

# HOME ACADEMY ASSOCIATION BYLAWS



SAINT MARGARET CATHOLIC ACADEMY HOME ACADEMY ASSOCIATION

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Adopted: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signed by: \_\_\_\_\_

Print: \_\_\_\_\_

President

Signed by: \_\_\_\_\_

Print: \_\_\_\_\_

Vice President

Signed by: \_\_\_\_\_

Print: \_\_\_\_\_

Treasurer

Signed by: \_\_\_\_\_

Print: \_\_\_\_\_

Advocate

Signed by: \_\_\_\_\_

Print: \_\_\_\_\_

Recording Secretary

# MISSION STATEMENT

Saint Margaret Catholic Academy Home Academy Association is comprised of the families of students enrolled in Saint Margaret Catholic Academy in partnership with the administration, faculty and Board of Directors. The mission of Saint Margaret Catholic Academy Home Academy Association is to support and enrich the educational endeavors of Saint Margaret Catholic Academy. In a faith-based environment dedicated to the education of our students, Saint Margaret Catholic Academy Home Academy Association must mirror the tradition, standards, and teachings of our Catholic faith. Through fundraising, teacher recognition and academy improvements, Saint Margaret Catholic Academy Home Academy Association works to promote a connection from home to academy. It is the objective and duty of Saint Margaret Catholic Academy Home Academy Association to keep in mind the welfare of the students with regard to all issues. This includes:

1. Provide spiritual opportunities and fellowship to develop a strong and meaningful Christian community among the academy families, administration, faculty and Board of Directors.
2. Provide a vehicle of communication between families and the academy.
3. Plan and coordinate fundraising activities.
4. Provide interesting and informative programs relevant to the needs of the academy community.
5. Promote and provide opportunities of community service for students.
6. Create a greater appreciation for Catholic education.

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## Article I - Association

**Section 1.** This organization shall be known as “Saint Margaret Catholic Academy Home Academy Association.” For the remainder of these bylaws, Saint Margaret Catholic Academy Home Academy Association shall be referred to as "the Association."

**Section 2.** Saint Margaret Catholic Academy shall be the organization which the Association serves. For the remainder of these bylaws, Saint Margaret Catholic Academy shall be referred to as “the Academy.”

**Section 3.** The Association shall have its mailing address and address of operation as 66-10 80<sup>TH</sup> St., Middle Village, NY 11379, c/o Saint Margaret Catholic Academy.

**Section 4.** The Association shall keep all funds in the Academy’s deposit account.

## Article II - Membership

**Section 1.** Membership in the Association shall be granted to all families with children enrolled in the Academy. Membership shall be formally defined as a family with one or more children currently enrolled in nursery through grade eight at the Academy. Each family, regardless of students enrolled, will be considered one (1) member.

**Section 2.** The initiation fee for membership shall be nil.

**Section 3.** Each member family shall pay annual dues. The annual dues shall be twenty dollars (\$20). Dues shall be paid once per year at the beginning of each school year. Dues shall be paid once per family, regardless of the number of children enrolled at the Academy. Dues can be paid at the September membership meeting or sent in to the Academy office in an envelope labeled with "HAA Dues" as well as the family name and name and grade of the oldest child.

**Section 4.** Members of the Association in good standing (i.e. dues-paying members) shall be entitled to the following benefits:

- One "Super" NUT (No Uniform Today) card for each student enrolled at the Academy for payment of annual dues by October 15<sup>th</sup>.
- One regular NUT card for each student enrolled at the Academy for attendance at each regular membership meeting of the Association.
- Ability to serve on the nominating committee for officer positions.
- One ballot at the Association's annual election of officers. Only one ballot will be permitted per member family.
- One ballot for special vote for removal of officers as per Article V, Section 8.
- Ability to run for election for officer positions of the Association at the annual election.

**Section 5.** Regardless of standing, all members of the Association are encouraged to be involved in the activities of the Association. All members can attend all membership meetings of the Association, as well as vote in regular business matters (excluding the election or removal of officers, which is reserved for dues-paying members, as noted above in Section 4.).

**Section 6.** Although payment of dues is encouraged and affords certain benefits, it is not compulsory and neither the Academy nor the Association shall inflict any penalties upon any member that does not pay dues beyond exclusion from the above benefits as listed in Section 4.

**Section 7.** The Recording Secretary shall maintain records of all members of the Association. These records shall include family name, parent/guardian name(s), contact information (address, phone number, email), dues payment status, enrolled student name(s) and grade(s). It is the responsibility of the member to notify the Recording Secretary of any changes to the information kept on record. The Recording Secretary shall make a member's records available for examination at all regular membership meetings of the Association. The records of members will not be distributed. Communications to the membership will be performed only by the Recording Secretary.



## Article III – Meetings

**Section 1.** Membership meetings of the Association shall be held six times per school year. Meetings shall be held on the third Thursday every other month, on odd numbered months (September, November, January, March and May). A final membership meeting and officer's election shall be held in June on a Thursday preceding the final day of school (Date to be determined no later than the May meeting).

**Section 2.** Membership meetings shall be presided over by the President of the Association.

**Section 3.** In the absence or inability of the President, the Vice President shall preside, and the Vice President shall execute all the duties of the President. In the absence of the President and Vice President the duty of presiding shall devolve on the other officers of the Association in the order in which they are named in Article V, Sec. 1 of these bylaws.

**Section 4.** The order of business at membership meetings shall be as follows:

- i. Call to order.
- ii. Opening prayer.
- iii. Pledge of Allegiance.
- iv. Roll call of officers.
- v. Reading of the previous meeting's minutes.
- vi. Special programs / guest speakers.
- vii. Principal's report.
- viii. Financial report.
- ix. Committee reports.
- x. President's report.
- xi. Unfinished business.
- xii. New business.
- xiii. Closing prayer.
- xiv. Adjournment.

**Section 5.** No business can be conducted at a membership meeting unless a quorum is present.

**Section 6.** The quorum, that is, the minimum number of members required to be present in order to conduct business, shall be ten (10) members.

## Article IV – Elections

Section 1. Elections shall be held at the final membership meeting of the school year in June for the following school year.

Section 2. The President shall appoint a nominating committee consisting of three members in good standing of the Association in January, one committee chairperson and two committee members who shall prepare a slate of candidates for elective offices.

Section 3. No current elected officer may serve on the nominating committee.

Section 4. The nominating committee shall present their nominees in March. Nominations from the floor shall be taken at the March and May meetings. There shall be no nominations following the May meeting.

Section 5. The nominating committee chair shall be appointed as the Presiding Judge and shall run the election. In the event the nominating committee chair is unwilling or unable to perform the duties of Presiding Judge, the President shall appoint an appropriate replacement.

Section 6. In the event the nominating committee chair is running for an elected officer's position, the President shall appoint a neutral third party as Presiding Judge to run the election for that officer position.

Section 7. In the event the nominating committee chair is running for the position of President, and the President is also running for re-election, the Vice President shall appoint a neutral third party as Presiding Judge to run the election for President.

Section 8. Only members in good standing, with fully paid dues, shall be eligible to vote in an election.

Section 9. The election of officers shall be by ballot and a majority of all votes cast shall be necessary to elect. When only one candidate is proposed for a particular office, the Presiding Judge shall declare the individual elected by acclamation. Voting by proxy or absentee ballot is prohibited.

Section 10. The Presiding Judge shall appoint two members to act as Tellers. After all who are entitled to do so have voted, the ballot shall be declared closed and the Tellers shall then proceed to count the votes in full view of the membership. One of the Tellers shall examine each ballot singly and pass the same to his or her associate, who shall read aloud the name or names written or printed on all legal ballots. The Recording Secretary, under observation of the Presiding Judge, shall tally the same and the result thereof shall be announced by the Presiding Judge.

Section 11. Vacancies in elective offices shall be filled, after notice to the members, by election at the regular business meeting next succeeding the regular meeting at which the vacancy was created.

## Article V – Officers

Section 1. The elected officers of the Association shall consist of:

- President
- Vice President
- Treasurer
- Recording Secretary
- Advocate

Section 2. Duties of the President shall be as follows:

- Preside at all membership and officer meetings of the Association.
- Maintain order and direction for meetings and ensure proper meeting procedurals are followed.
- With the assistance of the Vice President, Treasurer and Recording Secretary, develop standard meeting procedurals.
- Serve as Association representative at all events and/or meetings where a representative is required.
- Create standing and/or special committees as needed and appoint chairpersons of said committees.
- Create non-elected officer positions as needed and approved by membership; appoint individuals to said positions.
- Present reports at each membership meeting of all President and Association activities; provide the Recording Secretary with a written copy of same.

Section 3. Duties of the Vice President shall be as follows:

- Attend all membership and officer meetings of the Association.
- Assume the duties of the President in her or his absence.
- Act as program director for all standing and special committees.
- Act as ex-officio member of all committees.

Section 4. Duties of the Treasurer shall be as follows:

- Attend all membership and officer meetings of the Association.
- Present monthly accounting reports at each membership meeting of all receipts and disbursements to the membership; provide the Recording Secretary with a written copy of same.
- Keep detailed records of receipts and disbursements for each Association sponsored activity.
- Provide an annual financial statement at the end of the school year to the Association President, Recording Secretary and Academy principal.
- Notify Academy administration of any requirement to disburse Association funds.
- Submit all receipts to Academy administration for deposit into the Academy bank account.

Section 5. Duties of the Recording Secretary shall be as follows:

- Attend all membership and officer meetings of the Association.

- Keep accurate minutes of membership and officer meetings.
- Present meeting minutes for inspection as requested by any member of the Association.
- Review the minutes from the previous meeting at each membership meeting and make corrections as needed.
- Maintain a copy of all written reports of the President, Treasurer and Principal with the corresponding meeting minutes.
- Maintain a list of officers and their contact information.
- Maintain records of all members of the Association.
- Keep member's records available for examination at all regular membership meetings of the Association.
- Assist in election process by tallying election results at the final June meeting.

Section 6. Duties of the Advocate shall be as follows:

- Attend all membership and officer meetings of the Association.
- Ensure bylaws and meeting procedurals are followed.
- Act as mediator in case of dispute at membership and officer meetings.
- Act as interpreter of bylaws.

Section 7. Elected officers shall be elected for a term of one year which shall begin on July 1<sup>st</sup> and end June 30<sup>th</sup>.

Section 8. Elected officers can be removed from office, at any time, with or without cause, by special vote of the membership in good standing. Vote for removal of an officer shall require a minimum of ten percent (10%) of membership in good standing to be present and will require a two-thirds majority of those present to vote in favor of removal to pass.

Section 9. The President, with approval of majority vote by the membership, may create additional non-elected officer positions as needed. Examples of such positions can be, but are not limited to, Volunteer Facilitator, Fundraising Director, Public Relations/Publicity Secretary, Education/Activities Coordinator, etc.

Section 10. Non-elected officer positions shall be appointed by, and serve at the pleasure of, the President of the Association.

Section 11. Non-elected officer positions and appointments shall be automatically dissolved at the end of each term.

## Article VI – Funds

**Section 1.** All moneys obtained from any source, by or through any person or persons, acting for or in the name of the Association or under its direction or authority, shall be considered Funds and shall be forthwith delivered to the Treasurer, who will give his or her official receipt therefore and who will report at each membership meeting the amounts so received and from what source and shall deliver the same to the Academy administrator for deposit into the Academy deposit account.

**Section 2.** Disbursements from the Treasury shall be made only by check signed by the appropriate Academy administrator after receipt of an official request signed by the President and one additional Association officer. In the absence of the President, the request may be signed by the Vice President and one additional Association officer.

**Section 3.** No moneys shall be paid or transferred from the Treasury of the Association (except such moneys as the Association is called upon to regularly pay for its current regular operation expenses), unless voted on and approved by a majority of members present and voting at a regular membership meeting.

**Section 4.** In addition, No moneys in excess of five-hundred dollars (\$500.00) shall be paid or transferred from the Treasury of the Association (except such moneys as the Association is called upon to regularly pay for its current regular operation expenses), unless voted on and approved by a majority of members present and voting at a regular membership meeting held subsequent to a regular membership meeting at which notice in writing of a resolution of intention to pay or transfer such money and the purposes and amount to be paid or transferred shall have been given and regularly read.

## Article VII – Miscellaneous

**Section 1.** These bylaws may be amended by a two-thirds vote of the members present and voting at a regular membership meeting held subsequent to a regular membership meeting at which a resolution in writing providing for such amendment shall have been read and notice of the proposed amendment shall have been given to the members in writing or in the Association publication at least ten days prior to the second meeting.

**Section 2.** Procedure and debate shall be in accordance with these bylaws and the Rules of Parliamentary Law known as "Robert's Rules of Order."

These bylaws adopted by vote of the Saint Margaret Catholic Academy Home Academy Association on May 30<sup>th</sup>, 2018.

Date of Institution September 6, 2016

Rebecca Mauceri  
President

Carleen Corbett  
Vice President

Margaret Devaney  
Treasurer

Vacant  
Advocate

Richard Speidel  
Recording Secretary