

**OUR LADY OF THE ANGELS HOME AND SCHOOL ASSOCIATION
CONSTITUTION AND BY-LAWS**

Adopted July 1998

STATEMENT OF PURPOSE

This organization will uphold the philosophy set forth by Our Lady of the Angels School. It will accomplish this by assisting parents to strengthen the covenant between home and school.

ARTICLE I – TITLE

This organization shall be known as Our Lady of the Angels Home and School Association.

ARTICLE II – NATURE AND FUNCTION

This Association will operate through the elected officials to provide reports and support an affiliation between faculty, school board members, and the families to further enhance the spiritual, intellectual, emotional, and social growth. The interpretation of all policies and the formation of new ones shall be referred to the Superintendent of Schools of the Diocese of Harrisburg.

ARTICLE III – MEMBERSHIP

All parents and/or guardians of students, and faculty of Our Lady of the Angels in agreement with the stated purpose of the Association shall be considered members.

ARTICLE IV – OFFICERS

SECTION A

The officers shall consist of a President, Vice- President, Secretary, and Treasurer who will serve their respective terms as stated in Section B. The Executive Pastor of Our Lady of the Angels School shall be the Spiritual Advisor.

SECTION B

The President will oversee the functions of the Association and preside over all related meetings. The Vice-President will assume the responsibilities of the President in the event of her/his temporary or permanent absence and will accept the duties as deemed necessary. The Secretary will generate meeting minutes and correspondence to provide to the affiliates of the Association. The treasurer will deposit or distribute revenues as ordered by the Association and will render monthly, as well as, yearly financial statement.

SECTION C

The Administrator shall be an honorary President of the Association. The President shall be the liaison to the School Board

ARTICLE V – ELECTIONS

SECTION A

The election of officers shall be held every April. The election of the President and Treasurer will be held simultaneously. On alternating years the Vice- President and secretary elections will be held. The terms of officers will not exceed two years and no officer shall serve consecutive terms in the any one office.

SECTION B

New officers shall be installed by the Executive Pastor, Administrator and the outgoing officers. The installation will take place in May and the new officers will assume their offices in August.

SECTION C

A nominating committee, to be chaired by the Administrator, will select nominees and secure their consent to serve after the ballot has been approved.

SECTION D

The administrator shall cast a sealed ballot each election year to be opened in the event of a tie vote.

ARTICLE VI – MEETINGS

SECTION A

There will be an Executive Committee meeting of the Administrator and the Association Officers to precede general monthly meetings. The Executive Committee will formulate plans and address all matters pertaining to the interests of the Association.

SECTION B

The regular monthly meeting will be held on an established day of each month during the school year.

SECTION C

Special meetings may be scheduled but the President providing that three days prior notice be given.

SECTION D

The Executive Committee reserves the right to change the date of the regular meeting with proper notice as circumstances deem necessary.

ARTICLE VII – BY-LAWS

- (1) The Association shall at no time undertake changes in the management, surroundings, or policies of the school.
- (2) The Executive Committee shall render assistance to the President as required by the works of the Association.
- (3) The Executive Officers, with the approval of the Administrator, shall appoint committees as necessary to best serve the carrying interests of the Association.
- (4) The Administrator and the President shall be ex-officio members of all committees.
- (5) The Executive Committee shall prepare a preliminary budget for the next term before the end of February of the school year.
- (6) The Administrator shall appoint an auditor to perform a year end audit of the books.
- (7) The Constitution and By-Laws shall be read at the first regular meeting of the year.
- (8) In the event of a vacancy in the following offices; vice-president, secretary, treasurer, the Administrator will refer to the most recent election results for that office to fill the vacancy. In the event that there were no nominees the Executive Board will make recommendations to the Executive Pastor and the Administrator for approval/appointment.