



# Holy Family Parish School Home and School Association of Holy Family Parish School *By-Laws*

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## **MISSION STATEMENT**

The mission of the Home and School Association is to promote the welfare and enrichment of Holy Family Parish School, to encourage cooperation between parent, teachers, and staff in the adoption and implementation of Home and School sponsored projects and programs; to raise funds for enrichment programs and events; and to foster a parent community which will advocate, establish, and oversee supplementary opportunities in social, intellectual, spiritual, and physical education.

## **MEMBERSHIP**

The membership of the Home and School Association shall be open to all Holy Family Parish School parents and/or guardians and requires a commitment of dues each year for active membership. Active membership is required to vote on any budgetary or procedural issue. The principal of Holy Family Parish School and pastor of Holy Family Parish will serve an ex-officio role in the association.

## **MEETINGS**

Meetings shall be held monthly, commencing during the first month of the school calendar year and ending during the last month of the school calendar year. Meetings shall be held on Holy Family Parish School premises and will be open to all members of the Home and School Association. An agenda for each meeting will be circulated via school communication one week prior to each meeting. The minutes will be distributed via school communication following each meeting.

## **DUTIES OF OFFICERS**

Officers shall be recruited through the active membership of the Home and School Association and will accept an officer's position by volunteering for said position. The President shall serve one term and is encouraged to serve as Vice-President before his or her President's term commences. The Secretary and Treasurer may serve more than one term, if no other member is interested in moving into the position. The Executive Board consists of the President, Vice-President, Secretary, and Treasurer.

1. President: Shall preside at all meetings of Home and School Association and any meetings of the Executive Board. Shall coordinate the work of the officers and committees in order that the purposes and policies may be promoted. Shall perform other such duties as prescribed in these by-laws or assigned to him/her by Home and School or the Executive Board.
2. Vice-President: Shall act as an aide to the President. Shall count all ballots at meetings wherein voting on budgets and/or expenses is required. The Vice-President is encouraged to assume the duty of the President immediately following his/her term in office as Vice-President. Shall perform other such duties as required by the organization or Executive Board.

3. Secretary: Shall create and distribute to Holy Family Parish School office a copy of the agenda for each meeting, to be circulated via school communications. Shall keep an accurate record of all Home and School meetings and distribute minutes to the Holy Family Parish School office after each meeting for general distribution via school communications. Shall perform other duties delegated by the Home and School Association or Executive Board.
4. Treasurer: Shall receive all monies of the Home and School Association. Shall keep an accurate record of income and expenses. No checks can be written without President's approval; communications to President concerning all funds disbursement is required. Shall present a detailed statement of account at each meeting and provide an end-of-year statement for the organization's records. Additionally, a twice-yearly fiscal report must be submitted to the Parish per the "B-Budget" fundraising guidelines instituted by the Holy Family Parish Council.

#### **ADDITIONAL DUTIES OF EXECUTIVE BOARD**

1. The Executive Board shall transact necessary business in the intervals between general member meetings and approve routine bills within reasonable limits ("Reasonable limits" shall be defined as any expenditure which falls within the standing committee's approved budget for an activity or any expenditure under \$500.00) of the Home and School budget.
2. The Executive Board shall vote on a budgetary matter or expenditure under \$500.00; the President shall either call a meeting of the Executive Board to vote on such measure, or the President shall telephone **email** each Executive Board member to be advised of each board member's vote. The results of any such necessary business shall be recorded and presented at the next general member meeting. Any spending request over \$500.00 will be taken to the general meeting and will be subject to a secret ballot vote.

#### Addendum to Expenditure Voting Procedure:

The President shall table all requests for expenditures over \$500.00 until the next general member meeting. The following guidelines will be used for tabled requests:

- a. The President shall inform the Secretary of the tabled expenditure request in order that the Secretary may include such information in the upcoming agenda.
- b. Request will be discussed at the next general meeting, and voting on such request will be conducted by secret ballot at the conclusion of the discussion.
- c. The Vice-President shall collect all ballots and count them immediately. After votes are tabulated, the Vice-President shall return to the meeting and announce the results at the end of the meeting.
- d. The President shall vote only in the event of a tie, thereby ensuring a final vote for expenditure(s).
- e. If a member of the Home and School Association would like to vote on expenditures but is unable to be present for the vote, that member has three options for voting in absentia:
  - i. Establish vote via the school's communication form- attention Vice-President of the Home and School Association. If voting by communication form, the vote must be returned to the school office prior to the meeting.
  - ii. Establish vote via telephone call to the Vice-President of the Home and School Association. At the time, the Vice-President will record the member's name, date of call, and vote. To be recorded, the call must be placed 24 hours prior to the voting meeting. (The number of Vice-President shall be listed in the school directory.)
  - iii. Establish vote via e-mail. The electronic vote shall be received 24 hours prior to the meeting in order to be counted. The email address of the Vice-President shall be listed in the school directory.)
- f. Parties making the budgetary request are required to present information regarding the desired request and answer any questions for the members. If the party making the expenditure request is an active member of the Home and School Association,

he or she may stay and vote on the budget request; however, if the requesting party is not an active member, he or she will not be allowed to vote on the expenditure request (For information regarding requirements of "active membership" please see the Membership section at the beginning of the by-laws.)

- g. A record of the voting and its outcome will be reported by the Secretary and provided in the general meeting minutes, which will be distributed (via school communications) to all school families.

h.

**Amendment of Voting Procedure during Summer Break**

If the President/Vice President receives notice of a budgetary request that exceeds \$500 over the summer, a virtual vote may take place. In this case, the President/VP must send notice of the virtual vote to all members of the Home and School Association via email. (If a member does not have an email address, they shall receive a phone call and contact member or leave a message.)

This email shall include all information that is pertinent to the vote and a timeline of the vote.

The virtual vote shall take place as follows:

1. President/VP notifies the need for the virtual vote and allows for any questions to be asked for 3 business days following the notice.
2. It is the responsibility of the President/VP to respond to any questions in a prompt manner.
3. All questions and answers shall then be sent, as well as the announcement of the vote to all members of the Home and School Association.
4. Votes may be placed via e-mail to the President/VP for 48 business hours. (If a member does not have email, a vote can be cast via phone)
5. The results shall be sent electronically. (and calls placed to those members without email access)

## **STANDING COMMITTEES**

The Standing Committees of the Home and School Association are listed in the **current parent handbook**; at the conclusion of each school year. The Home and School Association will review standing committees and make any additions or deletions as necessary.

Each Standing Committee shall be presided over by a committee chair or co-chairs, and the chair(s) will be recruited from the active members of the Home and School Association or requested through a call to volunteer flyer at the end of the year.. The chair(s) for each committee will consist of members who volunteer for said position; if no chair comes forward to serve, the standing committee lacking such chair will be discontinued until a volunteer steps forward. Chair(s) may serve more than one year, if no other member expresses an interest to serve in such capacity.

Duties of the Standing Committee Chair(s): Shall attempt to attend Home and School meetings regularly. However, when said committee appears on the agenda, they are required to attend the meeting. If unable, they should send a representative in their place or shall present written plans of event or project with budget requirements to the President. Ample notice must be given before event. Additionally, thorough financial reporting and event/project reporting must be submitted to the President after the conclusion of event. These records will then be returned to committee chair and placed in the committee binder. The committee chair is responsible for keeping the binder up to date for future committee chairs.

## **AMMENDMENTS**

These by-laws may be reviewed and amended as necessary at the conclusion of each school year. Notice of review will be distributed via school communications and noted in the agenda.

6/2/2010

The by-laws may be amended by a two-thirds vote of active members present at the concluding general meeting.