

Saint Anthony's High School Fathers' Guild Constitution and Bylaws

Version 013 02

**Approved by the Executive Board, St Anthony's High
School Fathers' Guild.**

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Saint Anthony's High School Fathers' Guild Constitution and Bylaws

Preamble	4
Definition of Terms.....	4
"Member in good standing"	4
The Fathers' Guild website	4
The Fathers' Guild year.....	4
Webmaster	4
Article I- Membership.....	5
Sec. 1 – Membership.....	5
Article II – Dues.....	5
Sec. 1 - Annual Dues and Subsequent Renewal Dues	5
Sec. 2 - Initial Dues.....	5
Sec. 3 - Membership and Renewals.....	5
Article III – Meetings.....	5
Sec. 1 - Executive Board Meetings.....	5
Sec. 2 - General Membership Meetings.....	5
Sec. 3 - Special General Meetings	5
Sec. 4 - Annual Meetings.....	5
Sec. 5 - Special Executive Board meetings	6
Sec. 6 - Voting Eligibility	6
Sec. 7 - Order of Business.....	6
Article IV- Executive Board	7
Sec. 1 - Responsibility and Authority.....	7
Sec. 2 – Qualification.....	7
Sec. 3 - Election of Board Members and Term of Office	7
Sec. 4 – Duties	7
Sec. 5 – Authority	7
Sec. 6 – Quorum	7
Sec. 7 – Absence	7
Sec. 8 – Vacancies	7
Article V – Officers	7
Sec. 1- Number of Officers.....	7
Sec. 2- Additional Board Members	8
Sec. 3 - Term of Service	8
Sec. 4 - Authority of the Officers.....	8
Article VI – Committees.....	9
Sec. 1 - Committees	9
Sec. 2 - New Events Proposals	10
Sec. 3 - Committee chairmen.....	10
Sec. 4 - Committee Chairman Report	10
Article VII - Election Process	10
Sec. 1 - Election Committee	10
Sec. 2 - The Ballot	10
Sec. 3 - The Voting Members	10
Sec. 4 - Write-in nominations	11

**Saint Anthony's High School Fathers' Guild
Constitution and Bylaws**

Sec. 5 - Restricted Members 11
Sec. 6 - The election process..... 11
Article VIII – Amendments 11
Article IX - Removal of Board Officer..... 11
 Sec. 1 - Removal of Officers..... 11
Article X – Dissolution 12

Saint Anthony's High School Fathers' Guild Constitution and Bylaws

Preamble

The purpose of the Fathers' Guild of St. Anthony's High School is to enhance the character and the spiritual and academic growth of the student body of St. Anthony's High School. The three major objectives of the Fathers' Guild are to:

- 1) Provide support and assistance for Guild or School sponsored functions as needed, e.g.: chaperones, advisory committees, proctors, etc.
- 2) Promote and enhance fellowship within and among students, faculty, and parents.
- 3) Produce revenue for St. Anthony's High School through various approved fundraisers

Definition of Terms

"Member in good standing"

Shall be defined as

- a) Paid initial membership dues.
- b) Has paid subsequent annual renewal dues.
- c) Has attended at least 2 meetings and 2 Fathers' Guild events per year
- d) Alumni Fathers who are active in the Fathers' Guild and have no student in the school.

Special Board Meeting

A meeting called by, the School Principal, the Guild Moderator or Board Member for a specific purpose. This meeting does not have to be announced to the General membership.

The Fathers' Guild website

Shall be defined as www.stanthonyhs.com

The Fathers' Guild year

Begins September 1st and ends August 31th.

Webmaster

The person or persons responsible for maintaining and modifying the Fathers' Guild website. This person or persons will work with the Corresponding Secretary.

Saint Anthony's High School Fathers' Guild Constitution and Bylaws

Article I- Membership

Sec. 1 – Membership

Fathers or male guardians of students currently enrolled at St. Anthony's High School, and fathers or male guardians of St. Anthony's High School alumni and former students are eligible for membership.

Article II – Dues

Sec. 1 - Annual Dues and Subsequent Renewal Dues

The Executive Board will recommend annual dues and subsequent renewal dues, based on annual operating expenses.

Sec. 2 - Initial Dues

Initial membership dues assessment shall be recommended by the board.

Sec. 3 - Membership and Renewals

Dues collected for new membership and renewals shall be utilized for the Fathers' Guild operational expenses.

Article III – Meetings

Sec. 1 - Executive Board Meetings

There will be a monthly Executive Board Meeting as scheduled on the St Anthony High School calendar. The meeting will be opened to all members in good standing.

Sec. 2 - General Membership Meetings

There will be a monthly General Membership Meeting as scheduled on the St Anthony High School calendar and website. This meeting is opened to all current members.

Sec. 3 - Special General Meetings

By vote or consensus, the Executive Board may schedule a special meeting provided that notice of the meeting is sent to all members via email or published on the Fathers' Guild website within a reasonable period of time in advance of the meeting date.

Sec. 4 - Annual Meetings

There shall be an annual meeting of the Fathers' Guild in the month of April for the purpose of electing officers to the Executive Board. Notice of this meeting shall be sent by email, or published on the Fathers' Guild website and mailed to those members in good standing that have requested this service. Such notice shall indicate the place, date, time, and purpose of the meeting. The notice shall also include a list of the candidates and the office each candidate seeks.

Saint Anthony's High School Fathers' Guild Constitution and Bylaws

Sec. 5 - Special Executive Board meetings

Meetings may be convened at the discretion of the President, School Principal, or Fathers' Guild Moderator. In the President's absence a Vice-President may convene a special meeting.

Special Executive Board Meetings may be called to discuss any subject or issue deemed necessary. This meeting may be closed to the General membership.

Sec. 6 - Voting Eligibility

All members of the Fathers' Guild that are members in good standing shall be eligible to vote.

Sec. 7 - Order of Business

At all meetings of the Fathers' Guild the order of business shall be as follows:

- 1) President's Welcome
- 2) Recognition and greetings for new members and visitors
- 3) Opening prayer
- 4) Pledge of Allegiance
- 5) Roll Call of Officers
- 6) Reports
 - a) Report of the Treasurer
 - b) Reading of the minutes by Recording Secretary
 - c) Benevolence Report
 - d) Report of the Vice President of Support Services
 - e) Report of the Vice President of Fundraising
 - f) Report of the Corresponding Secretary
- 7) Upcoming Events
- 8) Special Thanks
- 9) Unfinished business
- 10) New business
- 11) Adjournment
- 12) Closing prayer

The content or sequence of the order-of-business list may be revised at any meeting of the Fathers' Guild as deemed necessary by the President. The President without the requirement of discussion or vote shall decide any questions concerning the priority or order of business.

Saint Anthony's High School Fathers' Guild Constitution and Bylaws

Article IV- Executive Board

Sec. 1 - Responsibility and Authority

- 1) Executive Board members should attend all Fathers' Guild meetings unless excused.
- 2) Responsibility and authority for the property, conduct of business, and administrative duties of the Fathers' Guild shall be vested in an Executive Board.

Sec. 2 – Qualification

Members in good standing, who have attended five or more General Meetings per school year, shall be eligible to serve on the Executive Board.

Sec. 3 - Election of Board Members and Term of Office

All members of the Executive Board shall be elected at the April meeting and shall serve for a term of one Fathers' Guild year.

Sec. 4 – Duties

The Executive Board shall be responsible for the proper control and administration of all Fathers' Guild material, events, equipment, records, activities, and funds.

Sec. 5 – Authority

The Executive Board shall have the authority to schedule and hold meetings, appoint committees, authorize proper expenditures, and take any necessary and proper steps to accomplish the mission of the Fathers' Guild and to enhance its role of service to the community of St. Anthony's High School.

Sec. 6 – Quorum

A majority of the Executive Board shall constitute a quorum for the transaction of business.

Sec. 7 – Absence

A member of the Executive Board who is absent from two consecutive scheduled meetings, executive and/or general, without notification to the Executive Board (prior to the meeting) is subject to removal from the Board.

Sec. 8 – Vacancies

The President shall nominate a member in good standing to fill an unexpected vacancy on the Executive Board. The appointment of the nominee is subject to a majority vote of the Board. Appointed members shall serve until the end of the current term.

Article V – Officers

Sec. 1- Number of Officers

The President with the advice and consent of the Executive Board shall set the number of Executive Board Officers.

Saint Anthony's High School Fathers' Guild Constitution and Bylaws

Sec. 2- Additional Board Members

The President with the Advise and Consent of the Executive Board may appoint additional advisors to the Board.

Sec. 3 - Term of Service

Elected officers of the Executive Board shall serve for a term of one year, which will commence in September of the current school year and run until August of the following year.

Sec. 4 - Authority of the Officers

The following outlines the duties and Authority of the Officers and the order of succession:

1) President - The President shall preside at the General Meetings of the Fathers' Guild and of the Executive Board the President shall inform those members present on all matters pertinent to the mission and welfare of the Fathers' Guild.

The President may be a member of any committee except the Election Committee.

2) Vice President of Fundraising - If the President knows he will not attend the next monthly meeting he may appoint either of the Vice Presidents to assume the duties of the President for such meeting. In the absence of an appointment the Vice President of Fundraising will assume the duties.

Announces and disseminates information about fundraising events to the general membership at the monthly General Membership Meeting. Assists with the solicitation of volunteers to the fundraising committees.

Responsible to insure that each fundraising committee adheres to established protocols for operating these events to protect and enhance the fundraising purpose of the Fathers' Guild.

Assists Chairpersons with meeting the needs of the committees to assure the success of the fundraising events.

Responsible to insure that the Facility Form be given to each chairman and completed for review and storage in the Fathers' Guild cabinet.

In the event of an emergency, where a Chairman or co-chairman volunteer can not be solicited to run a fundraising event, the VP of Fundraising may assume those duties.

3) Vice President of Support Services – To help provide Fathers' Guild members as chaperones for school sponsored events.

He will also advise the membership at each monthly meeting about upcoming events where support is required.

4) Treasurer - The Treasurer shall keep an accounting of all revenues and expenditures, as well as and all other financial transactions of the Fathers' Guild. He shall make disbursements as needed for the purpose of Guild business.

The Treasurer is responsible to submit yearly financial records annually to conform to the school audit.

Saint Anthony's High School Fathers' Guild Constitution and Bylaws

The Treasurer is required to approve, by signature, all withdrawals or expenditures. In the absence of the Treasurer, the signature of the President is required.

The Treasurer shall maintain the records and files of his office so as to have them readily available for examination by the Executive Board or members in good standing at all times.

At the expiration of his term of office, the Treasurer shall transfer all records, monies, and property, for which he is responsible, to his successor, and in the event that no successor has been yet named, to the President.

5) Corresponding Secretary - This position is responsible for all correspondence going in or out of the Fathers' Guild and shall be responsible for notifying the membership of all pending Fathers' Guild meetings. Responsibilities include working with Webmaster to maintain and update website and bulk mailings.

Execute all Fathers' Guild business not specifically assigned to other members or committees.

Disseminate information from Committee chairmen to Executive Board.

Insure that stock of mailing materials is sufficient to provide Board members with material they require for mailings.

6) Recording Secretary - This position is responsible for keeping accurate detailed minutes of all Fathers' Guild meetings including Monthly General, Executive Board, and Special Executive Board meetings.

Provide written minutes at all General Meetings and make available Executive Board meeting minutes upon request.

General Meeting minutes may also be provided to the Webmaster for posting on the official St. Anthony's Fathers' Guild website.

Recording Secretary will also collect and maintain event procedure manuals from Committee chairman following each Fathers' Guild event. The Recording Secretary should maintain the event procedure manuals in the Fathers' Guild office.

7) Immediate Past President - A member in good standing shall have the right to vote at Executive Board Meetings.

8) Board Advisor(s) - Position(s) are appointed by the President and approved by the Board, for the term of one Fathers' Guild Year. May be re-appointed for subsequent years.

9) Ex-Officio members - The Principal and the Moderator of the Guild shall be ex-officio members of the Executive Board with the right to vote.

Article VI – Committees

Sec. 1 - Committees

1) A list of committees shall be maintained, and made available to the membership by the Recording Secretary. The President may appoint committees as needed.

2) In order to hold a position of Chairman or Co-Chairman of a Committee, you must be a member in good standing and be approved by two thirds of the Executive Board.

Saint Anthony's High School Fathers' Guild Constitution and Bylaws

Executive Board members shall not hold a Chair Position unless there are no volunteers.

An Executive Board member may hold a Chair Position with the approval of the Executive Board.

3) The Executive Board with the consent and approval of the school administration will determine the events to be held. Consent and Approval of School Administration to be sought through the Guild Moderator.

Sec. 2 - New Events Proposals

Any member may present to the board a new event proposal with a cost and profit statement anticipated for this event. The board will then vote on whether to allow or reject funding and/or support of the new event. The new event is subject to the approval of the school administration, which is to be sought through the school moderator. If approved a committee must be formed. The committee will need to target calendar date and site availability.

Sec. 3 - Committee chairmen

All Committee chairmen will present to the board a summary detailing the exact process as to how their particular event will be run. This should include the number of people required to run the event, job descriptions for each position, cost of supplies and anticipated revenue. Upon completion of an event, the Procedure Manual will be updated, when necessary, to describe and/or record changes to insure the success of the subsequent years' events.

Sec. 4 - Committee Chairman Report

All Committee Chairman and Co-Chairman must present the status of the event to the Executive Board, at the Executive Board meeting immediately preceding the event as long as it occurs, at least one month before the event.

Article VII - Election Process

Sec. 1 - Election Committee

In February the President shall appoint an Election Committee Chairman.

- 1) The Chairman of this committee shall find two or more members to assist with the responsibility of this committee.
- 2) It shall be the duty of this committee to prepare a slate of candidates for the annual election. The slate of candidates shall be posted on the Father's Guild website in March.

Sec. 2 - The Ballot

The Ballot shall have the name of all candidates for office who must be a member in good standing, with the position they are seeking.

Sec. 3 - The Voting Members

The Fathers' Guild Membership Chairman and Corresponding Secretary shall submit a list of all members in good standing to the Election Committee Chairman by March of the school year. A

Saint Anthony's High School Fathers' Guild Constitution and Bylaws

member that wishes to vote must be present at the April meeting when the voting process will take place.

Sec. 4 - Write-in nominations

Write-in nominations are permitted, but they must be submitted to the Chairman of the Election Committee at or prior to the April General Meeting. Write-in Candidates must have a minimum of twenty-five (25) signatures from members in good standings in support of the nomination.

Sec. 5 - Restricted Members

No member of the Executive Board shall be eligible to serve on the Election Committee.

Sec. 6 - The election process

1) **February** - Notify the general membership at the February meeting, by email and publication on the Fathers' Guild website that the nomination for officers is open.

Members in good standing may submit names of nominees to any member of the election committee.

2) **March** - the Slate of Candidates shall be presented at the March General Meeting, E-Mailed and placed on the web site.

3) **April** - All members in good standing may vote at the April General Meeting.

4) **June** - The elected officers will be installed at the Mothers' Guild and Fathers' Guild Installation Mass in June.

Article VIII – Amendments

These bylaws may be amended, revised, or repealed by a majority vote at any duly scheduled General Meeting of the Fathers' Guild after notice to the members. A member in good standing may submit proposed amendments to the By-Laws to the Executive Board in writing at any regularly scheduled board meeting. The proposed amendment(s) will be submitted to the membership for a vote if approved by a majority of the board members.

All amendments are subject to the approval of the Principal of the High School.

Article IX - Removal of Board Officer

Sec. 1 - Removal of Officers

1) Any Executive Board member absent from two (2) or more consecutive Executive Board or General Meetings without notice is subject to removal.

2) The Removal of the member will be voted upon by the Executive Board. A majority vote will allow the matter be presented to the membership at the next scheduled General Meeting.

3) The membership will vote on removal of the officer.

Saint Anthony's High School Fathers' Guild Constitution and Bylaws

Article X – Dissolution

Upon dissolution, all funds, investments, and other assets of the Fathers' Guild shall become the property of St. Anthony's High School.