

# *Corpus Christi Catholic School*



## *Home and School Association*

### *Bylaws*

*May 24, 2017*

## **Article I: NAME**

The name of this organization shall be Corpus Christi Catholic School Home and School Association.

## **Article II: PURPOSE**

Corpus Christi Catholic School Home & School Association's purpose is to support Corpus Christi Catholic School through fundraising efforts; to promote open communication and understanding between the parents and staff; to support school and family social interaction; to foster a strong, faith-filled, positive atmosphere for our Catholic School community; and to devise projects that enrich the children's educational and spiritual experience. Our efforts serve to enhance and maximize the education of every child while aiding them in achieving their highest potential.

## **Article III: MEMBERS**

The membership shall be open to all parents/guardians whose children attend the parish school.

## **Article IV: EXECUTIVE OFFICERS/MEMBERS AT LARGE**

**Section 1. Executive Officers.** The officers shall be a president, secretary, and treasurer, as appointed by the principal.

- a. **President.** The president shall preside at all meetings of this Association and meetings of the Executive Board. In the event, the president is unable to preside then either executive office may lead the meetings. The president shall also attend CCCS School Advisory Board Meetings to present an update on HSA business, serve as the primary contact for the principal, prepare the agenda for

the executive meetings, handle correspondences, send notices of information meetings to the school families, and coordinate the work of all the officers and committees so that the purpose of the organization is served. The president shall appoint volunteers to chair committees with approval of the Executive Board, appoint special committees with approval of the Executive Board, and countersign all checks.

- b. **Secretary.** The secretary shall keep all records of the organization, take and record minutes. Minutes shall be approved at the next meeting.
- c. **Treasurer.** The treasurer shall prepare the annual budget for approval by majority vote, as outlined in Section IV - Voting. He/she shall receive all funds of the organization, keep an accurate record of receipts and expenditures, seek approval by majority vote for unbudgeted expenditures of more than \$100 and pay out funds in accordance with the approval of the executive board. He or she will present a financial report at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year. He or she will submit a monthly financial report to the pastor and principal.
- d. **Members at Large.** The Members at Large consist of a parent representative from K-2, 3-5, middle school and a teacher representative. Members at Large shall attend all scheduled meetings, present the views and opinions of the school community, help with various committees or chair committees, and may vote in all situations. All Members at Large shall be appointed by the principal.

Executive officers may not serve as Members at Large.

**Section 2. Appointments.** Officers of the Executive Board and Members at Large will be appointed by the principal.

**Section 3. Eligibility.** Any parent/guardian in good standing may become an Executive Officer/Member at Large of the organization.

**Section 4. Terms of Office.**

- a. The term for executive officers shall be for two (2) years beginning June 30 after accepting the appointment from the principal. No person shall be eligible to hold the same office for consecutive terms.
- b. The term for Members at Large shall be for one (1) year beginning June 30 after accepting the appointment from the principal. Term limits for the Members at Large shall be at the discretion of the principal.

**Section 5. Removal From Office.** Executive officers and Members at Large can be removed from office at the principal's discretion.

**Article V: MEETINGS**

**Section 1. Executive Meetings.** The organization shall meet monthly. The date, time, and place shall be determined by the Executive Officers and the Members at Large or at the discretion of the president. All meeting dates shall be set during the August meeting and shared with the members of the organization. If a quorum is not obtained in two or more consecutive meetings, the principal shall have voting priority on all outstanding matters. Executive officers shall not be appointed as a Members at Large.

**Section 2. Information/Special Meetings.** The organization shall hold one Information Meeting during the school year that is open to all persons with an interest in CCCS.

**Section 3. Quorum.** A simple majority of the HSA Executive Members and Members at Large shall be necessary at all meetings to constitute a quorum for the transaction of business.

**Section 4. Voting.** A quorum of Executive Officers and Members at Large must be present at a meeting in order for the transaction of business. Executive Officers and Members at Large will each have one vote. The majority of those present is required for the approval of matters. Absentee and proxy votes are not allowed.

## **Article VI: FINANCIAL POLICIES**

**Section 1: FISCAL YEAR** - The fiscal year begins July 1 and ends June 30 of the following year.

**Section 2: BANKING** - All funds shall be kept in a checking account in the name of Corpus Christi Catholic School Home and School Association, requiring two signatures of the Executive Officers and held at a local financial institution.

**Section 3: REPORTING** - All financial activity shall be recorded in a computer-based accounting system. The treasurer shall reconcile the account monthly and report all financial activity monthly to the organization, principal, and the pastor.

**Section 4: ENDING BALANCE** - The organization shall leave a maximum of \$2000 of undesignated funds in the treasury at the end of each fiscal year.

## **Article VII: COMMITTEES**

**Section 1.** The permanent committees shall be the main means of accomplishing the objectives of the Home and School Association; therefore, permanent committees may be added or deleted with the majority approval of the Executive Officers. The permanent

committees perform such other duties as the president shall designate. A list of all permanent committee members shall be submitted to the Executive Board before the first general membership meeting. The permanent committees of this Association are:

- Fundraising
  - Basket Bingo
  - Discount Cards
  - Race for Education
  - BJs Membership
  - Box Tops
  - Spirit Wear
- Uniform Exchange
- Special Events
- Theme
- Hospitality
- Catholic Schools Week
- Teacher Appreciation
- Homeroom Parent

**Section 2. Fundraising Committee.** The committee shall raise funds to support the purpose of the organization.

**Section 3. Uniform Committee.** The committee shall correspond with various vendors to utilize information obtained in making informed decisions regarding appropriate uniform choices for our school. In addition, the committee shall organize all gently used uniforms that are dropped off by families in the HSA closet, and conduct two uniform exchanges throughout the year, one in the fall and one in the spring.

**Section 4. Special Events Committee.** The committee shall organize and send communications to CCCS families regarding family events, such as, but not limited to Trunk-or-Treat and the 100th Day Celebration.

**Section 5. Theme Committee.** The committee shall organize events that correspond with the theme chosen by the committee members.

**Section 6. Hospitality Committee.** The committee shall act as the official host creating a welcoming atmosphere at CCCS.

**Section 7. Catholic School Week Committee.** The committee shall work closely with the principal to plan events (i.e. -service projects, speakers, and community outreach) in conjunction with NCEA program.

**Section 8. Teacher Appreciation Committee.** The committee shall organize an event(s) to show appreciation to the teachers, work with an approved budget, to occur in the spring, preferably during Teacher Appreciation Week.

**Section 9: Homeroom Parent Committee.** The committee shall send communication letters home to CCCS families at the beginning of the year asking for volunteers to organize classroom parties, send pre written letter to volunteers with description of duties, and distribute and keep track of homeroom funds.

#### **Article VIII: BYLAW AMENDMENTS**

Amendments to the bylaws may be proposed by any HSA member. Amendments presented at an HSA meeting shall be considered for voting at a subsequent meeting. Amendments will be approved by a two-thirds vote of those present, assuming a quorum. The principal must give final approval to all bylaw amendments and can override a quorum vote by HSA.