



All Saints Catholic School  
Home and School Association Bylaws

**ARTICLE I**

The name of this organization shall be the All Saints Catholic School Home and School Organization (HSO).

**ARTICLE II**

The purpose of the HSO is to provide a partnership between the school, parish and families. The main objective is to support Catholic education through planned activities, spirit programs and fundraisers. With respect to the function of this organization, it shall be guided and directed as an integral part of the school operation fostering the community, school, parish, and the Fort Worth Diocese.

The organization shall act in conjunction with the All Saints Catholic School Advisory Council as representative and shall act as a liaison body among the school parents, teachers, student government, parish members, the community and school council.

The organization is non partisan, non- sectarian, and non- political, therefore, neither this organization, nor its officers, nor any person supporting to act therefore shall participate in any matters of a sectarian, partisan or political nature while representing All Saints Catholic School HSO.

**ARTICLE III**  
Members

The general membership of this organization shall include parents of legal guardians of children enrolled in All Saints Catholic School, the principal, staff, and faculty. All adult members registered in the All Saints Catholic Parish qualify for membership, but not counted for quorum purposes unless they are present at the meeting.

**ARTICLE IV**  
The Executive Board

**Section 1.** The Executive Board of this organization shall be:

- President
- Vice President
- Secretary
- Treasurer
- Volunteer Coordinator

- Section 2.** Executive Board members are elected for a period of two years, or until their successors have been duly elected and installed. The newly elected officers shall be installed at the May meeting of the school year with the retiring President as the installing officer. Newly installed executive board members shall assume their duties of office immediately following the election. No member may hold more than one office at a time. The Vice President serves a term of two years and automatically assumes the position of President the second year of the term.
- Section 3.** Nominations shall be presented at the May Nominating meeting made up of at least three volunteers. Additional nominations may be made from the floor. Where there is a single candidate for any office, a voice vote shall elect. Should there be more than one candidate for any office; the election shall be by secret ballot. A majority of votes cast shall elect.
- Section 4.** In order to ensure attendance and participation in HSO, a member must attend a minimum of three meetings during the school year to retain voting rights or to run for any position on the Executive Board.
- Section 5.** In the event of a vacancy of an unexpired term, a nominating committee shall be formed consisting of representatives from the HSO executive board and HSO general membership, and the Principal shall fill the vacancy.
- Section 6.** Standing Committee Chairpersons shall be appointed to serve as needed.

## **ARTICLE V**

### Meetings

- Section 1.** General meeting shall be held bi-monthly while school is in session.
- Section 2.** Special meetings may be called by the Principal. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least a three- day notice must be given.
- Section 3.** One percent of the members (excludes members of the parish not in attendance) of the HSO shall constitute a quorum.

## **ARTICLE VI**

### Executive Board

- Section 1.** The Executive Board shall consist of the President, the Vice- President, the Secretary, Treasurer and the Volunteer Coordinator.
- Section 2.** The Executive Board shall have general supervision of the affairs of the HSO between its business meetings, fix the hour and place of the meetings, make recommendations to the organization, and shall perform such other duties as are specified in these

bylaws. The Executive Board shall be subject to the orders of the organization, and none of its acts shall conflict with actions taken by the organization.

**Section 3.** The Executive Board shall meet bi-monthly. Fifty percent shall constitute a quorum.

## **ARTICLE VII**

### **Committees**

The Chairman of each committee shall be appointed by the HSO Executive Committee President for a period of one year. (Term can be renewed every year thereafter). The chair of the Standing Committees shall supervise the work to be done by the committee Chairs, make reports at Board meetings and general meetings when called upon and submit written reports of their years' work to the Secretary prior to the May meeting. All Committee plans for the next year are subject to the HSO Executive Board approval at that time for publication in the Annual Report to be given at the May meeting.

**Section 1.** The following are the specified committees of HSO:

- Turkey Bingo
- Room Parent
- Monthly Breakfasts
- Raiders on the Run
- Dad's Club
- Welcome Committee
- Decorations Committee
- Snack Sale Committee

All shall consist of a Chairman appointed for a one year term by the President. Other committee members will be selected by the Chairman as needed. The committee organizes and coordinates the annual fundraising event and starts the coordination process for next year's event.

## **ARTICLE VIII**

### **Amendment of Bylaws**

The by- laws may be amended at any regular meeting of the organization by a two – thirds vote of the members in attendance, provided that the amendment has been submitted in writing at the previous regular meeting and has been approved by the Principal or his/her designated representative.

### HSO Organizational Chart

President	Vice President	Secretary	Treasurer	Volunteer Coordinator
School/Parent Liaison	Facilitate HSO Meetings	Communication Information Flow	Bookeeping Financials	Volunteer Database Management
Facilitate HSO Meetings	Fill Supporting Roles	Room Parent Committee	Fundraising Presence	Turkey Bingo Committee
Fill Supporting Roles	Open House & Recruitment Presence	Decorations Committee	Monthly Breakfasts Committee	Dad's Club Committee
Open House & Recruitment Presence	Raiders on the Run Committee	Family Nights	Snack Sale Committee	
Welcoming Committee				