



# **St. Charles Home and School Association Bylaws**

## **Article I Name**

The name of this association is the St. Charles Home and School Association.

## **Article II Objectives**

- A. Coordinate communication between St. Charles Parish School families and the school.
- B. Achieve financial/fundraising goals to help support the short- and long-term viability of St. Charles Parish School. This includes providing direct financial support to the school for the school operating budget and for the purchase of items that meet identified needs for individual classrooms, improvements to the physical environment of the school, capital purchases that fall outside the school budget or other identified improvements or enhancements.
- C. Identify and sponsor social and enrichment opportunities for students, parents, and staff.
- D. Sponsor events and activities that nurture the spiritual and educational initiatives of the home, school and parish community of St. Charles.

## **Article III Membership/Parent Involvement**

Section 1 All parents of St. Charles Parish School students are members of the St. Charles Home and School Association.

Section 2 To ensure that the Association meets its stated objectives, and as stated in the Parent Service Policy, parents are required to participate with service time in Home and School Association events and activities.

## **Article IV Officers**

Section 1 The officers of the Association shall be the President (or co-presidents), President Elect, Vice President of Social & Relationship Building, Vice President of Community & School Relations, Vice President of Communications, Secretary, and Treasurer. There shall also be a liaison from the Home and School Association to the School Commission. The Pastor, and School Principal may serve as ex-officio members (without voting privileges).

Section 2 Officers shall serve for a minimum term of one year and a maximum term of three years in a given position. The President shall serve a one-year term as President Elect followed by a one-year term as President.

Section 3 The term of office will coincide with the organization's fiscal year and begin on July 1 and end on June 30 of the following year. The incoming Board shall attend the last meeting of the fiscal year for planning purposes, but without voting privileges.

Section 4 A vacancy occurring in any elected office shall be filled by the President(s) or Treasurer with the approval of the Board.

### **Article V Duties of Officers**

Each officer is expected to attend monthly Home and School Association meetings, have routine contact with committee chairpersons and provide support to committee chairs as necessary.

Section 1 The President assumes the following duties for a one-year term; set the agenda and preside over all Board meetings of the Association; establish the Home and School calendar; provide oversight responsibility for all of the events and activities of the Association; and ensure that the Association fulfills its mission, objectives and financial goals/commitments. The President is responsible for annual review and update of the Bylaws, HSA Parent Service policy and HSA Calendar of Events. He/she shall request a meeting with the Pastoral office at least one time per school year to provide an overview and/or report of the Association's priorities, budget, calendar and key initiatives.

Section 2 The President Elect shadows the President assists in providing leadership and oversight for identified committees and assists in recruitment of new officers and committee chairs.

Section 3 The Vice President of Social and Relationship Building provides leadership and oversight responsibility to the chairpersons of all social and relationship-building activities.

Section 4 The Vice President of Community & School Relations provides leadership and oversight responsibility for all such Home and School-sponsored activities.

Section 5 The Vice President of Communications coordinates and manages all Home and School communications to the St. Charles Parish School and Parish community

including weekly notices in the Weekly Rundown, Parish Bulletin postings, Scrip/volunteer hours status updates to school families, and Fall and Spring Home and School Newsletters. This position will work with the website manager for updates to the Home and School portion of the website as well.

Section 6 The Home and School Association liaison, or Co-Presidents acting as the liaison, to the School Commission attends meetings of both organizations, providing updates as requested on Home and School initiatives to the School Commission and providing a summary of the School Commission meetings to the Home and School Association Board.

Section 7 The Secretary records accurate minutes of all Board meetings and distributes such minutes in a timely manner to the Home and School Association Board, and upon approval by the Home & School Association Board the minutes are posted on the school website.

Section 8 The Treasurer provides oversight responsibility and advises the Board of the Association's overall fiscal health and wellbeing. The Treasurer manages the Association's funds to keep an accurate record of all receipts and expenditures and makes disbursements only with approval of the Board. The Treasurer will educate and advise the Board on the Association's funds' status and opportunities, prepare and submit monthly financial reports to the Board and its ex-officio members, manage the budgeting process all based on actual financial data provided by the parish office.

## **Article VI Board Meetings**

Section 1 Regular meetings of the Home and School Association Board will be held once each month at a time and place agreed upon by the Board. If needed, additional meetings may be scheduled with at least 24 hours notice.

Section 2 A member of the Board who does not attend more than four meetings in a one-year period may forfeit his/her voting privilege on the Board. Based on the circumstances, the Board may ask the member to resign from the Board and seek a replacement prior to the end of the year.

Section 3 Regular monthly Board meetings are open to all parents, teachers and staff. A full schedule of meetings will be published on the website in the beginning of the school year. A complete copy of the minutes is posted on the school website after approval of the Board.

Section 4 Quorum shall be 2/3 the number of Board members.

Section 5 Changes in policies shall be approved by a 2/3 vote of the Board.

Section 6 Voting on previously discussed issues/expenditures may occur via e-mail if necessary and the President will document results and forward to the Secretary for inclusion in the meeting minutes.

## **Article VII Finances**

Section 1 A tentative budget shall be drafted in the spring for the upcoming school year and approved by a 2/3 vote of the Board.

Section 2 The Treasurer shall keep accurate records of any disbursements, income, and bank account information available to that person from the parish office.

Section 3 The Board shall approve all budgeted expenses of the organization.

Section 4 The Board shall approve unbudgeted discretionary fund disbursements by a 2/3 vote of the Board.

Section 5 Two board approvals shall be required on each check request over the amount of \$100. Authorized approvals shall be the President, President Elect, or Treasurer.

Section 6 Any singular expense above \$300 must be approved by a 2/3 vote of the Board who will determine if competitive bids are necessary.

Section 7 The Treasurer shall prepare a financial statement at the end of the year for any financial review.

Section 8 The fiscal year shall run from July 1 to June 30 of the following year.

## **Article VIII Roles and Responsibilities of Chairpersons**

Section 1 Chairpersons of Home and School Association committees are expected to lead, manage and successfully implement (with committee support) the events and

activities for which they are responsible, based on stated goals and objectives, and in the collaborative spirit of the St. Charles Home and School Association.

Section 2 Chairpersons are responsible for effectively encouraging and managing active and engaged involvement of committee members (i.e., parent volunteers) to achieve desired outcomes.

Section 3 Chairpersons are responsible for keeping their respective Vice President informed of the committee's progress, needs and/or challenges.

Section 4 Chairpersons shall adhere to the Financial Policies & Procedures of the organization. All income shall be counted by 2 individuals at the end of the event, recorded, and delivered to the Parish Office or Safe in the narthex for deposit within 48 hours of the end of the event.

Section 5 Reimbursement requests must also be submitted within 30 days to the St. Charles parish office or to the Association Board Treasurer via the Authorization for Payment Voucher form. These forms can be found on the St. Charles School website under the HSA Committee Chairperson page. Payment requests not submitted within 30 days of the event or activity may be denied. Any non-disbursed funds that remain unaccounted for at the end of the Home & School Association's fiscal year shall be allocated to the Home & School Association's general funds.

## **Article IX Board/Committee Chair Appointments**

Section 1 With the advice and counsel of the President and Board, the President Elect will provide leadership in recruiting new officers to the Board and chairpersons to the various committees.

Section 2 Open Board positions will be announced via the Weekly Rundown and the Parent Service Sign Up. Elections will be held for any and all officer positions for which multiple candidates express interest prior to the deadline. Positions remaining open will be filled by the President Elect.

Section 3 The Board will approve (by 2/3 vote) all new officer appointees. Elections do not apply to committee chairperson positions.

Section 4 A committee chairperson may chair a committee for no more than three consecutive years unless no other parent steps forward to assume the leadership role.

Section 5 Officers can be removed from office with or without cause by a 2/3 vote of those present (assuming a quorum) at a meeting where previous notice has been given.

### **Article X Amendments**

Section 1 The Home and School Association Bylaws will be reviewed annually by the Board.

Section 2 The Home and School Association Bylaws may be revised with a two-thirds (2/3) approved vote of the Board. These revisions will be made available to the Home and School Association Board, and the membership at large (parents) via the school website.