

[Name of School] Home and School Association BY-LAWS

As of [date]

ARTICLE I: NAME

The name of the Association shall be the St. [Name] Home and School Association (HSA) of [Town], CT.

ARTICLE II: MEMBERSHIP

Membership in the Association is open to the parents and guardians of the students of the school. Voting privileges are granted to each family (one vote per family) for selection of Executive Board. The Executive Board shall collect yearly membership dues for the Home and School Association, in an amount determined by the Board. The faculty and administration of the School and the parish Pastor shall be ex-officio members of this organization and are not required to pay dues.

ARTICLE III: OBJECTIVES

The Association is responsible for:

1. Promoting the welfare of the children of St. [Name] School in the home, school, church and community.
2. Serving as a vehicle for information exchange and promoting an understanding of the mutual educational responsibilities of parents, teachers and church.
3. Encouraging unified effort among teachers, parents, and the community, thereby providing the children the best possible opportunities for spiritual, emotional, moral, academic, social and physical development.
4. Helping parents and teachers acquire a profound appreciation of the ideals of Catholic Education.
5. Raising funds for the purpose of meeting budgetary goals and enhancing the education of the students attending St. [Name] School.

ARTICLE IV: RESPECT FOR SCHOOL POLICIES

The St. [Name] Home and School Association shall respect and adhere to the established school policies and practices as set forth by the Diocese of Bridgeport, the School Principal, the Executive Board of the HSA, and the Local Board of Education.

ARTICLE V: EXECUTIVE BOARD

A) MEMBERSHIP:

- a. The Board shall consist of no less than nine (9) members and no more than thirteen (13) members. General members of the HSA board (not including officers and school faculty members) shall be elected from among the parent community. The general election will be for vacant seats on the board, with a minimum of three (3) members representing the lower grades (PK-3) and three (3) representing the upper grades (4-8).
- b. The Principal and the Pastor shall serve as ex-officio members of the Board.
- c. Faculty are not voting members of the Board; however, faculty are encouraged to attend and participate in any and all Board meetings.

B) DUTIES:

- a. The Board shall conduct the business affairs of the Association; provide general meeting programs of interest; form committees as deemed necessary and appropriate; review all committee recommendations and report on their financial disposition; review and recommend disbursements of money collected from fundraising and contributions.

C) TERM:

- a. Board members will serve a two-year term; however, members may opt to serve a third consecutive year without standing for reelection.
- b. Board members may serve a maximum of three consecutive years on the Board; then they must take a minimum of one (1) year hiatus before serving on the Board again.

ARTICLE VI: NOMINATION AND ELECTION

A) NOMINATING COMMITTEE FOR THE BOARD:

- a. The nominating committee is responsible for obtaining the names of candidates to fill the vacant positions on the Executive Board.
- b. The Nominating Committee shall consist of no less than three (3) and no more than five (5) members, shall be appointed by the President with the approval of the Principal no later than March 10th.
- c. The slate of all candidates shall be presented to the Principal no later than April 1st.

B) ELECTION OF THE BOARD:

- a. The slate of candidates shall be presented to the General Members no later than April 20th.
- b. Members may vote for the required number of candidates needed for the expired or vacant terms.
- c. The Nominating Committee will tabulate the voted prior to the May Board meeting.
- d. The elected candidates must receive a majority vote of a quorum of HSA Members.

C) VACANCIES AND RESIGNATIONS:

- a. The vacancy of a Board member shall be filled by the unsuccessful candidate with the greatest number of votes from the last election. If this fails to produce a member, the term shall remain vacant until the next general election, unless said term would remain vacant for a period of more than six (6) months. If a term would otherwise remain vacant for a period of more than six (6) months, then the board shall solicit a new member to fill said vacancy. Election of the new at large member shall be approved by the Board by a majority vote.
- b. Resignations of Board members shall be presented in writing.

ARTICLE VII: OFFICERS OF THE BOARD

The Officers of this association shall be the President, Vice-President, Treasurer, and Secretary. The Officers are to assume their official duties with the beginning of the new fiscal year on July 1st. Officers are to serve one-year terms, with no person serving for more than three consecutive terms in the same position. The terms are to be staggered to provide continuity, e.g., the President and Secretary may be appointed during even calendar years and the Vice-President and Treasurer may be appointed during odd calendar years.

A) PRESIDENT:

The President shall preside at all meetings; act ex-officio at all committee meetings (with the exception of the Nominating Committee); perform such other duties as the officers may impose; and is responsible for appointing special committees as deemed necessary with the approval of the majority of the Executive Board. The President will also act as liaison to the School Advisory Board and may be invited to present at their meetings. The President is also responsible for appointing various chairpersons of the Association's fund raising events, again with the approval of the majority of the Executive Board. The President shall be responsible for the by-laws and shall be the person to provide same to any Association member needing a copy. It is the President's responsibility to ensure that the by-laws are maintained and up-to-date.

B) VICE-PRESIDENT:

The Vice-President shall act as assistant to the President in all regards and is responsible for substituting for the President in his or her absence. The Vice-President is also responsible for performing duties mutually agreed upon by the President and Vice-President.

C) TREASURER:

The Treasurer shall receive and record the disbursements of all moneys of the organization, keep an accurate record of receipts and expenditures, present a statement of account at every business meeting of the organization and other times when requested by the Executive Board, and shall make a full report at the May Annual Meeting. The Treasurer shall report all earnings to the school bookkeeper for appropriate accounting.

D) SECRETARY:

The Secretary shall keep the records of the Executive Board and General Meetings and take care of any correspondence from this organization. The Secretary will also be responsible for the disbursement of volunteer lists and the organization of the lists.

E) APPOINTMENT OF THE OFFICERS

The positions of President, Vice-President, Treasurer and Secretary shall be appointed by the Principal after consultation with the School Advisory Board. Candidates will be chosen from among the elected members of the HSA. Those who wish to be candidates are required to submit a CV (curriculum vitae) in order to be considered for a position as an Officer of the Board. Announcement of the appointed Officers shall be done by May 30th.

F) VACANCIES AND RESIGNATIONS:

In an event of a vacancy in the office of President, the Vice- President shall succeed for the remainder of the term. A vacancy in any other office shall be filled by appointment by the Principal. Resignations of Officers shall be presented in writing.

ARTICLE VIII: MEETINGS

A) GENERAL MEETINGS:

- a. A minimum of three (3) general HSA meetings shall be held each school year. The first general meeting shall be held no later than October 15th.
- b. A schedule is to be sent out to families of the school as early in September as possible.

B) EXECUTIVE BOARD MEETINGS:

- a. Regularly scheduled meetings of the Executive Board shall be held monthly. Special meetings shall be called as necessary.
- b. The agenda shall be created by the President in consultation with the Principal.
- c. The quorum of the Executive Board shall be a majority of the members of that committee, with the School Principal having (required) to be present.
- d. Parliamentary procedure in all meetings shall be governed by *Robert's Rules of Order*, revised.

ARTICLE IX: ADDITIONAL COMMITTEES

The Board may create such standing committees as it may deem necessary to promote the objectives and implement the work of the HSA. All members of the school community are eligible to be members of committees. At least one member of the Executive Board shall be an ex-officio member of all committees. Some select Committees shall be formed for special needs and will be disbanded when the need has been fulfilled.

A) FUNDRAISING COMMITTEE:

- a. This committee is responsible for identifying and managing each of the HSA events.

- b. All fundraising activities are to be approved by the Board and then submitted to the Principal for approval before planning and implementing the event.
- c. Any funds raised over the HSA fiscal goal will be used to directly benefit the students of St. [Name] School and require approval of the HSA President and Principal.

ARTICLE X: FINANCIAL ADMINISTRATION

The funds of the HSA are the responsibility of the St. [Name] School bookkeeper, the Principal, and the School Finance Committee. All expenditures of HSA funds must be approved by a simple majority of Executive Board members with final approval by the Principal.

A) OPERATIONAL GOAL

- a. The Principal and HSA President will meet in the spring of each school year to determine fundraising goals for the next fiscal year. The HSA fiscal goal is used to supplement the operating expenses of St. [Name] School.
- b. Any funds raised over the HSA fiscal goal may be used to directly benefit the students of St. [Name] School and requires approval by a simple majority of Executive Board members with final approval by the Principal.
- c. The HSA may carry forward into the immediately succeeding fiscal year sufficient funds to allow for startup costs associated with the various events, fund raising or otherwise, the Association is responsible for conducting. The recommended minimum is \$2,500.

ARTICLE XI: AMMENDMENTS

Amendments to these by-laws may be adopted by two-thirds vote at a meeting of the general membership with at least thirty (30) days written notice having been given. Any revisions to these by-laws are subject to approval by the HSA Board, the Principal, and School Advisory Board prior to the presentation to the membership. These by-laws shall be reviewed and updated as necessary by the Board or by a committee formed by the Board at least once every three years. Additionally, changes or amendments can be made at the sole discretion of the Diocesan Bishop as sponsor of the school.