

**SAINT COLUMBA CATHOLIC SCHOOL**  
**HOME AND SCHOOL ASSOCIATION BYLAWS**

NAME

Saint Columba Home and School Association (HSA)

FISCAL YEAR

July 1 to June 30

MISSION

1. To encourage active parent involvement and volunteer service while fostering open communication and promoting goodwill between and among parents, faculty and administration.
2. To provide parental support to Saint Columba School through assistance, activities, social functions and fundraisers.

PROPER FUNCTIONS

1. According to the policy of the Diocese of Harrisburg, all boards and committees are consultative bodies. The Saint Columba Home and School Association is a consultative body established by the Pastor to assist him and the school principal in the mission of education (*Called to Govern*, p. 1).
2. The Education Committee is authorized to promote the educational mission of the parish. Every non-student organization or association connected with the school is subordinate to the Education Committee (*Called to Govern*, p.6).
3. The Saint Columba School Home and School Association must receive approval from the Education Committee for its programs and activities.

MEMBERSHIP

1. Membership shall be extended to include the parents and guardians of children attending Saint Columba School and to the faculty and staff of the school.
2. Membership provides the right to a voice, a vote, and the ability to be in charge of a committee or hold an office.
3. The Pastor of the parish, the Principal of the school, and the former President shall be members of the Saint Columba Home and School Association Executive Committee in an “ex officio” capacity with non voting status.

## EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of the four officers and the three ex-officio members. The Pastor of the parish, the Principal of the school, and the former President shall be members of the Saint Columba Home and School Association Executive Committee in an “ex officio” capacity.
2. The Executive Committee shall conduct the Association’s business affairs, provide general meeting programs of interest, form committees as deemed necessary and recommend a yearly budget for the association that must be voted on and approved by the general membership.
3. A quorum for the executive committee shall consist of a majority of the four voting members present.
4. Ordinarily, decisions should result from a process of consensus rather than from a majority vote. If the committee is unable to reach a consensus, time should be taken to pray for guidance from the Holy Spirit. If consensus is still not achieved, a vote may be taken. The resolution is passed by majority vote with the support of the Pastor (*Called to Govern*, p. 8).

## OFFICERS

1. President
2. Vice President
3. Secretary
4. Treasurer

## OFFICERS & DUTIES

### President:

1. The President will preside at and administer all regular meetings of the Association and of its Executive Board.
2. Call special meetings of the Association’s Executive Board.
3. Serve as a non-voting member of the school’s Education Committee and be the official spokesperson for the Association.
4. The President will be responsible for ensuring that positive relations exist between the Home and School Association, the Pastor and School Administration. It is the President’s job to keep a line of communication open between the church and the school, and to keep the church and the school informed about the organization’s plans and activities.
5. Serve as the spokesperson for the organization.
6. Have signature authority with the Treasurer and Vice President for requests submitted to the principal for payment of Association bills.(one signature must be the treasurer)
7. Shall be an ex-officio member of the Executive Board for one year after term has ended.

### 1<sup>st</sup> Vice President

1. Assume the duties of the President in his/her absence.
2. Serve as the chair of the Fundraising Committee.
3. Serve as coordinator of HSA's assistance with Catholic School's Week activities.
4. Coordinate fundraising for the HSA needs as the chair of the Fundraising Committee.
5. Perform additional duties assigned by the President.
6. Have signature authority with the Treasurer for request submitted to the principal for payment of Association bills. (one signature must always be the treasurer)

### Secretary

1. Record and make available copies of the minutes of all Executive and General Meetings. These minutes shall be distributed to members of the organization and administration no later than one week after the meeting.
2. Conduct correspondence for the Association.
3. Maintain a current file of reports, records and correspondence of the Association.
4. Be responsible for recording and correcting, as amended, the Bylaws of the Association.

### Treasurer

1. Collect and forward all monies of the Association to the principal received through donation and fundraising.
2. Serve as chair of the Finance Committee.
3. Have signature authority with the President and Vice President for requests submitted to the principal for payment of Association bills. (treasurer signature required)
4. Maintain records of all receipts and expenditures of the Association.
5. Review and reconcile bills with principal on a minimum of a quarterly basis.
6. Provide a written monthly account statement at the general membership meeting of all income and expenditures of the Association.

### FINANCE

1. All expenditures will be approved by vote of the executive committee.
2. All requests for payment of bills over \$500 MUST be approved by the Treasurer and the President.
3. The full membership must be presented with an annual Budget at the first meeting of the new school year and the budget must be voted on by the full membership.

## VACANCIES

A vacancy in the Office of the President shall be filled by the Vice-President. The President is empowered to appoint a person in any other office that has become vacant with the approval of the Executive Committee.

## COMMITTEES

All members of the HSA are eligible to be members of committees. The HSA shall maintain the following standing committees. The chairpersons of the committees shall report their findings and recommendations to the Executive Board.

1. Fundraising Committee- Chaired by the Vice President  
Devise and conduct fundraising activities for the HSA including field trips, teacher “wish list” and special projects. Communicates and cooperates with principal when establishing fundraisers so not to compete with the fundraising established for the general fund.
2. Finance Committee- Chaired by the Treasurer  
Execute the finances of the HSA. Develops and monitors the budget.
3. Ad Hoc Committees  
These shall be formed for special needs as they arise and will be disbanded when their task has been completed.

## ELECTION AND TENURE OF OFFICERS

### Election of Officers

1. A Nominating Committee will be established by the Executive Board at the February meeting.
2. The Nominating Committee shall be composed of 3 members.
3. Nomination forms will be dispersed to all HSA members the first week in March. The deadline for nomination is the 31<sup>st</sup> of March.
4. The Nominating Committee shall present the slate of candidates for each office at the General Meeting in May. The members of HSA will vote for the candidates at the May meeting. The Nominating Committee shall conduct the voting by secret ballot. Officers shall be elected from a simple majority of those present at the election meeting. In the event that two candidates compete for the same office, the candidate receiving the most votes shall be elected. In the event of a tie vote, the nominating committee will cast the deciding vote.

### Tenure of Officers

Officers of the Association shall be elected by the members at the last general meeting during the school year, normally held in the month of May. The terms will be staggered to provide for continuity of Association Officers. The President and Secretary will serve the same two year term. The Vice President and Treasurer will serve the same two year term. These terms will offset each other. Each elected member is limited to two (2) terms, a maximum of four (4) school years, at a given position. The terms do not have to be consecutive. The elected member is not prevented from running for a different position.

### MEETINGS

General membership meetings shall be held September through May as determined by the President of the Association. A monthly general membership meeting will be held during the school year.

### AMENDMENTS

1. Proposed amendments to these bylaws must be put in the form of a motion to the Executive Committee. The Executive Committee must vote on the motion. If it passes, the Executive Committee will present the Amendments to the general membership at the May general meeting of the HSA. All Amendments that are being proposed must be given to the membership in writing the month prior to the May meeting. Approval of the amendment shall be made by consensus among the members present at the May meeting. Ordinarily, decisions should result from a process of consensus rather than from a majority vote. If the committee is unable to reach a consensus, time should be taken to pray for guidance from the Holy Spirit. If consensus is still not achieved, a vote may be taken. The resolution is passed by majority vote with the support of the Pastor (*Called to Govern*, p. 8). A final approval shall be made once reviewed by the Education Committee and Pastor.

Proposal Date: November 2011

Approval Date: