

Holy Family Catholic School

Home and School Association

BY-LAWS

ARTICLE I Name and Purpose

The Home and School Association (hereafter called H.S.A.) works to build a community connection between our families and Holy Family Catholic School. As a parent of a Holy Family student, you are automatically a member of the Home and School Association.

The objectives of H.S.A. shall be:

1. To cooperate with the school and to support the faculty / staff in ways that benefits the children of Holy Family Catholic School
2. To provide an opportunity for communication among families, teachers, staff, administration and our parish and local communities
3. To increase the awareness of and appreciation for Catholic education in the home, school, and community
4. To provide activities and occasions to build community among parents, teachers, staff, and administration
5. To participate in and support the fundraising efforts of the school to enhance programs benefitting the children

ARTICLE II Membership and Fees

1. Membership consists of all school faculty and staff, and all parents or guardians
2. The Executive Council of the H.S.A. will determine if membership fees will be charged and the amount of such fees, according to the needs of the organization
3. Fees (if any) will be announced prior to registration for the following school year and assessed at the beginning of each school year

ARTICLE III Executive Council

1. The Executive Council shall consist of officers of the H.S.A., and any ex-officio members, including the school principal (or, designee) and the pastor (or designee)
2. The Executive Council shall:
 - a. Conduct the Association's business affairs
 - b. Provide general meeting programs of interest
 - c. Form committees as deemed necessary and appropriate
 - d. Review all committee recommendations and report on final disposition
 - e. Make recommendations to the HFCS administration regarding use of money collected by the H.S.A.

ARTICLE IV Officers and Duties

1. The officers of the H.S.A. shall consist of:
 - a. President
 - b. Vice President – Community Support
 - c. Secretary/Treasurer
2. Non-voting, ex-officio members shall include the pastor and principal (or, their designees)
3. The President shall be selected from among the H.S.A. Officers having served on the Executive Council for at least two years.

4. The duties of the officers shall be defined as follows:
 - a. The H.S.A. President shall:
 - i. Preside at and administer all regular, special, and executive council meetings
 - ii. Call special meetings of and preside over the Executive Council
 - iii. Serve on the School Advisory Council, or designate an officer to fulfill this responsibility
 - iv. Serve as the primary contact between the H.S.A. and school administration
 - v. Represent the H.S.A. at appropriate school, parish, and diocesan function
 - vi. Serve as ex-officio member of all H.S.A. committees
 - vii. Perform such duties as are incumbent of the office
 - b. The H.S.A. Vice President shall:
 - i. Assume the duties of the H.S.A. President in his / her absence
 - ii. Serve on the Executive Council of the H.S.A.
 - iii. Assist in the formation of all related committees and serve as an ex-officio member.
 - iv. Assure that committees meet their goals and report their results and recommendations to the H.S.A.
 - v. Coordinate support activities for the faculty including the homeroom parent structure
 - vi. Oversee Faculty/Staff Appreciation Committee, Room Parent Committee, Welcome Committee, Hospitality, and Helping Hands Committee
 - vii. Perform additional duties designated by the H.S.A. President
 - viii. Coordinate the fundraising activities of the H.S.A.
 - ix. Assist with spirit wear sales and other fundraising activities
 - x. Assist with the implementation of Community Activities and Events as needed
 - xi. Perform additional duties designated by the H.S.A. President.
 - c. The Secretary shall:
 - i. Serve on the Executive Council of the H.S.A.
 - ii. Record and make available the minutes of all Executive Council and general meetings of the H.S.A.
 - iii. Conduct the correspondence of the H.S.A.
 - iv. Maintain a current file of reports, records and correspondence of the H.S.A.
 - v. Is responsible for recording and correcting as amended the Bylaws of the H.S.A.
 - vi. Publishes a quarterly school Newsletter and coordinates teacher/staff birthday correspondence
 - vii. Assist with the formation of committees and serve as an ex-officio member if requested by the Executive Council
 - viii. Assure that those committees on which the Secretary serves meet the goals and report their results and recommendations to the H.S.A.
 - ix. Perform additional duties designated by the H.S.A. President
 - d. The Treasurer shall:
 - i. Serve on the Executive Council
 - ii. Collect and deposit all dues and other monies received through fundraising and contributions
 - iii. Maintain records of all receipts and expenditures
 - iv. Develop and follow security procedures with regard to the timely deposit of monies from any and all H.S.A. activities, sales, and fundraisers.
 - v. Insure prior approval of all expenditures by the H.S.A. President and the School Principal
 - vi. Submit and request payment of bills to the school business manager in a timely manner
 - vii. Provide a written monthly cash accounting of all income and expenditures at the meetings of the executive council.
 - viii. Prepare an annual financial report to be presented to the general membership
 - ix. Maintain documentation and give annual accounting of all spirit wear and school supply order forms and receipts

- x. Perform additional duties designated by the H.S.A. President

ARTICLE V Election and Tenure of Officers

To be completed by new H.S.A. Officers

ARTICLE VI Meetings

General membership meetings of the H.S.A. shall be held as determined by the President of the H.S.A. and shall avoid conflict with school activities. A spring meeting may be held for the purpose of electing officers, receiving reports of officers and committees, and any other business that may arise.

ARTICLE VII: Committees and Functions

1. Committees may be created by the Executive Council as deemed necessary to promote the objectives and carry out the work of the H.S.A.
2. All members of the H.S.A. are eligible to be chairperson or members of the committees, with the exception of the ad hoc nominating committee. The President of the H.S.A. shall call for volunteers for committee chairpersons in the Spring. Each committee shall be headed by a chairperson appointed by the Executive Council from individuals who have stated a willingness to serve. HSA officers may not simultaneously serve as chairpersons.
3. The term of service by committee chairpersons and committee members shall begin at the close of the school year and end at the close of the following school year. There is no limit to the number of terms served by a committee member.
4. Each committee chairperson shall be responsible for a monthly report to the corresponding officer. Each committee shall work within the budget established for the committee.
5. All chairpersons shall, at the end of the school year, deliver to the corresponding officer all records, materials, and other items pertaining to the committee for which they are responsible.
6. Ad hoc committees shall be formed for special needs (such as Nominating Committee) as they arise and shall be disbanded when the need is fulfilled.
7. The Association shall maintain the following standing committees:
 - a. Room Parents
 - b. Helping Hands
 - c. Hospitality
 - d. Fall Festival

ARTICLE VIII: Amendments

Amendments to these bylaws may be proposed by members, either in a general meeting or by submitting a written proposal to the Executive Council. Amendments may also be proposed by the Executive Council. The bylaws may be amended by vote at any general meeting. If a general meeting is not held, proposed amendments will be published to the general membership and a written vote will take place. Any member of the H.S.A. may secure a copy of the bylaws upon request to the H.S.A. Secretary.