

Saint Helen Catholic School Home & School Association By-Laws

Mission Statement

The mission of the St. Helen Catholic School Home & School Association (Parents' Guild) is to promote volunteerism and to work to provide funds to support the school for the benefit of all the students. The group offers its time and talents to provide help with activities as needed throughout the school, including but not limited to promoting positive communication between parents and staff, raising funds in support of Catholic education and resources for the staff, and enhancing the school community spirit through activities.

Preamble

The St. Helen Catholic School (SHCS), Home & School Association (HSA), will support and champion the mission of the school, which is to provide students with an exceptional Catholic education that integrates faith, academics, service, and leadership. Through moral development and high educational standards, a St. Helen student is empowered spiritually and intellectually and is prepared for lifelong learning.

Membership

Every SHCS parent and guardian is a member of the HSA. The members are to foster a community spirit and enhance the total development of the student, striving to make all families feel welcome and included in school activities.

Section 1. The Officers shall consist of a President, Vice-President, Secretary, and Treasurer. The Communications Director shall serve as a liaison between the HSA and SHCS. The President of the HSA of SHCS shall be ex-officio members of the School Advisory Council.

Section 2. General Eligibility: A HSA officer shall be persons who are deeply interested in promoting Catholic education and have a commitment to the mission and vision of SHCS. They shall maintain high levels of integrity and confidentiality. They must be able to deal with situations as they relate to the good of the entire school community.

Section 3. The term of Office: Each officer shall serve a term of two (2) years and may serve no more than two (2) consecutive terms. Appointment to a second term shall be made by the Principal. Terms run from July 1 through June 30th.

In May of the end of each term year, the Principal and President will meet to consult about candidates for the President position. The President will be appointed by the Principal. The Principal and the President will consult and agree on the remaining officer positions who will also be appointed by the Principal.

Section 4. Duties of Officers:

The President shall:

- Preside over all meetings of the association
- Call special meetings of the officers as needed
- Act as an advisor and liaison among the guild, faculty, and parish.
- Nominate committee chairs for an appointment, who shall be subject to approval by the Principal
- Mentor and foster new leadership within the organization

The Vice-President shall:

- Assist the President and assume the President's duties in his/her absence.
- Assist in the formation of committees
- Act as an advisor and liaison among volunteers and provide guidance as needed
- Mentor and foster new leadership within the organization

The Secretary shall:

- Prepare and make available copies of the agenda for all guild meetings
- Record and make available copies of the minutes to all members at the meetings
- Assist with maintaining and updating a volunteer roster
- Publicize meetings and functions of the organization to the guild and parish members
- Mentor and foster new leadership within the organization

The Treasurer shall:

- Assist with maintaining an accounting and a record of all of the organizations fundraising events and financial transactions and if needed reconcile them with the Director of Finance.
- Provide financials from each event to the President, Principal, and Director of Finance at the end of each fundraising event.
- Collect funds associated with an event, and timely deliver those funds together with the appropriate documentation to the Director of Finance for deposit.
- Provide a written accounting of all income and expenditures at general membership meetings.
- Serve as an ex-officio member of fundraising committees to help develop budgets and to prepare the organizations fundraising reports.
- Mentor and foster new leadership within the organization

Financial Guidelines

The HSA shall support school-related functions and fundraisers including, but not limited to the Annual Giving Campaign, Annual Gala, Falcon Store, Alumni Events, Teacher Appreciation Week, etc. The account balance shall not hold more than \$2,000 from the fiscal year of July 1 through June 30. Funds exceeding this amount shall be distributed for the benefit of the school by the Principal. A draft of the budget shall be presented to the administration for approval July 1st for the upcoming year and approved by the President and Principal by August 1st. The budget shall include expected expenses, income, fundraisers, and donations to the school's activities.