

THE CONSTITUTION OF THE IMMACULATE CONCEPTION PREPARATORY HOME AND SCHOOL ASSOCIATION

ARTICLE I – NAME

The name of this Association shall be the Immaculate Conception Preparatory Home and School Association.

ARTICLE II – OBJECTIVES

The Objectives of this Association shall be –

1. To help parents and teachers acquire a profound appreciation of the ideals of a Christian education.
2. To promote a clearer understanding of the mutual educational responsibilities of parents and teachers.
3. To encourage the home and school to a greater degree of co-operation in discharging their responsibilities, concerning the religious, moral and civic training of the pupils.
4. To help parents in studying and promoting influences and methods best suited to make effective, the guidance and training of their children.
5. Complement the efforts of the school in maintaining and improving the facilities of the school through self help projects.

ARTICLE III – RESPECT FOR SCHOOL POLICIES

The Home and School Association shall respect the established school policies and practices as set forth by the Principal of the school.

ARTICLE IV – MEMBERSHIP

Membership shall consist of the members of the Faculty, Fathers, Mothers or Guardians of students currently registered at the school.

ARTICLE V – OFFICERS (only HSA members who have paid their annual dues will be eligible to serve as officers)

- Section - 1 The elected officers shall be President, Vice President, Secretary, Assistant Secretary and Treasurer.
- Section - 2 These officers shall be elected at the Annual General Meeting.
- Section - 3 The term of office shall be one year. (No officer shall hold the same office for more than two consecutive terms).
- Section - 4 The Past President shall serve on the Executive Committee for the ensuing year.
- Section - 5 There shall be Four (4) Officers elected at the Annual General Meeting, in addition to the above stated officers, to serve on the Executive Committee.

ARTICLE VI – SPIRITUAL ADVISOR

A Spiritual Advisor selected by the Principal will be consulted when deemed necessary by the Executive.

ARTICLE VII – ANNUAL GENERAL MEETING

The Annual General Meeting of this Association shall be held in the month of May, at which time a register of all attendees shall be taken.

ARTICLE VIII - AMENDMENTS

Any amendment of this constitution may be adopted by two-thirds (2/3) vote of the members present at any General Meeting of this Association, provided written notice of the proposed amendment shall have been given to the members at least twenty-one (21) days prior to the scheduled meeting. There shall be no voting by proxy.

BYLAWS

ARTICLE – I OFFICERS

- Section – 1 The President shall preside at the meetings of this Association and of its Executive Committee.
- Section - 2 The Vice President, in the absence of the President, shall perform all the duties of the President and such duties as are assigned to this office.

- Section – 3 The Secretary shall keep the minutes of all meetings of the Association and of the Executive Committee; shall keep a list of all members of the Association, and discharge such duties as are incumbent upon this office.
- Section – 4 The Assistant Secretary shall work in close collaboration with the Secretary and the Treasurer, assist with the secretarial duties, and deputize in the absence of the Secretary or the Treasurer.
- Section - 5 The Treasurer shall receive all dues and other monies of the Association, disburse funds as directed by the Executive Committee, and shall keep an accurate account of all such transactions.
- Section – 6 The Officers and Members shall be elected and installed at the Annual General Meeting.

ARTICLE – II DUES

Membership dues of this Association shall be determined at the Annual General Meeting, and are payable each term.

ARTICLE – III EXECUTIVE COMMITTEE

The Executive Committee shall consist of the President, Vice President, Secretary, Assistant Secretary, Treasurer and Four (4) Officers.

The Principal and a member of staff to be selected by the Principal shall serve as ex-officio members of the managing committee. These persons shall have full responsibility for the Association’s business affairs.

ARTICLE – IV MEETINGS

- Section - 1 The regular meetings of this Association shall be held at least once during each school term, inclusive of the Annual General Meeting in May.
- Section - 2 Any member of the Executive Committee missing three (3) consecutive meetings, without an excuse acceptable to the Committee, will automatically be replaced, and the Executive Committee reserves the right to appoint a substitute.
- Section – 3 The Executive Committee shall be entitled to co-opt to fill casual vacancies on the Committee.

ARTICLE – V COMMITTEES

Special Committees in keeping, with the Association's objectives may be appointed by the President with the approval of the Executive Committee.

ARTICLE – VI ELECTION OF OFFICERS

Officers shall be elected at the Annual General meeting by a majority vote.

ARTICLE – VII QUORUM

Section - 1 The quorum of an Annual General Meeting of this Association shall be 40 persons providing that the 40 present are parents. If there is no quorum after thirty (30) minutes, the meeting will be adjourned for the same day and time of the following week and thereafter those present shall constitute a quorum.

Section - 2 The quorum of the Executive Committee shall be SIX (6) members.

ARTICLE – VIII AMENDMENTS

Any amendment of these Bylaws may be adopted by two-thirds (2/3) vote of the members present at any General Meeting of this Association, provided written notice of the proposed amendment shall have been given to the members at least twenty-one (21) days prior to the scheduled meeting. There shall be no voting by proxy.

ARTICLE IX – OBLIGATIONS OF THE MEMBERS/EXECUTIVE

1. To attend all of the meetings of the Association
2. To participate fully in all of the activities of the Association
3. To advise directly or indirectly all those involved in improving the standards and methods of running the school.
4. Encourage and promote the maintaining of the image and traditions of the school.

ARTICLE X – EXTRAORDINARY AGM:

In the event that the HSA wants to convene an extraordinary AGM, notice of such a meeting shall be sent at least twenty-one (21) days in advance to all members of the Association.

ARTICLE XI – EXTRAORDINARY AGM QUORUM

The quorum of an Annual General Meeting of this Association shall be 40 persons providing that the 40 present are parents. If there is no quorum after thirty (30) minutes, the meeting will be adjourned for the same day and time of the following week and thereafter those present shall constitute a quorum.

ARTICLE XII – CLASS REPRESENTATIVE OFFICERS/HSA LIAISONS

1. Volunteer position of at least one (1) representative per class (preferably 2 per class)
2. HSA President may elect to have two HSA Class Representative Liaisons, whose main function will be to present any issues to the Executive that the Class Representatives may be having) attend a portion of or all Executive Committee Meetings.

ARTICLE XIII – CLASS REPRESENTATIVE ROLES AND RESPONSIBILITIES

As per attached documentation

ARTICLE XIV – CLASS REPRESENTATIVE OBLIGATIONS

1. Attend one class representative meeting per term
2. Disseminate information received from the school for distribution in a timely fashion
3. Keep confidential all private information received as a result of position
4. Play an integral role in all emergency operations in the school (e.g. hurricane preparedness and calling parents in case school has to be evacuated).

ARTICLE XV – CHANGES TO CONSTITUTION/BY-LAWS

The Constitution and Bylaws shall be dated and deemed to come into force following the adoption of same via approval by a quorum at an Annual General Meeting or Extraordinary General Meeting. It shall be binding on all members until dissolved by two-thirds (2/3) of the eligible members present at the meeting at which the constitutional changes have been proposed.

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