

Saint Anthony's High School Fathers' Guild

Constitution and By-laws

Article 1 – Name and Purpose of the organization

The St. Anthony's High School Fathers' Guild (hereinafter, "Fathers' Guild" or "Guild") is a volunteer service organization whose purpose is to enhance the character, spiritual, and academic growth of the student body of St. Anthony's High School.

The major objectives of the Fathers' Guild are to:

1. Provide a safe and welcoming environment at Fathers' Guild and School sponsored functions, and
2. Promote and enhance fellowship within and among St. Anthony's High School students, faculty, parents and Fathers' Guild members.

Article 2– Officers and Elections

Section 1 - Elected and Appointed positions. The Executive Board comprises the elected and appointed officers of the Guild, these include the positions of Moderator, Recording Secretary, Correspondence Secretary, VP Guild Matters and VP Support Services, each elected annually at the April General meeting. The President of the guild is appointed by the Principal, additionally the Guild Treasurer will be appointed by the Guild President from among the members in good standing with the advice and consent of the board and the agreement of the principal.

The President, with the advice and consent of the Executive Board, may appoint Fathers' Guild members as additional advisors to the Executive Board. It is the President's responsibility to keep the Executive Board to an odd number of members. Board Advisors serve for a term of one (1) year. Board Advisors may be re-appointed for subsequent terms, upon consultation with the Principal / Moderator.

Section 2 - Voting Eligibility

All members of the Fathers' Guild that are members in good standing shall be eligible to vote. For voting purposes, a "member in good standing" shall be based upon the member's participation [(defined in Article 3, Section 2) in Fathers' Guild events scheduled from April to March of the following year.

Section 3 – The Election Process. In February, the President shall appoint an Election Committee Chairman.

The Chairman of the Election Committee shall appoint two (2) or more members (in good standing) to assist with the duties of this committee.

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. No further nominations shall be accepted after the March General Membership meeting. Members

Saint Anthony's High School Fathers' Guild Constitution and By-laws

interested in being nominated after the March General Membership meeting must comply with the provisions for write-in nominations, explained herein.

An election ballot will be created that names of all candidates for office (who must be members in good standing), and the position they are seeking.

The Fathers' Guild Membership Chairman and VP of Support Services shall submit a list of all members in good standing to the Election Committee Chairman by March of the school year. A member who wishes to vote must be present at the April General Membership when the voting process will take place.

Write-in nominations are permitted, but 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 standing in support of the nomination.

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

The election process timetable is as follows:

- February -The general membership shall be notified prior to 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.
- March - the Slate of Candidates shall be presented at the March General Meeting, e-mailed to the membership and placed on the Fathers Guild website.
- April - All members in good standing may vote at the April General Meeting.
- June - elected officers will be installed at the June General Membership Meeting
- July –elected officers begin their respective terms.

Article 3– Membership

Section 1 – Eligibility: Membership in the Fathers Guild shall be open to fathers or male guardians of any student currently enrolled at St. Anthony's High School, and fathers or male guardians of St. Anthony's High School alumni. A “member” is defined as a person who has paid their membership dues by the September General Meeting.

Section 2 – Membership Requirements: A member in good standing is any member who is deemed to have completed the following.

1. Paid initial membership dues; and
2. Has attended at least two (2) General Meetings and participated in at least four (4) Fathers' Guild events in the current school year.
3. Paid his membership dues on or prior to the day stipulated in Section 4, herein.

Saint Anthony's High School Fathers' Guild Constitution and By-laws

4. An "Alumni Father" shall constitute a member in good standing pursuant to paragraphs (a) or (b) and (c) hereinabove *and* who has had a child graduate from St. Anthony's High School.
5. In the event a prospective member shall not be able to comply with the terms of paragraphs (a) or (b) above due to financial hardship, the Executive Board, with approval of the principal, may waive said provisions and assess membership dues of a nominal amount, but in no circumstance more than one dollar (\$1.00).
6. Members are expected to conduct themselves in a manner that would uphold the reputation of St Anthony's High School and the Fathers Guild

Section 3 – Non-compliance with membership requirements: Members who do not comply with the conduct requirement listed above maybe removed, or suspended, upon two-thirds (2/3) vote of the Executive Board, or by unilateral decision of the School Principal.

Section 4 – Membership Dues: Are to be paid prior to the September General Meeting. The Executive Board will recommend annual dues, based on annual operating expenses. Initial membership dues assessment shall be recommended by the Board.

Section 5 – How Dues are spent:

Dues collected for new membership shall be utilized for the Fathers' Guild operational expenses and special events sponsored by the Fathers' Guild

Article 4– Officers and Decision Making

Section 1 – Who makes decisions:

The officers of the Fathers' Guild constitute its decision-making body. Their duties and authority are outlined below:

1) **President**

The position of President is charged with the following responsibilities:

- Presides at the General Meetings of the Fathers' Guild and of the Executive Board, shall inform those members present on all matters pertinent to the mission and welfare of the Fathers' Guild.
- If the President knows he will not attend the next monthly meeting, he may appoint a Vice President to assume the duties of the President for such meeting. In

Saint Anthony's High School Fathers' Guild Constitution and By-laws

the absence of an appointment, the Vice President of Support Services will assume the duties.

- The President may serve as a member of any committee except the Election Committee.
- Shall appoint Chairpersons of the following Committees and positions: Hospitality Committee, Membership Committee, Communion Breakfast, Father/Daughter Dance, Volleyball Night and Sergeant at Arms, and any future committees.

2) Vice President of Support Services

The position of Vice President of Support Services is charged with the following responsibilities:

- Oversight of all Fathers' Guild and certain School sponsored events, including coordination of all members and other volunteers who will be working the events.
- Advise the membership at each General meeting about upcoming events where support is required.
- Maintain appropriate logs of all members who attend events and meetings.
- Select an Assistant to the VP of Support Services who shall act in a secondary supervisory capacity for all events.
- Collect and maintain event procedure manuals from Committee chairman following each Fathers' Guild event.

3) Assistant to the V.P. of Support Services.

The position of Assistant to the V.P of Support Services shall serve to assist the V.P. with all Support Services related issues to include, but not limited to, following directives from the V.P. of Support Services for the purpose of event coordination and logistical support.

4) Vice President of Guild Matters

The position of Vice President of Guild Matters is charged with the following responsibilities:

- Announce and disseminate information about Guild events to the general membership at the General Membership Meeting (i.e.: Fathers Guild Golf Outing; Father/Daughter Dance; etc.).
- Assist with the solicitation of volunteers to the various committees.
- Assist Chairpersons with meeting the needs of the committees to assure the success of the events.
- Ensure that the St. Anthony's Facility Form be given to each chairman and completed for

Saint Anthony's High School Fathers' Guild Constitution and By-laws

review and storage in the Fathers' Guild files. In the event a Chairman or co-chairman is unavailable to supervise an event, the Vice President of Guild Matters shall assume those duties.

5) Treasurer

The position of Treasurer is charged with the following responsibilities:

- 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.
- Submit monthly and annual financial reports to the School Treasurer, which shall conform to the school auditing procedures as requested or otherwise required.
- Approve, by signature, all withdrawals or expenditures. In the absence of the Treasurer, the signature of the President is required. Two authorized signatures are required on all checks \$100 and greater disbursed by the Treasurer. One signature is required on all checks less than \$100. The President may keep three (3) blank checks to be used in the absence of the Treasurer.
- Authorized signatories to Fathers' Guild bank accounts shall be: President, Treasurer, SAHS Treasurer and Moderator.
- 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 accounts and records for which he is responsible to his successor, or in the event that no successor has been yet named, to the President.

6) Corresponding Secretary

The position of Corresponding Secretary is charged with the following responsibilities:

- Draft and disseminate all correspondence to or from members of the Fathers' Guild.
- Notify the membership of all pending Fathers' Guild meetings, announcements and events.
- Work with Webmaster to maintain and update the Fathers' Guild 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. Ensure that stock of mailing materials is sufficient to provide Executive Board Members with material they require for mailings.
- Shall act as Webmaster: responsible for maintaining and modifying the Fathers' Guild website with the approval of the Moderator and the SAHS Tech Department.

Saint Anthony's High School Fathers' Guild Constitution and By-laws

7) Recording Secretary

The position of Recording Secretary is charged with the following responsibilities:

- Keep accurate and 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 Executive Board meeting minutes available upon request.
- Maintain any event procedure manuals in the Fathers Guild office.

8) Immediate Past President

The Immediate Past President who is also a member in good standing shall have the right to vote at Executive Board Meetings.

9) Board Advisor(s)

Board Advisor Position(s) are appointed by the President and approved by the Board, for a term of one (1) year. Board Advisors may be re-appointed for subsequent terms, upon consultation with the Principal / Moderator. Board Advisor term shall not exceed four (4) years after the graduation of their last Child(ren) from St. Anthony's High School.

10) Ex-Officio members

The School Principal and the Moderator of the Guild shall be ex-officio members of the Executive Board with the right to vote. All Guild matters that require School intervention shall be presented to the Principal by the Moderator.

Section 2 – 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 with the advice and consent of the Board.
- 2) In order to hold a position of Chairman or Co-Chairman of a Committee, one must be a member in good standing and be approved by two thirds of the Executive Board.
- 3) An Executive Board member may hold a Chairman Position with the approval of a majority of the Executive Board.
- 4) The Executive Board, with the consent and approval of the school administration, will determine the events to be held. Said consent and approval of the school administration will be sought through the Guild Moderator.
- 5) A Committee Chairman or Co- Chairman may be removed with or without cause by the President with a majority of votes of the Executive Board.

Saint Anthony's High School Fathers' Guild Constitution and By-laws

Section 3- How events are proposed and voted on:

Any member may present to the Executive Board a new event proposal with a cost and profit statement anticipated for the new event. The Executive Board will then vote on whether to approve or reject funding and/or other support of the new event. All new events are subject to prior approval of the school administration, which is to be sought through the Guild Moderator.

If the new event is approved, a committee for the event must be formed. For purposes of this paragraph, an "event" is defined as any function either directly or indirectly supported by or for St. Anthony's High School (ex.: the Communion Breakfast, a sporting event, graduation mass or ceremony, Junior Ring Banquet, etc.).

All Committee Chairmen will present a summary to the Executive Board detailing the exact process as to how each 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 ensure the success of the subsequent years' events.

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.

Section 4 – Decision making process for filling vacancies

The President shall nominate a member in good standing to fill any 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. In the event the President's position becomes vacant, the Executive Board shall appoint an Interim President from the Executive Board for the remainder of the current term. If the Executive Board cannot reach agreement on an Interim President, then the Moderator of the Father's Guild shall make such appointment.

Section 5 – Decision making process for removing an officer

- 1) Pursuant to Article 6, Section 6 herein, any Executive Board member absent from two or more consecutive Executive Board and/or General Meetings without prior authorization subject to removal.
- 2) Any Executive Board member whose actions are deemed by the Executive Board, School Principal or Moderator to constitute unethical, illegal or self-dealing behavior, or who is deemed to be acting in any manner which denigrates or otherwise brings disrepute upon St. Anthony's High School or the Fathers' Guild may be subject to removal.

Saint Anthony's High School Fathers' Guild Constitution and By-laws

- 3) The offending Board Member may be removed from office upon two-thirds (2/3) vote of the Executive Board, or by unilateral decision of the School Principal.

Article 5– Meetings

Section 1 – Meeting defined: A meeting is defined as a gathering of Fathers' Guild members where business is conducted, and minutes are kept.

Section 2 - Executive Board Meetings

A monthly Executive Board Meeting shall be held as scheduled on the St Anthony's High School calendar. The meeting will be open to all current members.

Section 3 - General Membership Meetings

A General Membership Meeting shall be held each month, as scheduled on the St. Anthony's High School calendar and website. The General Membership Meeting shall be open to all current members. In addition, non-members who qualify for membership may apply and pay current dues at any General Membership Meeting, and thereby become members.

Section 4 - Special General Membership Meetings

By vote or consensus, the Executive Board may schedule a Special General Membership 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.

Section 5 - Annual Meetings

There shall be an Annual Meeting of the Fathers' Guild every April for the purpose of electing officers to the Executive Board. Notice of this meeting shall be sent by email and published on the Fathers' Guild website. Said notice shall indicate the date, place time, and purpose of the meeting. The notice shall also include a list of all candidates and the office each candidate seeks.

Section 6 - Special Executive Board meetings

A Special Executive Board Meeting 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 Executive Board Meeting.

Saint Anthony's High School Fathers' Guild Constitution and By-laws

Special Executive Board Meetings may be called to discuss any subject or issue deemed necessary. Special Executive Board Meetings are closed to the General Membership and need not be announced to the General Membership.

Section 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 Guild Matters
 - 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.

Article 6– The Executive Board

The Executive Board oversees the Guild's strategic planning and decision-making activities. They consist of the elected officers of the Guild and the President.

Section 1 - Responsibility and Authority

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

Saint Anthony's High School Fathers' Guild Constitution and By-laws

duties of the Fathers' Guild shall be vested in an Executive Board.

Section 2 – Qualifications

Members in good standing, who have attended five (5) or more General Meetings per school year, shall be eligible to serve on the Executive Board. Any member in good standing who is nominated for a position on the Executive Board must have a current student enrolled at St. Anthony's High School.

The exception to the above qualification is where a current Executive Board Member is serving in the second year of a two (2) year term, *and* his son or daughter graduated from St. Anthony's High School in the previous academic year.

Section 3 – Duties

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

Section 4 – 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. All such authority is subject to St. Anthony's High School administrative review.

Section 5 – Quorum

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

Section 6 – Absence

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

[Section 7 – Resignations

All resignations shall be made in writing and addressed to the President.

Section 8- Number of Officers

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

Saint Anthony's High School Fathers' Guild Constitution and By-laws

of Executive Board Officers.

Section 9- Additional Board Advisors

The President, with the advice and consent of the Executive Board, may appoint Fathers' Guild members as additional advisors to the Executive Board. It is the President's responsibility to keep the Executive Board to an odd number of members.

The President, with advice and consent of the Executive Board, shall appoint Board Advisor(s) Emeritus. Board Advisors Emeritus shall not have Executive Board voting rights. Board Advisor(s) Emeritus shall serve to advise, assist and provide guidance to existing Executive Board members.

Section 10 - Terms of Service

Elected and appointed officers of the Executive Board shall serve for the following terms, each of which will commence in July of the current school year and end in June of the following year:

- President - two (2) years (appointed);
- Vice President of Support Services- two (2) years; with election for V.P. of Support Services to be held in odd calendar years.
- Assistant to the VP of Support Services – one (1) year
- Vice President Guild Matters – two (2) years; with election of V.P. for Guild Matters to be held in even calendar years.
- Treasurer – four (4) years (appointed);
- Corresponding Secretary – one (1) year;
- Recording Secretary – one (1) year.

Article 7 – Amendments

These bylaws may be amended, revised, or repealed by a majority vote at any duly scheduled General Meeting of the Fathers' Guild after thirty (30) days prior written 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 8 – Dissolution

Saint Anthony's High School Fathers' Guild Constitution and By-laws

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

Article 9 – Adjudication

All rules and regulations expressly or not expressly covered in these by-laws will be adjudicated by and at the discretion of the Principal of St. Anthony's High School.

Definition of Terms

The Fathers' Guild website: Shall be defined as www.stanthonyshs.org/fathers-guild

The Fathers' Guild School Year: The Fathers' Guild school year shall begin on July 1st and end on June 30th.