two elected officers.

Section 3. A nominating committee shall nominate an eligible person for each office to be filled. Those consenting to serve shall be nominated in March, and commissioned at the April meeting. Officers will assume their official duties at the end of the fiscal year, July 1.

## ARTICLE VI DUTIES OF SERVICE

Section 1. The president or co-presidents shall:

- A. Preside at all meetings of the association
- B. Perform such other duties as may be prescribed in these bylaws or assigned by the association
- C. Coordinate the work of the officers and committees of the association
- D. Shall direct treasurer to have books audited with school audit
- E. Shall submit written or oral report to the board when requested

Section 2. The vice president or co-vice presidents shall:

- A. Assist the president when needed
- B. Perform the duties of the president in their absence
- C. Shall submit written or oral report to the board when requested

Section 3. The secretary shall:

- A. Record the minutes of all the meetings of the association
- B. Have a current copy of the bylaws
- C. Maintain a membership list
- D. Perform other delegated duties
- E. Maintain all minutes of the association
- F. Maintain Historical records of the association

Section 4. The treasurer shall:

- A. Keep a full record and accurate account of receipts and expenditures
- B. Coordinate disbursements as authorized by the executive board
- C. Present a financial statement at every meeting of the association and at other times when requested by the executive board
- D. Be responsible for maintenance of all financial books of accounts and records
- E. Provide materials for the annual budget
- F. Work with the executive board or designee in developing an annual budget

## ARTICLE VII EXECUTIVE BOARD

Section 1. The executive board shall consist of the officers of HSA and the principal of the school or a representative appointed by the principal.

Section 2. The duties of the executive board shall be:

- A. To transact necessary business in the intervals between HSA meetings and such other business as may be referred to it by the HSA
- B. To create standing and special committees
- C. To approve plans of work of all special committees
- D. To present a report of all board action at the regular meeting
- E. To approve routine bills within the limits of the budget
- F. Form a nominating committee, to acquire people for election
- G. Be responsible for the maintenance of all committee books and records

Section 3. Meetings of the executive board shall be held when needed during the school year. A majority of the executive board shall constitute a quorum.

## ARTICLE VIII MEETINGS

Section 1. At least four regular meetings of the HSA shall be held during the year. Dates of the meetings shall be determined by the executive board.

Section 2. Those members present shall constitute a quorum for the transaction of business in any meeting of the HSA.

Section 3. The ordinary order of those meetings shall be:

- A. Call to order
- B. Prayer
- C. Correspondence
- D. Secretary minutes read and approval
- E. Treasurer report and approval
- F. Old business
- G. New business
- H. Principal's report
- I. Special speaker or program
- J. Adjournment
- K. Closing prayer

Section 4. Agendas will be utilized for each meeting. Any member of the HSA can place an item on the agenda by contacting a member of the executive board one week prior to the meeting. No action will be taken on items not on the agenda.

## ARTICLE IX COMMITTEES

Section 1. Only members of the association shall be eligible to serve in any elective or appointive positions.

Section 2. The executive board may create such standing committees, as it deems necessary to carry out the work of the HSA.

Section 3. The chair of each standing committee shall present a plan of work to the executive board for approval.

Section 4. The power to form special committees and appoint their members rests with the executive board.

Section 5. The president or designee shall be a member ex officio of all committees.

#### ARTICLE X FISCAL YEAR

The fiscal year of the association shall begin on July 1 and end on the following June 30.

#### ARTICLE XI PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the association, and its constituent committees in all cases in which they are applicable and in which they are not in conflict with these bylaws, policies of the MACS Board, and the Archdiocese of Dubuque.

#### ARTICLE XII AMENDMENTS

Section 1. The bylaws may be amended at any regular meeting of the HSA by a two-thirds vote of the members present and voting, provided that notice of the amendment HSA been given at the previous meeting and HSA been placed on the agenda.

Section 2. Amendments or revised bylaws must be submitted to the MACS Board of Education for approval and will take effect on their approval.

All previous articles and bylaws are rescinded and replaced by these newly revised articles and bylaws. Spetember 2010.