

# Assumption Catholic School Home and School Association By-Laws

Updated August 2015

## Article I

The Title of Assumption Catholic School organization shall be ASSUMPTION HOME AND SCHOOL ASSOCIATION (HSA).

## ARTICLE II

### HSA PURPOSE

- i. Support the pastor, principle, teachers, and staff of Assumptions Catholic School in any way possible to assist the implementation of the school's Mission Statement which is to provide a challenging academic education where faith, children, and learning come first.
- ii. Serve as a vehicle of communication between Assumption Catholic School and parents, including informing parents of school policies and procedures.
- iii. Offer parents the opportunity for involvement in various activities for the benefit of Assumption Catholic School.
- iv. Assist Assumption Catholic School by providing service and financial support for school projects and activities.

## ARTICLE III

### HSA Membership

- i. Membership will be open to all parents, guardians, and teachers of student a Assumption Catholic School.
- ii. Members are expected to actively participate in organization
- iii. The membership shall begin from the day after the last day of the end of the previous school year and end on the last of the current school year.
- iv. A ten dollar (\$10) per student fee, to be used for general HSA expenses is to be directly paid from Assumption Catholic School to the HSA bank account on a quarterly basis. Any money raised through additional fundraising purposes will be designated as such and appropriately donated.
- v. All families are required to volunteer twenty (20) hours per year. A twenty-five dollar (\$25) per hour fee will be charged for any hours not completed from May 1-April 30 of the Assumption Catholic School year via invoice and deposited in the HSA account. See Volunteer Policy.

## ARTICLE IV

### HSA Board Members/Membership/Duties

- i. The HSA Board Member shall be entitled the HOME AND SCHOOL BOARD MEMBERS
- ii. The HSA shall be governed by the HSA Board Members consisting of at least ten (10), but not more than twenty (20) voting HSA Board Members
- iii. The HSA Board Members shall consist of HSA Officers, Pastor, Principal, and HSA Chairpersons.
- iv. The HSA Board Members shall be appointed by the HSA Officers of the pervious school year and confirmed by a two-thirds (2/3) majority of the HSA Board Members from the previous school year. Officers must Have completed Protecting God's children class, and submit to a background check.
- v. Members of the HSA Board may be removed by two-thirds (2/3) majority vote of the Board Members. Impeachment proceedings may result due to excessive absenteeism (three or more absences during regular school year). Attendance at meetings during the summer months (June through August) is not required, and therefore not considered in a member's attendance record. However, attendance to summer meetings is strongly encouraged as this is the HSA's primary planning phase.
- vi. HSA Board members shall implement HSA programs and activities that promote the message of the school and it's values to the community.
- vii. The HSA Board Members will rule on any financial assistance for projects and activities brought forth by Committee Chairpersons, Board Members, or school administration and may expend HSA existing funds for these projects or activities.

## ARTICLE V

### Officers

- i. The officers of HSA shall be President, Vice President, Secretary, and Treasurer.
- ii. The term for each office will be two (2) years, and any officer may serve no more that 2 consecutive terms.
- iii. The President may appoint an interim acting officer to serve the unexpired term of any officer until the next election provides a new officer.
- iv. An officer may be removed from officer by a two-thirds (2/3) vote of the HSA Board Members.
- v. Any member of the HSA Board Members who has completed one year of their term may serve as an officer.
- vi. A nominating committee shall be appointed by the President at the March meeting every two years. The nominating committee shall present a list of nominated officers for the succeeding year to the HSA Board Members prior to May of the current year.

- vii. Officers will be elected bi-annually by the HSA Board membership at the first meeting in May.
- viii. Officers shall conduct the formal business and manager the affairs of HSA
- ix. Officers shall implement the policies and procedures as adopted by the HSA Board Members in accordance with the By-Laws.
- x. The PRESIDENT shall call and preside at the HSA Board Member meetings and shall represent the parents and teachers at meetings where a representative from the HSA is needed. The President shall appoint committees, select special committee chairperson(s), and supervise elections.
- xi. The VICE PRESIDENT shall be head of all committee chairpersons, assist the President and perform duties of the President in his or her absence.
- xii. The SECRETARY shall record and distribute the minutes of the HSA Board Members' and General Meetings of the HSA and shall contact HSA Board Members for upcoming meetings. He or she will be responsible for advertising meetings and providing copies of the agenda at all meetings. He or she shall keep all the information in a binder to be passed down to the future secretary.
- xiii. The TREASURER shall provide insight as to monies spent. The treasurer will also be responsible for Track it Forward and the approval of service hours.

## **ARTICLE VI**

### Pastor & Principal's Role with the HSA

The Pastor and Principal serve as ex-officio members of the HSA. Each (or a representative of) shall attend the meetings of the HSA Board to keep the members of the HSA Board informed of school operations and programs that may be enhanced by support of the HSA. The Pastor and Principal may provide answers, offer advice or comments on any HSA issues. The Pastor's approval or disapproval is the final decision on all matters.

## **ARTICLE VII**

### Committee Chairpersons

- i. Committee Chairpersons shall be appointed by the Officers and affirmed by the HSA Board Members and must have completed Protecting God's Children class and background check. Each chairperson shall have one (1) vote in the HSA Board Members' proceedings and shall provide a thorough report of committee activities, including financial details, to the Vice President within one month of their event's completion or by the end of that school year. If it is an ongoing committee.

- ii. Committee Chairpersons are not guaranteed the same position the following year school year and can be asked to step down at any time, upon review by the HSA Board Members, if deemed necessary.
- iii. Home Room Parent (HRP) Chairperson is responsible for sending out information about becoming a HRP, including an application within the first two weeks of the new school year. The office administration, HRP Chairperson, and individual teachers will designate room parents within a week of receiving applications. The HRP Chairperson will monitor and report each homeroom parent's activities to the HSA Board Members.
- iv. Each Chairperson receives twenty (20) volunteer hours and each co-chair receives ten (10) volunteer hours for Assumption Catholic School year.

## Article VIII

### Meetings of HSA

- i. The HSA shall meet at least once a month during Assumption Catholic School year and at least once during the summer (June-August).
- ii. The HSA shall have monthly or bi-monthly general meetings of the membership during the Assumption Catholic School year, excluding the season of Lent.
- iii. HSA general meetings will be advertised at least one week prior to each meeting by means of school calendar, message board, website, email, etc.
- iv. The HSA President will provide a message inviting parents to the meeting each month with the agenda of items to be discussed included.
- v. The President may call an emergency meeting, if necessary, to conduct business which may not otherwise be conducted at a regularly scheduled meeting. HSA Board members shall be notified of said meeting by reasonable means at least twenty-four (24) hours prior to the beginning of the meeting.
- vi. Meetings shall be presided over by the President. In the absence of the President, the Vice President will assume his/her duties.
- vii. For the purpose of transacting official business, quorum shall be achieved by the presence of a majority (over 50%) of the voting HSA Board Members.
- viii. A majority of the HSA Board Members (over 50%) present at a HSA Board Members' Meeting is needed to approve an matter voted on by the HSA Board, unless otherwise stated in these By-Laws.
- ix. HSA funds in excess of two hundred dollars (\$200) may be used or allocated after a majority of the HSA Board Members present at a HSA meeting approve such expenditures. Expenditures of two hundred dollars (\$200) or less may be used or allocated with the approval of the President or the Treasurer. Expenditures may be approved either separately, jointly or as a part of the HSA annual budget.

## Article IX

### Amendments to the HSA By-Laws

These by-laws may be altered, amended, repealed, or added to by an affirmative vote of two-thirds (2/3) of the total membership of the voting HSA Board Members.