

ST. NORBERT HOME AND SCHOOL ASSOCIATION

CONSTITUTION

PREAMBLE

We, the parents of the students of St. Norbert School, Paoli, Pennsylvania, desire to promote and coordinate volunteerism from all Parish and School members in an effort to better provide for the well-being and cultural, academic and spiritual growth of the students of St. Norbert School.

Further, under the authority and guidance of the Pastor and Principal, we desire to foster unity and understanding between the school administration, faculty and the parents, and to this end we band ourselves into the organization to be known as the St. Norbert Home and School Association.

Rev. and Effective: 6/07
Review – 6/2011

ARTICLE I

NAME OF THE ASSOCIATION

The name of the Association shall be the St. Norbert Home and School Association (also known as HASA). This Association was established by the parish under the auspices of the Pastor.

ARTICLE II

OBJECTIVES

The objectives of the Association shall be:

1. To achieve by cooperative action, the advancement of Catholic education and the well-being of the school children of the Parish and those students that attend St. Norbert, yet belong to another Parish.
2. To help parents, teachers and all parishioners acquire an understanding and appreciation of the ideals of Catholic education and to promote a clearer understanding of their mutual concerns and educational responsibilities.
3. To study the factors and conditions which influence students behavior so that parents and teachers may reach agreement on the best solutions for common problems affecting the students.
4. To promote parent / school activities and support the endeavors of the Pastor, Principal and Faculty, which satisfy the cultural, physical, social, civic and religious needs of the students of St. Norbert School.

ARTICLE III

AUTHORITY

Recognizing that the Pastor has responsibility for the management of the Parish School, the Association shall respect school policies and practices as set forth by the Pastor and the school Principal.

ARTICLE IV

MEMBERSHIP

Membership shall be open to all parishioners, parents, faculty and clergy of St. Norbert interested in the objectives of this Association.

ARTICLE V

OFFICERS

1. The Officers of this Association shall be President, Vice President, Treasurer and Secretary and shall be known as the Executive Board. The term of office shall be for two years and no person shall be eligible to hold the same office for more than two consecutive terms.
2. The President shall preside at all meetings of the Association and of the Board of Directors. He/She shall perform all the duties pertaining to the office, shall appoint special committees and shall be an ex-officio [unofficial] member of all committees. The President may remain as an advisor to the Board for the year following his/her term of office.
3. The Vice President shall perform the duties of the President in his/her absence and shall assume the duties of the President until the next annual election if the office of the President becomes vacant.
4. The Secretary shall keep a true and accurate record of all meetings of this Association and of the Board of Directors. He/She shall perform such other duties as the Executive Board shall designate. The secretary shall also handle any correspondence as the President or Board of Directors shall deem necessary.
5. The Treasurer shall receive all dues and other monies and shall make disbursements directed by the Executive Board. He/She shall make a verbal or written financial report at each meeting of the Board of Directors and shall maintain adequate financial records, which shall be available for auditing by the President or the Board of Directors. A fiscal financial statement will be made available to the general membership at year end.
6. All vacancies in the above officers, other than the President, shall be filled by special election at the next regular meeting of the Association and the newly elected Officer shall serve for the remainder of the unexpired term. In the interim, the President shall appoint an Association member to fill the office. (See Article VI, #5)

ARTICLE VI

THE BOARD OF DIRECTORS

1. The Board of Directors shall consist of a minimum of thirteen (13) members and a maximum of seventeen (17) members.
2. All Officers will serve as voting members of the Board of Directors.
3. Directors will be elected each year by the general membership should the nominations exceed the maximum as stated above. Directors will serve for a term of two years. Each elected Board member may serve two consecutive terms, unless vacancies need to be filled to reach thirteen (13) members.
4. The Pastor and School Principal shall be honorary Board members and do not have to pay dues. A religious faculty member or lay faculty member may be designation in their place in a manner prescribed by the Principal or Pastor. It is understood that honorary members refrain from voting on issues.
5. A vacancy on the Board of Directors shall be filled at the next general election for the remainder of the unexpired term, if required, to maintain minimum membership.
6. The Board of Directors shall represent the general membership in all matters not requiring membership approval, including the power to enter into any contracts, purchases, sales or rentals not exceeding \$750.
7. The Board of Directors shall meet at the call of the President or as requested by any three members of the Board of Directors. A quorum [those in attendance] of the Board of Directors shall be a majority of the members of the Board.
8. Any Director who is absent from three consecutive meetings may be asked to resign. Two-thirds vote of the Board of Directors shall be necessary for this action. However, no Director shall be asked to resign without first being given a hearing by the Board of Directors.
9. All matters of policy and administration of the Association shall be vested in the Board of Directors.
10. The Board shall have the right to establish or eliminate permanent committees and shall have the power to appoint temporary chairpersons.

ARTICLE VII

ELECTIONS

1. If nominations for the Executive Board and the Board of Directors exceeds Article VI, number 1, elections will take place and voting will be open to the general membership. The consent of all nominees must be obtained.
2. Voting shall be by secret ballot by members attending the election meeting.
3. Confirmation of elections will be appointed by the Board of Directors.

ARTICLE VIII

GENERAL MEMBERSHIP MEETINGS

1. There shall be meetings during the school year at such times as the President or Board of Directors shall decide. The minimum shall be two.
2. At a regularly called meeting of the membership, those present shall constitute a quorum [those in attendance].
3. The election meeting shall take place at the second to the last general membership meeting of the school year.

ARTICLE IX

DUES

1. The dues of this Association shall be fixed each year by the Board of Directors. Dues per family, per year, shall be paid by the September meeting for a member to be in good standing.
2. Only paid-up members in good standing shall be eligible to vote or hold office in the Association.
3. Faculty and clergy are exempt from dues.

ARTICLE X

PARLIAMENTARY PROCEDURE

The rules contained in “Robert’s Rules of Order, Revised” shall govern this Association in all cases not otherwise covered by this Constitution or standing rules.

ARTICLE XI

AMENDMENTS

Amendments to the Constitution shall be proposed at one general membership meeting and voted on at the next. A majority vote of the general membership attending is necessary to amend.