

# QUEEN OF HEAVEN HOME SCHOOL GUILD CONSTITUTION AND BY-LAWS

## Article I – Name

The name of this organization shall be Queen of Heaven Home School Guild.

## Article II - Patronage

This organization shall be under the patronage of Mary, Queen of Heaven and Saints Elizabeth Ann Seton and John Neumann, patrons of Catholic education.

## Article III – Mission

This organization shall:

1. Promote Catholic education.
2. Foster and promote enthusiasm and cooperation among the pastor, principal, teachers, parents, children and parishioners.
3. Promote and encourage sociability by providing an entertaining and/or informational program for the school families.
4. Enhance understanding of the policies and programs of the school.
5. Plan and execute short-term fundraising for the school and the organization and their programs. Strive to meet the fundraising goal set for the HSG group by the Parish Finance Committee at the beginning of each school year.

## Article IV – Affiliation

This organization shall be affiliated with the Buffalo Diocesan Federation of Home School Associations. One annually designated delegate may represent the organization at B.D.F.H.S.A meetings and events and shall be included on the organization's agenda at each meeting.

## Article V -- Membership

1. General members shall be all parents and/or guardians or Queen of Heaven students.
2. Active members shall be those that have attended a minimum of three (3) Home School Guild meetings of the current school year or any active member who fulfilled these requirements the previous year.
3. Principal and Faculty Representatives will be invited to Home School Guild meetings and will be considered active members if they have fulfilled the requirements (as specified in #2 above) for active membership.
4. Meetings shall be open to all members.

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### Article VI - Offices

1. The offices of the organization shall be President, Vice-President, Secretary and Treasurer. Only active members who have belonged to the organization for one school year shall be eligible for nominations to any office.
2. The term of office shall be for two years commencing August 31<sup>st</sup>, and no person shall be eligible to hold the same office for more than two consecutive terms. An incumbent shall continue in office until a successor is elected and installed. The term of the office of President and Treasurer shall offset by one year the terms of Vice-President and Secretary.
3. The President shall preside at all meetings of the organization. The President shall perform all of the duties, pertaining to the office, shall appoint special committees, shall be an Ex Officio member of all committees, and shall receive notices of all meetings.
4. The Vice-President shall perform the duties of the president in his/her absence, and shall assume the duties of the office until the next annual election if the office of the position of President becomes vacant. The Vice President is responsible for maintaining the volunteer records for the school families that haven't opted out of volunteering- this includes the required hours at the Carnival and required hours at an HSG fundraising event each school year as determined during the registration process.
5. The Secretary shall keep minutes showing a true and accurate record of all meetings of the organization. The Secretary shall also send Home School Guild meeting minutes to active members within two weeks of the previous meeting. The Secretary shall perform such other duties as the President shall designate.
6. The Treasurer shall receive all dues and other monies, and shall make disbursements as directed by acts of the organization. In order for disbursements to be made by the treasurer, the checks need to be signed by the treasurer as well as either the HSG President or the Pastor of the parish. The Treasurer shall provide an electronic copy of the monthly report in the Wednesday electronic envelope prior to that month's meeting as well as a written financial report at each general meeting. A copy of such report will be sent to the Pastor and the Parish Finance Committee along with any committee reports and substantiation for all disbursements including copies of paid invoices. An annual summary shall also be prepared and submitted for review to the Parish Finance Committee. In the event that a committee chairperson is unable to provide a report, the Treasurer shall prepare such report.

### Article VII – Administrative Body

1. The administrative body of this organization shall be known as the Home School Guild Officers. It shall consist of the President, Vice-President, Secretary and Treasurer.
2. The officers shall conduct an annual organizational meeting to compile a calendar of events for the coming school year. This meeting shall be held at a time and place designated by the majority of the officers.
3. The officers shall authorize expenditures greater than \$100.00 by majority vote for items that are part of normal event expenses (startup money, invoices for event items, payback to committee members for event expenses). Any check written over \$500 that is for something other than said event expenses, needs approval of a majority vote of HSG members at an HSG meeting.
4. The officers shall have the right to add or delete standing committees and shall have the power to appoint the temporary chairpersons of said committees with the approval of the active members.

### Article VIII – Elections

1. Officers shall be nominated by and from the active members at the business meeting at least one month prior to the June election.
2. If needed, secret ballot voting by active members attending the election meeting in June shall be tallied by the Vice-President. A majority of all votes cast shall constitute an election.

### Article IX – Standing Committees

The Standing Committees of this organization shall be:

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1. Sunshine Committee- This committee will send cards to school families who are sick or have passed away and for those that the committee suggests should receive a gift or other assistance, the request will be brought up to the HSG board for determination.
2. Outreach Committee- This committee is to provide assistance to school families as needed.

### Article X – Event Committees

1. Committee chairpersons need to meet with the HSG officers to discuss the event before it will be brought up at any meeting or presented to Queen of Heaven families. At this meeting, the chairperson will be given a budget based on the past year's event and the plans for what will be involved at the affair will be discussed. This includes both fundraising and fun events that are sponsored by the HSG group.
2. Deposits and disbursements must be made in accordance with the guidelines provided by the Diocese of Buffalo and the Queen of Heaven business office to all parish organizations.
3. If any expenditure is going to be more than 10% of the expenses from the prior year, the increased expense needs to be approved by HSG membership at meeting prior to event.
4. If the event has never been done before at Queen of Heaven, the chairperson must come to the meeting with the officers prepared to discuss what expenses and profit are expected from the occasion so a budget can be developed.
5. If the chairperson of an event has never chaired an event at Queen of Heaven before, the HSG officers are responsible for going over what the expectations are and what paperwork is needed at the conclusion.
6. All committee chairpersons need to attend the HSG meeting prior to the event to discuss and/or vote on expenditures directly related to specific event. Committee chairperson (or a representative) should present a report at the meeting directly following the event as well as keep records of the tasks involved in the event to be handed down to the next chairperson.

### Article XI – Membership and Meetings

Home School Guild meetings shall be held on a regular basis at such times as determined by the officers.

### Article XII – Amendments to the Constitution and By-Laws

Amendments to this Constitution and By-Laws shall be presented in writing at a Home School Guild meeting and voted on at the next Home School meeting. A two-thirds vote by those present is necessary to amend.

### Article XIII – Standing Rules

Standing rules regulate number of meetings per year- minimum of 8 meetings, etc. Standing rules can be eliminated or altered at any time by vote of the Home School Guild.

### Article XIV – Parliamentary Authority

The most recent edition of Robert's Rule of Order shall be the Home School Guild's final authority on questions of procedure and parliamentary law not covered by the Constitution by By-Laws.

Date Reviewed: 3/16/1999, 4/2/2009, 02/3/2011, 05/17/2016

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