



*"To Educate for Life with the Mind and Heart of Christ"*

**ST. THERESA HOME AND SCHOOL ASSOCIATION  
OF CORAL GABLES  
CONSTITUTION, BY-LAWS AND AMENDMENTS**

**ARTICLE I**

**Name**

The name of this organization shall be: The Saint Theresa Home and School Association of Coral Gables, located in the Archdiocese of Miami, the State of Florida.

**ARTICLE II**

**Objectives**

Section 1. The object of this organization shall be the advancement of Catholic Education and the welfare of the school children of this parish, as well as to encourage the maintenance of high standards of family life.

Section 2. It shall further be to act in the promotion of Parent/Teacher activities and to increase, on the part of its members, interest in educational, civic, and religious activities.

Section 3. Finally, it shall attempt to enhance the parent's role in the education of the child by increasing their knowledge of education and its processes, by increasing the understanding of children, by increasing their participation in school/parish activities, and also by providing opportunities for parents and teachers to work together for the good of the child.

### ARTICLE III

#### Authority

This organization shall function only with the consent of the Pastor, and under his guidance and that of the Principal of the school. In extraordinary circumstances, the Pastor may override these By-Laws.

### ARTICLE IV

#### Membership

Membership shall consist of teachers and parents of students of the school of St. Theresa who are currently enrolled.

### ARTICLE V

#### Structure and Officers

Section 1. The administrative body of the St. Theresa Home and School Association shall be known as the Home and School Board composed of:

President (also liaison to School Advisory Board)      Pastor *ex officio*

Vice President	Principal <i>ex officio</i>
Secretary	Vice Principal <i>ex officio</i>
Treasurer	Faculty Representative
Fundraising Coordinator	Parent Involvement Coordinator
Public Relations Coordinator	Room Parent Coordinator
Sports Coordinator	Parliamentarian (Former H&S
President) PTO Manager Coordinator	

Section 2. The Board of the Association shall have the charge of coordinating the involvement of the parents of the school in school/parish activities.

Section 3. The nature of this organization requires that all Board members shall appreciate and accept the principles of the Catholic Church.

Section 4. The President shall preside at regular and special meetings of the Board and the Association. He/she shall perform any duties incumbent upon this office and act as a representative in church, school, and civic affairs. He/she shall act as the representative to the School Advisory board.

Section 5. 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 President becomes vacant. He/she shall take an active role in obtaining speakers and/or programs for the general parent meetings. In the event of a vacancy of President, see Article VI, Section 5 of these By-Laws.

Section 6. The Secretary shall keep and maintain a written record of all meetings of the Board and of the Association; shall receive and dispense of pertinent correspondence, shall preserve all reports and documents committed to

his/her care, and shall also notify all members for each meeting. In the event of a vacancy of Secretary, see Article VI, Section 5 of these By-Laws

Section 7. The Treasurer shall keep a record of the financial activity of the Association and make a report of income and expenses for the Board and general Association. After each activity, he/she receives a report from the Coordinator of that activity.

In the event of a vacancy of Treasurer, see Article VI, Section 5 of these By-Laws.

Section 8. The Parliamentarian, as the previous President or Board Member, will serve a one year term as a resource for the Board and to guide the Association according to its by-laws and parliamentary procedure. In the event of a vacancy of Parliamentarian, see Article VI, Section 5 of these By-Laws.

Section 9. The Fundraising Coordinator will arrange and coordinate the special fundraising activities of the Association and delegate responsibility for each activity to a Chairperson appointed by the Pastor and Principal. He/she will assist these chairpersons. The Fundraising Coordinator will be appointed for two years every even year. \*See separate list of activities chosen for each year.

9.1 Examples of these Ad Hoc Committees are:

- a. Parish School Fair
- b. Fishing Tournament
- c. Gala Dinner Dance
- d. Taste of the Gables

- Section 10. The Room Parent Coordinator will recruit and organize parents to help carry out the many activities of the teachers and classrooms. He/She supervises Classroom Coordinators who work directly with the teachers. He/She coordinates all activities with the Administration, and conducts regular meetings of the Room parents in order to communicate goals and organize activities. Parents who are able to be present during the school day are invited to be Room Parents. The Room Parent Coordinator will be appointed for two years every odd year.
- Section 11. The Parent Involvement Coordinator will recruit volunteers for the various programs and activities of the school that are extracurricular. Parents who are not able to be present at school during the day, but would like to take an active part are invited to volunteer in Parent Involvement. The Parent Involvement Coordinator will be appointed for two years every odd year. \*see separate sheet of activities
- Section 12. The Public Relations Coordinator may submit articles and news to the church bulletin and/or local and archdiocesan newspapers and websites regarding activities of the school. He/she will take care of correspondence relating to special needs. He/she will help with the publicity of the activities of the other coordinators. The Public Relations Coordinator will be appointed for two years every odd year.
- Section 13 The Sports Coordinator will serve as a liaison between the school Sports Society and the Board. The Coordinator will monitor the needs of the program and communicate this to the Board. The Sports Coordinator will be appointed for two years every even year.

## ARTICLE VI

### The Board

- Section 1. All matters of Association policy and administration shall be vested in the Board.
- Section 2. Two thirds of the Board shall constitute a quorum and a majority vote thereof shall be sufficient for the approval or disapproval of any action taken.
- Section 3. Meetings of the Board shall be held on a monthly basis at the call of the President or any five members of the Board with the approval of the Pastor.
- Section 4. Any member(s) of the board who misses three (3) unexcused meetings during the academic year may be removed from his/her position.
- Section 5. The Board, with the approval of the Pastor and Principal, shall suggest replacements for any vacancies among officers of the Association. The Pastor and Principal shall then appoint the replacement (Refer to Articles 5,6, & 7 of these By-Laws) .

## ARTICLE VII

### Elections

- Section 1. Nominations for the four officers shall be presented to the Board for approval by a Nominating Committee consisting of Pastor, Principal, and three (3) Association members named by the Board (normally this is the two Vice Principals and the Home and School Board President). Nominations shall be

solicited from the Association and presented for approval to the Board during April.

Section 2. The Nominating Committee shall give its report to the Board in April, presenting the names of candidates for officers. The consent of the nominee must be obtained prior to his/her name being placed in nomination.

Section 3. Elections of officers will take place by ballot of the Association during the month of May via the Green Folder to be returned with two days. At this time the votes will be counted. There will be one ballot per family.

Section 4. Coordinators are appointed by the Pastor and Principal. Names may be submitted by the Board.

## ARTICLE VIII

### Term of Office

Section 1. The term of office for the four executive officers shall be for two years, with two officers being elected in alternating terms in order to keep continuity on the Board.

Section 2. On alternating years, the President and Secretary will be elected for a two (2) year term. In opposite alternating years, the Vice-President and Treasurer will be elected for a two (2) year term.

Section 3. Coordinators shall be appointed to one two-year term, but may be renewed for a second term.

## ARTICLE IX

### Meetings

- Section 1. There will be monthly meetings of the Board during the school year beginning in September.
- Section 2. There will be at least two meetings of the Home and School Association during the year, one each semester.
- Section 3. At a regularly called meeting of the entire membership of the Association, those present shall constitute a quorum.

## ARTICLE X

### Finances

- Section 1. All parents, as members of the Home and School Association, pay dues of \$10 per year, per family (collected in the tuition fees). This becomes the source of financial activity of the Association each year.
- Section 2. A careful record of financial activity is kept by the Coordinator of each activity.
- Section 3. As per directives of the Archdiocese, all monies are deposited in the Fund of the School; however, these are carefully recorded in a separate account number and credited to the Association.
- Section 4. No fund raising activities shall be undertaken without the consent and approval of the Pastor and Principal, and these monies shall be expended only upon his approval.



Section 5. Each year, upon consultation with the Pastor and Principal, the Board of the Association approves the presented funds for expenditure by the Advisory Council. However, the Pastor and Principal may draw upon these funds, if the need arises, without consultation.

Section 6. At the end of the school year, if funds have not been designated, they are deposited in the general Fund of the school.

## **ARTICLE XI**

### **Parliamentary Procedure**

The rules contained in Robert's Rules of Order, Revised, shall govern the Association and the Board in all cases not otherwise covered by this Constitution and by-laws, or Standing Rules.

## **ARTICLE XII**

### **Amendments**

Amendments to this Constitution and by-laws shall be proposed at a Board meeting and voted on at the next. A two-thirds vote of the members attending is necessary to amend.

## **PROPOSED STANDING RULES**

These are permanent rules adopted on matters of the Association's policy and operation.

These may be changed from time to time by a two-thirds vote of the Board without previous notice.

Original Approved: May, 1996

St. Theresa Catholic School

Revised: April, 1998; March, 1999,  
April, 2002, June, 2003,  
October, 2011  
June, 2012

By: \_\_\_\_\_  
Pastor

By: \_\_\_\_\_  
Principal