



HOME AND SCHOOL ASSOCIATION CONSTITUTION AND BYLAWS

ARTICLE 1. NAME

- 1.1 The name of this organization shall be “Most Blessed Sacrament Catholic School Home and School Association” herein referred to as “HSA”.

ARTICLE 2. MISSION

- 2.1 The mission of the HSA is to foster the cooperative interaction of parents, teachers, and community to provide students the opportunity to achieve their fullest potential in a stimulating educational and spiritual environment.

ARTICLE 3. OBJECTIVES

- 3.1 Support the development and delivery of a comprehensive educational program and coordinate special programs to assist in the learning process.
- 3.2 Promote and conduct projects and activities not within the school budget, but of additional value to the students and school in general.
- 3.3 Facilitate opportunities for social and educational experiences that foster fellowship and promote a Christ-like community throughout our school families, parishes and regional communities.
- 3.4 Secure resources for auxiliary programming, services and materials that enrich the educational experience of our children.
- 3.5 Provide a structure within which the school community can assist the administration in creating a Christian environment that fosters the moral, educational and physical growth of our students.

ARTICLE 4. MEMBERSHIP AND VOTING ELIGIBILITY

- 4.1 The membership of the Association includes all parents, guardians, teachers, staff and sponsoring parish pastors of MBS who register with the HSA.

- 4.2 Each member of the HSA is entitled to one vote at any HSA general meeting held. A majority vote carries a decision.
- 4.3 Dues shall be determined annually by the HSA Executive Council.

ARTICLE 5. POLICIES

- 5.1 All official acts of the HSA, Executive Council, and members shall be within the law and shall comply with diocesan policy.
- 5.2 The fiscal year of the HSA shall will commence July 1 and close on June 30 of each year.
- 5.3 Monies raised by the HSA shall be used for school-related programs, materials and resources as approved by the membership in an annual budget. Any materials to be purchased for the school shall be purchased by the principal or his/her designee upon transfer of HSA funds to the school account. The HSA shall not lend or borrow money.
- 5.4 Any extra curricular activities and organizations involving school facilities must be approved by the Principal.

ARTICLE 6. OFFICERS

- 6.1 Officer positions shall be held by members who have at least one child attending Most Blessed Sacrament Catholic School. The PreK3-PreK4, K-Grade 2 Representative, Grades 3-5 Representative, and the Middle School Representative must have a child in PreK3-PreK4, K-Grade 2, Grades 3-5, and Middle School, respectively. In the case of a Past President whose child is no longer attending the school, he/she maintains this position for the remainder of his/her term.
- 6.2 The officers of the HSA shall consist of the Past President, President, and elected offices of Vice President, Secretary, Treasurer, Preschool (PreK 3-4), Primary (K, 1, 2) Representative, Intermediate (3, 4, 5) Representative, and Middle School (6, 7, 8) Representative. This will take effect in July 2014/2015.
- 6.3 Elections
 - 6.3.1 The President shall appoint a Nominations Committee. The Committee shall prepare a slate of one or more candidates for each office. Only those consenting to serve shall be nominated.
 - 6.3.2 Elections shall be conducted by written ballot at the Annual HSA Spring Meeting. The Nominations Chairperson will call for additional volunteers from the floor who wish to add their names prior to the final cast of ballot.
 - 6.3.3 Absentee ballots may be obtained from the Nominating Committee prior to the Annual HSA Spring Meeting and returned to the Nominating Committee before the start of the Annual Meeting.

6.4 Terms

- 6.4.1 The term of officers shall be for one year commencing July 1 following the election of the new slate of officers at the Annual HSA Spring meeting. The former HSA officers will deliver to their successors all official material and records at the end of their term.
- 6.4.2 One year after election as Vice President, the Vice President shall automatically succeed to the office of President, followed by one year as Past President. In the event that the Vice President is unable to succeed to the office of President, the current President, if willing, is eligible to serve a second presidential term, and a new Vice President shall be elected.
- 6.4.3 Any individual may serve on the Executive Council for no longer than four consecutive years.
- 6.5 An officer may be removed from office if absent from three consecutive meetings, or by a majority vote of the Executive Council for failure to fulfill the duties of their office.
- 6.6 Vacancies of office will be appointed by the President with the approval of the Executive Council.

ARTICLE 7. OFFICER DUTIES

- 7.1 The President shall preside at all meetings of the HSA and Executive Council, perform such other duties as may be prescribed in these bylaws or assigned by the HSA, and coordinate the work of the Officers and Committees in order that the objectives of the HSA may be promoted.
- 7.2 The Vice President shall act as an aide to the President, represent him/her upon request, be responsible for the coordination of fundraising committees of the HSA, assume the duties of the President in the absence or inability of that officer to serve, and perform such duties as may be delegated by the President.
- 7.3 The Secretary shall keep an accurate record of the proceedings of all meetings of the HSA and the Executive Council, handle all necessary correspondence, keep a list of all members, maintain a record keeping system for all records and legal documents, and perform such duties as may be delegated by the President.
- 7.4 **Office of the Treasurer**
The Treasurer shall receive and render to the Business Manager all monies of the HSA arrange disbursement, as authorized by the HSA and approved by the Principal, keep an accurate record of receipts and expenditures, present a written financial report at each business meeting during the school year, coordinate the preparation of all necessary tax returns and exempt status records, and perform such duties as may be delegated by the President.

- 7.4.1 The Treasurer is authorized to arrange payment for expenditures in accordance with the approved budget and receipt of a bill, paid receipt, or approved voucher. Any expenditure outside of the approved budget requires authority of the President or Vice President and approval of the Principal if under \$100.00; the Executive Council if \$100-\$500; and expenditures above \$500 must be approved in a general meeting by the majority of those HSA members present.
- 7.4.2 All checks shall be signed with two signatures of either the Principal, President or Treasurer.
- 7.4.3 Two or more members, as appointed by the President, shall audit the Treasurer's accounts annually at the end of the fiscal year.
- 7.5 The PreK3-PreK4, K-Grade 2 Representative shall bring to the attention of the Executive Council matters affecting the grades he/she represents, coordinate welcome activities, and perform such duties as may be delegated by the President.
- 7.6 The Grades 3-5 Representative shall bring to the attention of the Executive Council matters affecting the grades he/she represents, coordinate back to school activities, and perform such duties as may be delegated by the President.
- 7.7 The Middle School Representative shall bring to the attention of the Executive Council matters affecting the grades he/she represents, coordinate middle school student recognition and awards programs, act as liaison for graduation-related activities, and perform such duties as may be delegated by the President.
- 7.8 Past President – Shall act in an advisory capacity to the President and serve as the nominating chairperson.

ARTICLE 8. EXECUTIVE COUNCIL

- 8.1 The Executive Council shall consist of the officers of the HSA identified in 6.2, and three ex-officio, non-voting positions, the principal, pastor representative, and teacher representative.
- 8.2 The Executive Council is charged with the management and responsibility for the HSA. The Executive Council shall establish the objectives of the HSA, determine an annual plan for addressing the objectives, and assist the membership in implementing the plan.
- 8.3 The annual budget shall be prepared by the Executive Council and presented to the general membership for adoption at the first general meeting of the school year, to be adopted no later than the second HSA meeting of each year. The budget shall be balanced, and include programs to be supported and the source of funds when appropriate.

ARTICLE 9. COMMITTEES

- 9.1 Committees shall be created by the Executive Council as deemed necessary to carry out the work of the HSA to promote the objectives of Enrichment, Outreach, Public Relations, and Operations. Committees undertake research, organization, and coordination of the tasks for which they are created.
- 9.2 The Chairperson of each committee shall be a HSA member and shall serve a one-year term. Chairpersons shall organize and oversee the activities of the committees to which they are assigned. He/she reports directly to the Executive Council member responsible for that committee, to report on activities and to place committee recommendations before Executive council for input and approval.
- 9.3 All committee communications to be provided to the school body or community must be approved by the HSA President and School Principal prior to distribution and coordinated with the Public Relations Director.
- 9.4 Expenses incurred to conduct the activities of the Committee must follow budget guidelines and financial procedures of the HSA. Expenses will be reimbursed up to 60 days following the event or activity.
- 9.5 A final written account of all committee activities shall be compiled and submitted to the Executive Council 60 days following the completion of the project, or if an ongoing project, by May 1. The report will include the general description of the activity, recommendations for the following year, and financial statement with all monies counted and verified by the Treasurer and Committee Chairperson.

ARTICLE 10. MEETINGS

- 10.1 The HSA shall hold at least one regular general meeting during the school year. The President shall establish the date of this general meeting and post in the school calendar. Additional meetings shall be called as needed by the President.
- 10.2 The Executive Council shall meet in regular session:
 - In July, to include transition of duties and records from former Executive Council members.
 - At least once at the start of the school year to finalize budget, annual plan and meeting schedule for the HSA.
 - At least once between each of the meetings described in 10.1 of this Article.
- 10.3 Special meetings of the HSA and/or the Executive Council may be called by the President and/or Principal at any time providing due notice and reason for the meeting is distributed to the membership.
- 10.4 All members of the HSA are encouraged to attend regular and special meetings. Executive Council meetings are open to the membership.

- 10.5 A quorum for HSA meetings shall be constituted by the number of members present; a majority of the Executive Council shall constitute a quorum for Executive Council meetings; and a majority of a committee shall constitute a quorum.
- 10.6 Robert's Rules of Order shall be followed at all meetings and shall govern in all matters not covered by these bylaws.

ARTICLE 11. DISPUTES

- 11.1 The expectation is that every effort will be made to address disputes at the local level and to reach consensus through conflict resolution and consensus building. If disputes arise, the initial contact regarding the resolution process will be the school principal.

ARTICLE 12. AMENDMENTS

- 12.1 These Bylaws and Constitution may be amended by two-thirds vote of its members voting, provided amendment(s) has/have been submitted to HSA and the Principal at least 15 days prior to the vote and published in a school notice or newsletter.
- 12.2 Approved amendments are to be enacted immediately and may be retroactive where applicable.