



# ST. ANTHONY OF PADUA CATHOLIC SCHOOL

Home & School Association (H.S.A.)  
Dalhart, Texas • Diocese of Amarillo

## CONSTITUTION

### **Article I: Name**

The name of this association shall be known as the St. Anthony of Padua Catholic School Home and School Association of Dalhart, Texas, Diocese of Amarillo.

- a. References to “the Association” or “the H.S.A.” herein shall mean the same.
- b. References to “the Executive Board” of the Association shall mean those elected officers of the Association.
- c. References to “the President” of the Association shall mean the current elected officer of the Association.
- d. References to “the School” shall mean “St. Anthony of Padua Catholic School.” References to “the Principal” shall be assumed to mean the Principal of the School, or his/her designee, for the applicable school year.
- e. References to “the Parish” shall mean the “St. Anthony of Padua Catholic Church” parish in Dalhart, Texas. References to “the Pastor” shall be assumed to mean the current Pastor of the Parish, or his designee.

### **Article II: Affiliation**

This Association shall be directly affiliated with the School and will remain independent of other parish organizations.

### **Article III: Objectives**

The objectives of this Association shall be:

- a. To promote a greater appreciation of a Catholic education.
- b. To build a community among school families and a network of communication and cooperation among parents, guardians, teachers, School administrators, and Parish staff through a spirit of fellowship.
- c. To offer thorough, well-planned programs of information of particular interest to parents.
- d. To provide material assistance in obtaining supplementary equipment for the school through activities, social functions, and fundraisers.

### **Article IV: Policies**

#### *Section 1*

The Association shall respect the established School policies and practices as set forth by the Pastor, Principal, and School board.

#### *Section 2*

The Association shall not operate for profit. In the event of dissolution of the Association, the President of the Executive Board shall convey its assets to the School, in accordance with the provisions of Section 501(c)(3) of the Internal Revenue Code.

### **Article V: Membership**

Persons eligible for membership shall consist of the parents or guardians of the students of the School, faculty and staff. Honorary membership shall be extended to members of the School administration and clergy.

### **Article VI: Monies**

#### *Section 1. Accounting of Funds*

- a. The Association is a non-profit, tax-exempt organization.



# ST. ANTHONY OF PADUA CATHOLIC SCHOOL

Home & School Association (H.S.A.)  
Dalhart, Texas • Diocese of Amarillo

---

- b. All funds collected and expenses paid shall be accounted for by the Association's Treasurer.
- c. Requests for expenditures of funds must be submitted in writing to the Executive Board for approval. Monies disbursed by the Association shall be paid direct from the H.S.A. account.
- d. For purchases over \$2,500.00, the President will review expenditures with the Finance Committee.
- e. Authorization of disbursement of funds shall require the signatures of two (2) Executive Board members.

## *Section 2. Financial Reporting*

- a. Income and expenses for special projects or committees shall also be prepared and presented to the Executive Board by the chairperson/leader of the committee.
- b. Income and expenses of the Association will be presented at each General Meeting by the Treasurer.

## **Article VII: Officers**

### *Section 1. Elected Officers*

- a. President
- b. President-Elect
- c. Secretary
- d. Treasurer
- e. Treasurer-elect
- f. Communications Liaison

### *Section 2. Inherent Officers*

- a. Pastor
- b. Principal of the School

## **Article VIII: Election of Officers**

### *Section 1. Procedure for Election*

- a. In January, the nominating committee, consisting of the President-Elect, Pastor, and Principal, will meet to select potential nominees. The committee will contact the nominees for their approval or disapproval of the nomination.
- b. At the February Executive Board Meeting, the nominating committee shall submit its reports to the officers. The Communications Liaison will begin gathering short, informal biographies, with photos, from the nominees. This information will be used to present nominees to the general membership.
- c. In March, the nominees will be presented to the general members of the Association, by the Communications Liaison, through several sources of media (i.e. fliers, bulletin, School website, etc.)
- d. At April's General Meeting, one ballot per member in attendance will be provided for the election of officers. The ballots shall be counted and announced at this General Meeting.
  - a. In a situation where two candidates receive equal votes, one of the two candidates receiving the most votes shall be selected in a runoff election.
- e. At the following Executive Board meeting, prior to the end of the school year, the elected officers shall be installed to serve terms, as described in the Officer Duties section of the bylaws, for the following School year.
- f. At the final regular Executive Board meeting, the President-Elect shall be installed as the Association President for the following School year and the Treasurer-elect shall be installed as the Treasurer.



# ST. ANTHONY OF PADUA CATHOLIC SCHOOL

Home & School Association (H.S.A.)  
Dalhart, Texas • Diocese of Amarillo

---

## *Section 2. Vacancies*

- a. Should the President's office be vacated, the President-Elect shall become the President for the unexpired term and a vote be taken to fill the President-Elect's office within the Executive Board.
- b. If the Treasurer is unable to complete the term of office, the position will be filled by the Treasurer-elect.
- c. If the positions of Secretary, Treasurer-elect or Communications Liaison are unable to complete the term of office, the position will be filled by the Executive Board for the remainder of the term.
- d. All offices, with the exception of the offices of President and Treasurer, shall be voted on by paper ballot and elected by majority vote.

## **Article IX: The Executive Board**

### *Section 1. Officers*

The Executive Board of the Association shall consist of the elected officers of the Association. The inherent officers of the Executive Board include the Pastor and the School Principal. The members of the Executive Board shall serve until their successors are elected. The elected Board Members for the current School year shall retain voting rights. In case of a deadlock in voting, the Pastor will hold the deciding vote.

### *Section 2. Duties*

The duties of the Executive Board shall be to conduct the Association's affairs, provide a report of Association business at General Meetings of the Association, and to review and approve expenditures of Association funds collected from fundraising events and other contributions.

### *Section 3. Meetings*

Regular meetings of the Executive Board shall be held prior to the General Meetings of members during the school year. A majority of the Executive Board members shall constitute a quorum. Additional meetings of the Executive Board may be called by the Association President, the Pastor, or the School Principal.

## **Article X: Committees**

### *Section 1. Formation of Committees*

The President, with approval of the Executive Board, shall appoint special committees, as may be deemed necessary, for the proper development of the Association and its policies.

### *Section 2. Appointment of Committee Chairperson(s)*

At the first regular Association Executive Board Meeting of the school year, chairpersons for standing committees shall be appointed by the Executive Board President.

### *Section 3. Reporting by the Committee(s)*

The committee chairperson shall prepare a written record of the committee activities. They shall present information at Executive Board meetings, as deemed necessary.

## **Article XI: Meetings**

### *Section 1. General Meetings*

The Association shall hold General Meetings at least quarterly. However, should the need arise, a meeting may be called in the interim with written notification at least one week prior.



# ST. ANTHONY OF PADUA CATHOLIC SCHOOL

Home & School Association (H.S.A.)  
Dalhart, Texas • Diocese of Amarillo

---

## *Section 2. Regular Executive Board Meetings*

The Association shall hold regular Executive Board meetings at an agreed-upon frequency throughout the school year. The presence of a majority of the Executive Board shall constitute a quorum. One meeting must occur after the elections of the new Executive Board members, at the general membership meeting in April, to allow for initiation of the new officers while current officers are still in place.

## **Article XII: Amendments**

### *Section 1. Enactments*

This constitution may be amended by a two-thirds vote of the members present and entitled to vote at any general meeting, provided that the amendments have been presented in writing to the Association at the preceding general meeting. Amendments shall take effect immediately upon membership acceptance.

### *Section 2. Review*

The Executive Board shall conduct an annual review of the Constitution and Bylaws.



# ST. ANTHONY OF PADUA CATHOLIC SCHOOL

Home & School Association (H.S.A.)  
Dalhart, Texas • Diocese of Amarillo

## BYLAWS

### Article I: Duties of Officers

#### Section 1. *President*

The **Association President** serves a **one-year term** after having served the prior year as Association President-Elect. This officer is responsible for all aspects of the Association, including, but not limited to, the successful execution of the following activities:

- a. Planning and presiding over all Association General meetings, or designating a proxy from the Board
- b. Planning and presiding over all Association Board meetings
- c. Acting as a liaison between parents, the School principal, the School Board Committee, faculty and staff
- d. Supporting the development of the Association President-Elect to ensure understanding and a smooth transition of duties in the subsequent year
- e. Serving as a member of the Finance Committee, partnering in determining expenditures of Association funds
- f. Serving as a representative of the Association Board at School Board Committee meeting, or sending a designee to the meeting (i.e. President-Elect or Communications Liaison)
- g. Appointing committees deemed necessary by the Association Board and other influencing parties (general members, Principal, School Board committee, teachers/staff)
- h. Appointing the chairperson(s) of committees with the approval of the Association Board
- i. After the reviewing of Association Constitution and Bylaws in February, as recorded by the Secretary, bring recommendations to Executive Board, School Principal and Pastor, at the meeting prior to last Executive Board meeting, for vote on amendments, as necessary, to be implemented for the following School year
- j. Having authorization in signing of checks
- k. Ensuring that all committees have leadership and are following guidelines as established by the Association Board
- l. Partnering with the Association Board members to plan the yearly schedule, including Association meetings, social events, and fundraising activities
- m. Serving as an ex-officio member of the Association Board and its committees, with the exception of the Nominating Committee
- n. Attending meetings

#### Section 2. *President-Elect*

The **President-Elect** serves a **one-year term** with the commitment to assume the role of President in the following year. This officer shall act as an aide to the President and shall perform all the duties of the President in his/her absence. Responsibilities include, but are not limited to, the successful execution of the following activities:

- a. Acting as an aide to and incumbent-in-training for the Association President
- b. Attending all Association General meetings, with the obligation to serve as the President's proxy in his/her absence
- c. Attending all Association Board meetings, with the obligation to serve as the President's proxy in his/her absence
- d. Having authorization in signing of checks
- e. Acting as a liaison between parents, the School principal, faculty and staff
- f. Serving as the liaison between the Association Board and chairpersons of various committees, ensuring the committees are following guidelines as established by the Association Board



# ST. ANTHONY OF PADUA CATHOLIC SCHOOL

Home & School Association (H.S.A.)  
Dalhart, Texas • Diocese of Amarillo

---

- g. Partnering with the Association Board members to plan the yearly schedule, including Association meetings, social events, and fundraising activities
- h. Attending meetings

## *Section 3. Secretary*

The **Association Secretary** serves a **two-year term** to allow for continuity and should overlap one year with the Communications Liaison role. The responsibilities of this office include, but are not limited to, the successful execution of the following activities:

- a. Providing an agenda for General & Board meetings, with input from the Executive Board, School Principal and Pastor
- b. Taking, formatting, and distributing (to Board members, School Principal, and Pastor) minutes from all Association meetings (Board & General)
- c. Partnering closely with the Association Board Communications Liaison to share information, coordinate delivery, and delineate between audiences for messaging about Association activities
- d. Acting as a liaison between parents, the School principal, faculty and staff
- e. Maintaining a current list of all persons with membership to the Association
- f. Providing a sign-in form at General meetings, formatted with date, time and location of meetings
- g. Collecting signatures from members in attendance at the General meetings and providing the School with a copy of the signatures, in accordance with Texas Catholic Conference Education Department (TCCED) guidelines
- h. Implementing the yearly review of the Association Constitution & Bylaws in February, recording suggestions and submitting them to the President
- i. Working closely with the Association Board Communications Liaison to eliminate duplication of efforts and ensure exchange of information for the Communications Liaison's responsibilities
- j. Aiding the Communications Liaison in Writing, designing, and coordinating the distribution of all Association communications to parents, school administration, and parish staff
- k. Having authorization in signing of checks
- l. Ensuring open communication between all committee leaders and the Association to optimize exchange of information, and to ensure that all committees are following guidelines as established by the Association Board
- m. Partnering with the Association Board members to plan the yearly schedule, including Association meetings, social events, and fundraising activities
- i. Attending meetings

## *Section 4. Treasurer*

The **Association Treasurer** serves a **one-year term** after having served the prior year as Treasurer-Elect. The responsibilities of this office include, but are not limited to, the successful execution of the following activities:

- a. Managing all aspects of the financial elements associated with the Association with integrity, accuracy, and according to prescribed legal and accounting principles
- b. Supporting the development of the Association Board Treasurer-Elect to ensure understanding and a smooth transition of duties in the subsequent year
- c. Accounting for all collected funds, paid expenses, and approved disbursement from the Association bank account
- d. Serving as a point-of-collection for monies associated with Association fundraising events



# ST. ANTHONY OF PADUA CATHOLIC SCHOOL

Home & School Association (H.S.A.)  
Dalhart, Texas • Diocese of Amarillo

---

- e. Having authorization in signing of checks
- f. Assuring the appointed chairperson for the Hot Lunch Committee has ability to sign checks for the Hot Lunch account
- g. Balancing and maintaining records for books in coordination with the financial staff from the School
- h. Handling all bank deposits, accounts payable/charges, and other financial transactions
- i. Attending all Association General meetings and providing a financial update as required
- j. Attending all Association Board meetings and providing a financial update
- k. Acting as a liaison between parents, the School principal, the School Board committee, and teachers/staff, particularly related to financial activities
- n. Ensuring that all committees are following guidelines as established by the Association Board, with particular focus on financial activities
- o. Partnering with the Association Board members to plan the yearly schedule, including Association meetings, social events, and fundraising activities
- p. Attending meetings

## *Section 5. Treasurer-elect*

The **Treasurer-elect** serves a **one-year term** with the commitment to assume the role of the Treasurer in the following year. The responsibilities of this office include, but are not limited to, the successful execution of the following activities:

- a. Acting as an aide to and incumbent-in-training for the Association Board Treasurer
- b. Attending all Association General meetings, with the obligation to serve as the Treasurer's proxy in his/her absence
- c. Attending all Association Board meetings, with the obligation to serve at the Treasurer's proxy in his/her absence
- d. Assisting the Treasurer with managing all aspects of the financial elements associated with the Association with integrity, accuracy, and according to prescribed legal and accounting principles
- e. Assisting the Treasurer with all duties noted in the Association Board Treasurer responsibilities description, and as requested by the Treasurer
- f. Serving as a point-of-collection for monies associated with Association fundraising events
- g. Aiding the Treasurer in handling bank deposits, accounts payable/charges, and other financial transactions
- h. Having authorization in signing of checks
- i. Supporting the Treasurer in ensuring that all committees are following guidelines as established by the Association Board, with particular focus on financial activities
- j. Partnering with the Association Board members to plan the yearly schedule, including Association meetings, social events, and fundraising activities
- k. Attending meetings

## *Section 6. Communications Liaison*

The **Communications Liaison** serves a **two-year term** intended to allow for continuity and should overlap one year with the Association Secretary role. The responsibilities of this office include, but are not limited to, the successful execution of the following activities:

- a. Partnering closely with the Association Board Secretary to share information, coordinate delivery, and delineate between audiences for messaging about Association activities





# ST. ANTHONY OF PADUA CATHOLIC SCHOOL

Home & School Association (H.S.A.)  
Dalhart, Texas • Diocese of Amarillo

---

- b. Writing, and designing, and coordinating all Association communications to parents, school administration, parish staff, and general community for the School website, parish bulletin, and external media outlets
- c. Coordinating with committee chairpersons to assist in promoting/advertising events
- d. Recording of the activities and accomplishments of the School, in relation to impacts by the Association to the School
- e. Culminating the records aforementioned into a permanent format that can be presented to the Association, with the permanent folder being kept at the School in the Administration office
- f. Working closely with the Association Board Secretary to eliminate duplication of efforts and ensure exchange of information for the Secretary's responsibilities
- g. Gathering of short, informal biographies, with photos, from the nominees following the February Executive Board Meeting
- g. Presenting, in the month of March, to all Association members the nominees that will be available for election at the April general meeting through several sources of media (i.e. School fliers, Parish bulletin, School website, etc.)
- h. Being the Association representative, as requested by the President, to attend School and/or Parish committee meetings to report about the Association, or back to the Association Executive Board.
- i. Partnering with the Association Board members to plan the yearly schedule, including Association meetings, social events, and fundraising activities
- j. Attending meetings

## **Article II: Committees**

Association committees shall be appointed by the president as may be required to promote the objectives and interests of the Association. The current standing committees are Fundraising Committee, Hot Lunch Committee, Finance Committee, and Nominating Committee. The terms of office shall run concurrently and end with that of the appointing President.

### *Section 1. Fundraising Committee*

This committee shall be responsible for the fundraising required for the proper funding of the Association's activities. This committee shall consist of the Association Board, those participants who volunteer from the general membership, as well as parishioners from the Parish that are committed to the mission of the Association.

### *Section 2. Hot Lunch Committee*

This committee shall be responsible for the organization of student hot lunch meals. This committee shall send out lunch forms to the students, track students who are eating lunch on Tuesdays, and work in conjunction with the School office in billing families for the hot lunch accounts. This committee shall monitor funds, alongside the Association Treasurer, for the Hot Lunch account. This committee shall include the appointed chairperson, Treasurer and/or Treasurer-elect, and volunteer members from the general membership. The appointed chairperson shall have ability to sign checks on the Hot Lunch account.

### *Section 3. Finance Committee*

This committee shall review expenditures that exceed \$2,500.00. The committee is to discern the need for the expenditure, and healthily discuss the advantages and disadvantages of the expenditure. The Finance Committee shall consist of the Association President, the Pastor, Principal, a representative of the School Board, and a representative from the Parish Finance Council.





# ST. ANTHONY OF PADUA CATHOLIC SCHOOL

Home & School Association (H.S.A.)  
Dalhart, Texas • Diocese of Amarillo

---

## *Section 4. Nominating Committee*

This committee shall be responsible for selecting potential nominees for upcoming elected offices. This committee is also responsible for contacting the potential nominee and acquiring their permission for the nomination. The committee shall consist of the Association President-Elect, Principal, and Pastor.

## *Section 5. Formation of other Committees*

Other committees shall be formed as the need arises, with the majority agreement of the Executive Board.

## *Section 6. Responsibilities of Committees*

Committees shall:

- a. Have chairpersons that are appointed by the President of the Association
- b. Provide reports and written records to the Executive Board on progress of committee activities
- c. Work closely with the Treasurer if engaging in activities that will have financial impact on the Association
- d. Be formed as needed and shall be disbanded when the need has been fulfilled

## **Article III: Meetings**

All General and Executive meetings will have an agenda, prepared by Secretary. The agenda shall be formatted with the date, time and place of the meeting. The order of business shall be as follows:

- a. Call to Order
- b. Opening Prayer
- c. Review of minutes of previous meeting
- d. President's Report (if applicable)
- e. Committee Reports (if applicable)
- f. Treasurer's Report
- g. Unfinished Business
- h. New Business
- i. Announcements
- j. Adjournment with Prayer

## **Article III: Rules of Order**

The rules contained in Robert's Rules of Order shall govern this Association in all cases in which they are applicable and in which they are not inconsistent with the Association's bylaws.

## **Article IV: Amendments**

These bylaws may be amended at any General Meeting by a two-thirds (2/3) vote of the members present and eligible to vote, provided that the proposed amendments have been presented in writing to the Association at the preceding general meeting. Amendments shall take effect immediately upon membership acceptance.