

# St. Mary's Catholic School Home and School Association By-Laws

The St. Mary's School Home and School Association is a volunteer organization with the goal of building a community connection between families, teachers, staff and students of St. Mary's Catholic School. Our highest priority is the spiritual and moral development of our families. We strive to provide an environment which integrates academic excellence with Catholic values.

## **Mission Statement:**

Our mission is to provide families and teachers a means of sharing and creating experiences for the benefit of the child, school and home. With the support of the Diocese of Marquette, we will support the Catholic philosophy of education and the concept that parents have basic rights and duties in the education of their children.

**Article I- Name:** The name of this organization shall be St. Mary's School - Home and School Association and hereby know as **HASA**

**Article II- Objectives:** The objectives of this organization shall be:

Sec 1 To assist with the advancement of Catholic Education and the welfare of the students at St. Mary's Catholic school.

Sec 2 To help parents, teachers and all parishioners acquire an understanding and appreciation of the ideal of Catholic education and to promote a clearer understanding of their mutual concerns and educational responsibilities.

Sec 3 To give parents and teachers a means of sharing experiences for the benefit of the child, the school, and the home.

Sec 4 To promote parent-school activities and to increase interest in Catholic education.

Sec 5 To support the endeavors of the Pastor, Principal and Faculty, which will satisfy the cultural, physical, social, civic and religious needs of the students of St. Mary's school.

Sec 6 To develop a sense of community amongst our St. Mary's school families, staff and parishioners.

### **Article III- Authority:**

The association shall recognize that the Pastor and Principal has the responsibility for the management of the Parish School. With this in mind, the association shall respect all school policies.

### **Article IV-Membership:**

Sec 1 The membership shall be open to all parents and guardians of children attending St. Mary's School. Each member has the right to one vote per issue.

Sec 2 The Pastor, Principal, Faculty and Administration of the school shall be non-voting members of the association.

Sec 3 General meetings are open to all individuals interested in the objectives of HASA.

### **Article V: Officers:**

Sec 1 All HASA members shall be eligible to serve on the HASA board.

Sec 2 The officers of the HASA board shall be President, Vice-President, Secretary, Treasurer, Volunteer Chairperson. The officers shall be elected by the general membership except for the committee chair who shall be appointed by the remaining officers.

Sec 3 Terms:

3.1 The terms of the office shall be for two years from July 1 to June 30. No person shall be eligible to hold the same position for more than two consecutive terms.

3.2 Elections shall be held so that not all positions shall be elected at a time, therefore preventing an entire new board every two years.

3.21 Odd years will elect president, secretary, and volunteer chairperson .

3.22 Even years will elect vice president, and treasurer.

3.23 Nominations for the position of officer shall occur during the month of April. Elections shall be held during the general membership meeting held in the month of May.

3.23 In order for a member to be eligible for nomination to the office of president, the member must be an active member in good standing with HASA for a minimum of one (1) year.

#### Sec 4 The President Shall:

4.1 Preside at all meetings of the Association.

4.2 He/she shall perform all duties pertaining to the office, shall appoint special committees and shall be an ex-officio member of all committees.

4.3 Plan the calendar for HASA's fiscal year of July1-June 30.

4.4 Formulate the agenda for HASA meetings in conjunction with the HASA secretary and the school principal.

4.5 Act as the representative of HASA at School Commission Meetings or appoint a representative on his/her behalf.

4.6 The President shall remain on the HASA board for 1 year following their term as an ex officio member.

#### Sec 5 The Vice President Shall:

5.1 Perform all duties outlined above in the absence of the president and shall assume the duties of the President

until the next annual election if the office of President becomes vacant.

5.2 Coordinate the chairs of the HASA committees with the assistance of the Committee Chair.

#### Sec 6 The Secretary Shall:

6.1 Keep accurate record of all meetings of the association. He/ she shall handle any correspondence requested by the board.

6.2 Prepare an agenda for meetings in conjunction with HASA President and school Principal.

6.3 Provide a copy of the minutes to the board and HASA membership, if requested. Will post meeting minutes to HASA website. Minutes shall be approved by the board before being entered into record.

6.3 Help manage the email account of the association and help in sending mass email communications.

6.4 Maintain a file of all documents pertinent to the work of HASA in the school office.

#### Sec 7 The Treasurer Shall:

7.1 Receive all monies of HASA and make disbursements as directed by the Board.

7.2 Make a verbal and written financial report at all Board meetings, which shall be filed for auditing by the Auditing Committee prior to the end of the year report.

7.3 Keep an accurate account of all receipts and disbursements.

7.4 Prepare the budget in cooperation of the HASA President and HASA Board overall.

7.5 President, treasurer and principal shall be signators on all HASA events. Each written check shall require the signature of any 2 of the 3 above named signators.

7.6 Communicate with teachers available classroom allowances

Sec 8 The Volunteer Chairperson Shall:

8.1 Keep an accurate list of all members.

8.2 Keep an accurate record of volunteer hours performed by each family and give a minimum of quarterly reports of hours recorded to each family.

8.3 Correspond with school administration and HASA President quarterly to discuss volunteer hour progress.

8.4 Provide members with information about volunteer opportunities.

8.5 Monitor and assist all heads of committees as listed in Appendix A.

8.6 Maintain an up-to-date list of heads of committees and committee members and notify Administration and HASA Board of Progress.

## **Article VI- Executive Board:**

Sec 1 The administrative body of HASA shall be known as the Executive Board. The Executive Board shall consist of the Parish Pastor, the Principal and the officers of HASA.

Sec 2 A quorum of the Executive Board shall be a majority of the members thereof.

Sec 3 Meetings of the Executive Board shall be held at the call of the President or any three members of the Executive Board.

Sec 4 The Executive Board shall have the right to fill any and all vacancies among the officers of HASA subject to subsequent approval of the membership.

Sec 5 The Executive Board has the right to establish or eliminate permanent committees and shall have the power to appoint heads of each committee.

Sec 6 The Executive Board shall represent the general membership in all matters not requiring membership approval, including the power to enter into contracts, purchases, sales or rentals not exceeding \$500.

Sec 7 The Executive Board retains the right to address and ultimately remove an officer who is unable or unwilling to fulfill duties as described in Article V.

### **Article VII- Meetings:**

Sec 1 Monthly meetings shall be held at a day and time selected by the officers. Special meetings can be called by the president, as needed.

Sec 2 A quorum will be defined as at least 7 members, 3 of whom must be HASA officers.

Sec 3 HASA meetings shall proceed in an orderly, Christian like manner. The Principal and/ or HASA President reserve the right to excuse any member not following these guidelines from a meeting.

### **Article VIII- Parliamentary Procedure:**

Sec 1 The rules contained in “Robert’s Rules of Order, Revised” shall govern this association in all cases not otherwise covered by these bylaws.

Sec 2 A parliamentarian will be appointed by the President to ensure that parliamentary procedure is followed.

### **Article IX- Amendments:**

Sec 1 HASA bylaws shall be reviewed annually during either the May or June meeting.

Sec 2 Amendments to the bylaws proposed at any given meeting shall be voted on at the next meeting. This will allow for full review of the amendment prior to a vote.