

SACRED HEART HOME AND SCHOOL ASSOCIATION

BY-LAWS

ARTICLE I NAME

The name of the association shall be "Sacred Heart Home and School Association".

ARTICLE II MISSION

The purpose of this Association shall be:

- To function as a support group to the administration, faculty of SHS, and Board of Education
- To foster a caring Christian community of parent/guardians and volunteers
- To strengthen parental involvement in all school programs
- To promote the advancement of a quality Catholic education and the welfare of the students of SHS
- To build a better understanding and create a common interest between parents and faculty through open and constant communication
- To raise funds for the support of Catholic education and the enhancement of SHS.

ARTICLE III MEMBERSHIP AND DUES

Section 1. All parents and guardians with children in Sacred Heart School and faculty are members of Sacred Heart Home and School Association. Membership includes voting, ability to hold office and to participate on committees.

Section 2. The dues will be \$5.00 per family to cover the cost of newsletters, notices and other publications collected with registration fees.

Section 3. All members will receive a school directory for the current school year.

ARTICLE IV MEETINGS

Section 1. There will be meetings in: September, October, November, January, February, March, April and any others the Executive Board deems necessary.

Section 2. All meetings of this Association shall be conducted according to simplified parliamentary procedure according to Robert's Rules of Order.

**ARTICLE V
EXECUTIVE BOARD**

Section 1. The Executive Board of this association shall be President, Vice-President (president –elect), Secretary, and Treasurer.

Section 2. The term of office shall be for one year.

Section 3. The Executive Board shall be elected at the May meeting.

Section 4. The duties of this board shall be to plan the programs of the association, to transact the necessary and emergency business expenditures and to present a report of its proceedings at the regular meetings of the association.

**ARTICLE VI
DUTIES OF THE EXECUTIVE BOARD**

Section 1. The President shall prepare an agenda reflecting proposed expenditures and preside at all meetings of the association and of its executive board. The president is an ex-officio member of all committees and will appoint special committees as deemed necessary. He or she will represent the association at the Board of Education meetings or will send a representative in his or her place.

Section 2. The Vice-President/President Elect, in the absence of the President shall perform all the duties as assigned to that office and upon completion as term of Vice-President, he or she will become President the following year. The Vice-President will solicit volunteers to serve on the Executive Board and committee chairpersons for the following year.

Section 3. The Secretary shall keep and publish the minutes of all association meetings. He or she shall attend all meetings of the association or send a representative in his or her place. A file of copies of each Home and School minutes along with agendas should be kept for a period of 2 years.

Section 4. The Treasurer shall receive all dues and monies of the association and pay all bills. The Treasurer shall keep an accurate account of all receipts and expenditures and report to the members. The President and/or Vice-President may sign checks. The President and/or Vice-President shall be required to sign all checks written by the association of \$500 or more. Any additional accounts authorized by the association shall present their books for audit annually. The Treasurer shall provide a statement to the pastor or the business manager of Sacred Heart Church at the end of Each school year as requested. The Treasurer must have his or her books ready for audit before being turned over to the incoming Treasurer by June 1.

**ARTICLE VII
APPOINTMENTS**

Section 1. The Vice-President will receive nominations and recruit volunteers to serve on the board for the next term and announce the names of the same to the Board no later than the May meeting.

Section 2. Any parent with children at Sacred Heart School is eligible for selection. This would include any parent whose child/children are registered with SHS for the next school term.

Section 3. The Vice- President shall present the names of the nominees to the Board by means of written communication to the parents of SHS. Any additional nominees shall be recognized and presented at the May meeting.

Section 4. The election shall be by show of hands. A simple majority shall elect.

**ARTICLE VIII
EXPENDITURES/BUDGET PROCESS**

Section 1. All expenditures over \$200 are to be approved by the members present at any meeting. Expenditures of less than \$200 may be approved by the Executive Board. If expenditures over \$1000 are being considered, the amount of the expense and the reason for the expense are to be discussed at two consecutive meetings, and shall be voted on until the second of such two meetings; so that membership has notice and an opportunity to be heard on such issue.

Section 2. The budget shall be prepared by the outgoing and incoming Executive Board in the spring of each year.

Section 3. In the event of an emergency, business expenditures could be approved by the Executive Board with the advisement of the school administration and/or pastor.

Section 4. The Association shall submit an annual report of its activities and financial results to the Pastor of Sacred Heart Church (the Pastor). The Pastor shall be a signatory on the Association bank accounts and the Sacred Heart parish office shall receive the Association's bank statements directly from the bank.

Section 5. No members or committee chairs are authorized to enter into any financial agreement binding H&S to pay any amount greater than or equal to \$500. Those wishing to do so must do one of the following as appropriate:

1. Submit a Request for Funds to the Executive Committee for vote, as appropriate at (a) H&S meeting(s).
2. When funds requested are for use by a H&S committee to carry out its work, the written approval of both the President and the Vice-President (the Exec members with check signing authority) is required before the funds are committed/contract signed. This will typically apply to fundraising committees, teacher appreciation committees, etc.
3. Number 2 does not apply to committee activity in which the H&S accounts are "in" and "out". Meaning the orders and funds collected will cover 100% of the amount H&S is required to pay.

**ARTICLE IX
BY-LAW CHANGES**

Section 1. This association may alter, amend, repeal or adopt new by-laws upon a 2/3 vote of the voting members present at any regular meeting or any special meeting of the members called for that purpose, after the proposed changes have been published.

**ARTICLE X
HOME AND SCHOOL ENDOWMENT FUND**

Section 1. The Association has established the Home and School Endowment Fund (the Fund). The Fund will be administered pursuant to Guidelines established April 29, 2004 and amended November 12, 2007 (incorporated by reference). Any future revisions to such Guidelines will be accomplished in accordance with the process described in Article IX: By-Law Changes.

Section 2. Oversight for and responsibility for the specific disbursement of funds will be determined by the Home and School Endowment Committee comprised of:

- The Executive Committee of Home and School Association or their designee.
- The Chair of the Home and School Endowment Committee or their designee.
- The Executive Committee of the Board of Academic and Religious Education (President, Vice-President, Secretary, Treasurer) or their designee
- SHS School Principal or his/her designee

**ARTICLE XI
BEREAVEMENT POLICY**

Section 1. Sacred Heart Home & School would like to express compassion and financial assistance to certain families in our school.

Section 2. In the case of the loss of an immediate family member, H&S would like to pay for the next year's registration fee, at the then current rate, for children who are re-enrolling in school at Sacred Heart School. Such loss is to include the loss of a parent, legal guardian or sibling.

Section 3. In the event that the currently enrolled child is an 8th grade student, options will be discussed by the then current executive board and reviewed at the next Home and School meeting.

**ARTICLE XII
FEES COLLECTED**

Section 1. Home & School will collect the following fees via tuition statement for each child, in the amount of \$10 per child attending Sacred Heart. This includes grades TK through 8th grade.

Section 2. This \$10 shall go directly to the Homeroom Parent of each classroom, once all fees are received.

Section 3. This \$10 shall replace the historically annual collection at Back to School night of \$5 per child to be collected by each Homeroom Parent.

Section 4. These Homeroom Parent fees collected from the tuition statements are to be used in accordance with guidelines set by H&S and Administration for Homeroom Parents to use for class holiday parties or treat bags (Halloween and Valentine's Day) and for teacher (and teacher associate, if applicable) birthday gifts.