

# **CONSTITUTION**

## **HOLY FAMILY-ST. MARY'S HOME AND SCHOOL ASSOCIATION**

### ARTICLE I. NAME

The name of this association shall be the Holy Family-St. Mary's Home and School Association (HSA).

### ARTICLE II. MISSION STATEMENT

The purpose of the HSA is to support and improve the relationship between home and school; promote a Catholic education; and support the efforts of the parents, teachers, and administrators of Holy Family-St. Mary's School.

### ARTICLE III. OBJECTIVES

1. To promote open communication among the parents, teachers, and administration.
2. To support programs that enrich our children's education
3. To develop pride and ownership in school by involving parents
4. To enhance parents and teachers roles in the education of children by providing opportunities for working together for the good of the students (e.g., school family activities, provide speakers on topics of interest, etc.)
5. To raise funds to supplement both the teacher's and school's ancillary needs

### ARTICLE IV. MEMBERSHIP

1. All parents or guardians of students who presently attend Holy Family-St. Mary's School
2. The Administration and teaching staff of Holy Family-St. Mary's School
3. The pastor of Holy Family Parish and the pastor of St. Mary's Parish and their associates
4. All other individuals who are interested in the objectives of this association

### ARTICLE V. OFFICERS

1. The elected/appointed officers of this association shall be: President, Vice-President, Secretary, and Treasurer. They will comprise the executive board.
2. These officers shall be elected/appointed during the last regular HSA meeting of the year.
3. The term of office shall be for one (1) year and no person shall be eligible to hold the same office for more than two (2) consecutive terms.
4. Any elected/appointed officer unable to complete his or her term of office because of incapacitation, resignation, or any other reason, shall be replaced by appointment of the President, with the approval of the Pastor and Principal
5. New HSA officer duties will begin on the last day of school.
6. All the offices may be co-chaired. All officers are expected to attend all HSA meetings.

### ***Duties of Officers:***

#### ***The President shall:***

1. Preside over all meetings of HSA and of the Executive Committee and call all said meetings into session.
2. Oversee all activities of the organization.
3. Coordinate the work of the Officers and committees.
4. Insure that the objectives of the HSA are promoted.
5. Submit a written summary detailing the school's yearly HSA-sponsored activities/accomplishments and submit to the HSA secretary.
6. Prepare and distribute the proposed meeting agenda 48 hours prior to the HSA meetings.
7. Can sign checks for the bank account along with the business manager in the absence of the treasurer.
8. Will provide the incoming President with a binder that describes the duties of President in more detail.
9. The outgoing president shall be available to aid the incoming president by answering questions or giving guidance where and when needed.
10. Work with Development Director of Holy Family to promote parent engagement and to market events.
11. Attend Holy Family – St. Mary's School Board meetings to facilitate communication between groups. In the event that the President is unable to attend the School Board meeting another representative from the HSA executive committee will attend in his or her place.

#### ***The Vice-President shall:***

1. Will perform the duties of the President in his or her absence.
2. In the event that the President is unable to complete the term of office, the Vice-President shall complete that term as President.
3. Perform additional duties as designated by the President.
4. Will provide the incoming Vice-President with a binder that describes the duties of Vice-President in more detail.
5. The Vice-President shall step up into the Presidency the following year to provide continuity. As Vice-President this person will use the year as a learning process to fill the presidency.

#### ***The Secretary shall:***

1. Keep accurate records of the minutes of the HSA meetings as well as Officer meetings.
2. Conduct all miscellaneous correspondence necessary for the orderly functioning of the HSA business or delegate the responsibilities for all written correspondence to another officer (e.g., thank you notes, answer to inquiries, copies, etc.).
3. Keep a scheduled list of events, pertinent correspondence, and official copies of the By-Laws on file.
4. File and retain all written reports of the Officers.
5. Distribute copies of the minutes to the members of the organization at the HSA meetings.

6. Keep a book showing an accurate record of all meeting minutes of the association and Executive committee.
7. Be responsible for editing all printed materials.
8. Will provide the incoming Secretary with a binder that describes the duties of Secretary in more detail.

***The Treasurer shall:***

1. Shall receive all monies and shall make disbursements as directed by the HSA officers/executive committee.
2. Keep a full and accurate account of the receipts and disbursements. Financial statements will be sent to Holy Family Church Accountant at the end of each year and a year-end statement will be submitted to the HSA secretary for filing.
3. Will provide a monthly financial report at each HSA meeting.
4. Be responsible for keeping record of the receipts and disbursements for each HSA sponsored activity.
5. Will co-sign checks with the business manager of Holy Family Church. In the absence of the treasurer, deposits and disbursements will be made by the president of the association.
6. Will provide the incoming Treasurer with a binder that describes the duties of Treasurer in more detail.

## ARTICLE VI. COMMITTEES

Section 1. EXECUTIVE COMMITTEE: The Executive Committee of this association shall include the association officers as provided in Article V, the Pastor of the parish of Holy Family, the Pastor of the parish of St. Mary's, and the school principal. The past president shall be an ex-officio member on the committee. The Executive Committee shall meet at least 1 time each year prior to the general meeting of the association, or when it is deemed necessary. The President will keep the Pastor and the school principal up to date on what is happening.

Section 2. DINNER COMMITTEE: The Dinner Committee of this association will organize the annual Dinner for Winners and shall include members of the association, the school principal, one school teacher, and the Director of Development of Holy Family. This committee can be chaired by 1-3 people with the Director of Development acting as main lead and contact. This committee can appoint chairs of subcommittees, included but not limited to the following subcommittees: Corporate Sponsor/Silent Auction/Certificate Subcommittee; Advertising Subcommittee; Entertainment Subcommittee; and Decorating Subcommittee.

## ARTICLE VII. ELECTIONS

1. One month prior to election, the HSA shall send out a nomination form/letter to all parents whose children attend Holy Family – St. Mary's School to give them the opportunity to nominate someone or themselves for an open HSA Office. The form/letter will have the HSA election day listed for them to attend the meeting.
2. Additional nominations may be made from the floor at the election day meeting. The consent of all nominees must have been obtained.
3. Each nominee may run for one office on the entire ballot.

4. Voting shall be by secret ballot by members attending the election meeting or by a show of hands.

#### ARTICLE VIII. FUNDRAISING

1. The monies raised by this association shall be:
  - a. Used at the discretion of the Executive Board and MUST be directly related to the objective of the HSA.
  - b. Used to carry on the association and pay its operating expenses.
  - c. Per Diocese rules, an HSA account must not exceed \$2500 from year to year. Anything in excess of \$2500 must be deposited back into the parish general fund.
  - d. All monies obtained shall be counted by at least one member of the HSA Executive Committee and at least one other HSA member.

#### ARTICLE IX. MEMBERSHIP MEETINGS

1. Meetings of the HSA shall be held monthly, at dates and times to be set by the Executive Committee, which will be convenient to a majority of the members.
2. At a regularly called meeting of the membership, those present shall constitute a quorum with at least 3 members needed to be able to vote.
3. The election meeting shall take place at the last business meeting of the organizational year.
4. General membership meetings are open to all members.

#### ARTICLE X. AMENDMENTS

Amendments to these bylaws shall be proposed at one membership meeting and voted on at the next. A two-thirds vote of the membership attending is necessary to amend. This Constitution should be reviewed every 2 years and updated as needed.

Revised August 2016