

St Gabriel Home and School Association By-Laws

Article I – Name

The name of this association shall be the St. Gabriel Home and School Association of Windsor, in the Archdiocese of Hartford, State of Connecticut.

Article II – Objectives

The chief purpose of the Home-School Association is to promote communication and cooperation between parents and the school staff. It is not formally involved in the educational policy process, but it does provide for the school board information about values, convictions, needs and desires of the parents concerning educational matters.

The responsibilities of the Home & School Association are:

1. To provide a vehicle for promoting communication and cooperation between the school and the home.
2. To foster a better understanding of the goals and spirit of Catholic education in the school.
3. To help meet the annual budget objectives by conducting fund raising projects.
4. To organize and encourage support and participation in the areas of fundraising and social events.

Article III-Respect for Diocesan and school Policies

The Home & School Association shall respect the established diocesan and school policies as well as the practices as set forth by the pastor and by the school principal.

Article IV – Membership/ Meetings

Membership shall consist of fathers, mothers, or guardians of the pupils of St. Gabriel School, and members of the Faculty. Membership dues in this Association shall be \$40 a year. The raising and disposition of funds shall be subject to the approval by officers, principal and pastor. Regular meetings of this Association shall be held monthly. Dates and times of meetings will be determined by the officers.

Article V- Executive Committee

The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, school Principal and Pastor. These persons shall have full responsibility for the Association's business affairs, review of reports, budget and other administrative details..

Article VI- Committees

Committees shall be formed to fulfill the planned functions/ events of the Association.

An officer of the Home and School will act as a liaison between the chairperson(s). The chairperson(s) shall be responsible for overseeing the function, proposing the functions financial budget (which must be approved by the President). The chairperson of a fundraising or social function must keep an account of expenditures and receipts. All monies from a Home and School Association fund-raiser/ event shall be given directly to the Home and School Association Treasurer or Principal within one business day after the event. Funds collected should remain on school premises whenever possible until deposited.

Article VII-Officers

1. The President shall preside at the meetings of this Association and of its Executive Committee, and appoint the chairmen of committees, sign orders of the Treasurer for Payments of bills, and perform such duties as are incumbent on the office. The President is a member of all committees.
2. Vice President, in absence of the President, shall perform all the duties of the President and such duties as are assigned to this office.
3. The Secretary shall keep the minutes of all Association meetings and meetings of the Executive Committee. The Secretary is responsible for putting our minutes and events in the newspaper & on our Website.
4. The Treasurer shall receive all dues and other monies of the Association, shall keep an accurate account of the same and shall pay the bills.

Article VIII- Nominations and Elections

Section 1: The Term of office shall be two years. No Officer shall hold the same position for more than two consecutive terms.

Section 2: These officers shall be elected at the final meeting of the election year.

Section 3: Written request to be nominated two months prior to the designated election date.

Nominations may also be made from the floor at the last meeting of election year.

Section4: One week prior to the final meeting all nominated officers will be announced.

Section5: Officers shall be elected by ballot or show of hands at the last general meeting by majority vote of the members voting.

Article IX- Rules OF Order

All meetings of this Association shall be conducted according to Robert's Rules of Order, or conducted in a way consistent with the By-laws.

Article X- Quorum

A quorum of this Association shall consist of three elected officers and those members in attendance at any published general meeting.

A quorum of the officers' meeting shall be at least three of that group.

Article XI-Amendments

These By-laws may be amended at any general meeting by the majority vote of members present, provided that prior written notice has been given to Association members.

Article XII- Monies Raised

A minimum of \$5000.00 shall be retained for working capital for the following year. The remainder of funds raised shall be available for the betterment of the school based on a budget submitted by the school's Principal.

Fund-it account shall maintain a minimum of \$1000.00 for working capital for the following year.

Article XIII-Affiliation

St. Gabriel Home and School Association shall be affiliated with the Connecticut Federation Of Catholic School Parents, 467 Bloomfield Avenue, Bloomfield, CT 06002

