

*St. Mary's School Of Piscataway  
Home and School Association  
By-Laws  
2008-2009*

*Article I: Name*

The name of this organization is "Saint Mary's Home and School Association," hereafter referred to as the HSA. HSA is the official organization representing parents, guardians, administration, and faculty of students at Saint Mary's Parish School of Piscataway in the Archdiocese of Washington, DC.

*Article II: Objectives*

- A. *To help parents, guardians and students* acquire a profound appreciation for the ideals of a Catholic education.
- B. *To promote a clearer understanding* of the mutual educational responsibilities of parents and guardians with the faculty.
- C. *To coordinate the functions* of the HSA with the school so that the two organizations are integrated and efficient.
- D. *To coordinate home support* of the school in the critical area of volunteer efforts.
- E. *To assist the school administration and the School Advisory board* in raising funds for the school.

*Article III: Membership*

- A. *The faculty and all parents and guardians* of Saint Mary's students are members of the HSA organization.
- B. *Active participation* by all members is encouraged.

*Article IV: Officers*

- A. *The elected officers* shall be the President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer.

*B. Duties of the Elected Officers:*

1. The President shall preside at all meetings of HSA and of the Executive Board, be an ex-officio member of all committees, represent HSA (or appoint a delegate from the Board to represent HSA) on the Parish Council and St. Mary's School Advisory Board, ensure that meetings are held as required in the by-laws, and be responsible for the overall program of HSA and its efficient and effective operation.
2. The Vice President shall, in the absence of the President, perform the duties of the President and coordinate all activities. The Vice President shall serve as chairperson on the Election Committee.
3. The Recording Secretary shall take the complete minutes of all meetings, and furnish the written minutes to all members within 7 days of the meeting. Only those in attendance at the meeting can approve or comment on the minutes. Meeting members will have 7 days to approve or recommend changes. No response within this time-frame implies approval. If no changes are recommended the minutes will stand as approved. If changes are recommended, the secretary will revise and redistribute the minutes within an additional 7 days. If no additional comments are received within 7 days, the minutes will be considered final. If contention is such that a recommended revision will not suffice, the contender can instead request that approval be delayed until the next meeting, during which there will be further discussion of the item in contention. Once revised and approved, the Recording Secretary will provide final minutes to all Executive Board members, to the Principal, the Pastor, the President of the School Advisory Board, to the Parish Business Manager, and to all other interested parties within an additional 7 days.
4. The Corresponding Secretary shall be responsible for all Association correspondence, shall maintain a roster of all members of the Association and shall perform such other duties as may be assigned.
5. The Treasurer shall insure that all monies are collected, disbursed, and deposited within five working days into the HSA account. The Treasurer will coordinate with the Vice President regarding all activities and oversee expenditures. The Treasurer shall maintain records of all financial transactions of HSA and shall provide a written report at all Planning and General HSA meetings. The Treasurer shall supervise all expenditures provided for in the budget or approved at meetings. All requests for reimbursement, all bills, and all other expenditures must be authorized in writing by the Treasurer and the School Administration. The request will be submitted to the Parish Business Manager for processing and final approval from the Pastor.
6. Reports from all elected officers must be filed in advance of an expected absence from any Executive Board, Planning, or General HSA meeting.
7. Elected officers are required to attend all Executive and General HSA meetings. If an officer is absent from three meetings in a 12-month period, that officer may be encouraged to defend his or her effectiveness as an officer.

8. Each officer will serve as the primary contact for at least one HSA sponsored event during the year. This officer will assemble information to determine the relative cost for an event (subject to Board concurrence), and advise the Treasurer of an acceptable amount to authorize for disbursement. At the conclusion of the event, the officer will prepare a final report summarizing costs, donations, items needed, quantities, and any other relevant information for the Treasurer's records, and to act as guidance for the event next year.

#### C. *Executive Board*

1. The Executive Board shall include the President, Vice President, Recording Secretary, Correspondence Secretary, Treasurer, the Faculty Representative (elected by the faculty; if no faculty member wishes to run, this representative is appointed). The Pastor and the Principal or their designees, shall be ex-officio, non-voting members of the Executive Board.
2. The Executive Board shall have full responsibility for the business affairs of HSA, including the approval of the committee appointments, review of committee reports, coordination of the budget process, HSA fund raising activities and volunteer and recruitment efforts of parents. Action may be taken by a majority of the Executive Board.

#### D. *Terms of Office*

1. Officers shall serve a one-year term of office and cannot serve more than two consecutive terms in the same office.
2. A vacancy in the office of President shall be filled by the Vice President. The President is empowered to appoint a person to any other office that has become vacant with the approval of the Executive Board.

#### E. *Nominations and Elections*

1. The Election Committee shall begin accepting nominations for new officers from the HSA membership NLT two weeks prior to Easter Break, and shall establish a firm deadline for submission of nominations. The names of the nominees shall be published before the end of April.
2. The election of officers shall take place by ballot NLT the second week of May
3. The new officers shall be announced before the end of May and shall assume duties of respective office at the end of the June transition meeting.
4. Only members of HSA are eligible to vote and hold office.
5. Votes shall be tallied in a manner that preserves anonymity.
6. The Vice President (or other Executive Board member appointed by the President) serves as the chairperson of the Election Committee; however, the chairperson shall abstain from the count of the ballots for any office for which the chairperson is running.

## *Article V: Meetings*

### *A. General Meetings*

There shall be at least four general meetings of HSA each school year, whose primary purpose is to share information with the membership. Special meetings of HSA may be called by the Executive Committee.

### *B. Planning Meetings*

Planning meetings shall be held every other month during the school year, and as needed during the summer months, during which the Board discusses and plans all HSA activities. HSA members and other interested visitors are welcome.

### *C. Executive Board Meetings*

Executive Board meetings shall be held as needed during the school year or during the summer months. Only Board members may attend these meetings.

## *Article VI: Committees*

In keeping with HSA's objectives, all committees (other than the Elections Committee), may be appointed by a majority of the Executive Board. No committee will be appointed without a written description of the obligations and functions of the proposed committee.

### *A. Election Committee – Reports to the President*

1. The Election Committee shall consist of the Vice President, serving as chairperson, and at least two other members appointed by the President prior to the solicitation of nominations.
2. The Election Committee shall conduct the elections, including the preparing, distributing, collecting and counting of ballots. The chairperson of the Committee shall report the results of the election to the President who shall announce the same to the HSA.
3. The Vice President shall abstain from the collecting and counting of all ballots for which he/she is a candidate.

### *B. Volunteer Committee – Reports to the Recording Secretary*

These members will compile lists of volunteers for each major school and parish event in a database or spreadsheet. They provide the master list to the HSA board and the principal. This will be done by the date specified by the Board. It is critical that these lists be assembled well in advance of the school year (with subsequent updates to include new enrollees); therefore, the bulk of this work will be performed in early summer.

C. *Hospitality Committee* – Reports to the Treasurer

The Hospitality Committee shall arrange refreshments and entertainment for the general and special meetings of HSA and the school, as needed.

D. *Ways/Means Committee* – Reports to the President

In order to defray expenses to the Home and School Association, committee members shall solicit items or donations from school parents to be used for annual events. The appointed Executive Board member will notify these members as to what items will be required. Upon receiving donations, members shall notify the Board member of the items that are to be donated and by whom. This information will be kept in a database or spreadsheet.

E. *Patron Committee* – Reports to the Corresponding Secretary.

In order to defray expenses to the Home and School Association, committee members shall obtain donations from local businesses to be used as door prizes and/or raffle items at our annual events. The appointed Executive Board member will provide the committee members with letters stating they are authorized to solicit and collect donations in the name of the Home and School Association. Committee members may solicit help from other school families or family members in order to obtain the proper amount of donations to support our events. Members will submit a list of all businesses they have solicited to the appointed Executive Board member for the records. This information will be kept in a database or spreadsheet. Members should be continually soliciting businesses in an effort to have the proper amount of donations to run all events.

## *Article VII: Budget and Finances*

A. *Financial Plan*

The Treasurer, together with the Board, shall develop the annual financial plan for HSA in July or August prior to the coming school year. This shall consist of the fund raising goals and a budget which the Executive Board, Saint Mary's School Advisory Board, the Pastor and the Principal agree to accept during a given school year.

B. *Fund-raising Plan*

In consultation with the Pastor and the Principal, the Executive Board shall develop the fund raising strategies for HSA (choose the avenue for fund-raising; i.e., subscription raffle, candy sales, etc.).

C. *Audits*

There will be a yearly audit of HSA books by the end of the first quarter of the new fiscal year (the fiscal year runs July through June). The Audit shall be performed by the

President, immediate Past President, and an HSA member. The Treasurer and parish business manager shall be present for clarification purposes only.

### *Article VIII: Amendments*

- A. *Proposed amendments* must be submitted in writing to the Executive Board two weeks prior to any general meeting in which any amendment is to be considered.
  
- B. *These by-laws may be amended* at any general meeting by a two-thirds vote of the members present and voting, provided notice has been given in writing prior to such meeting, and providing the pastor concurs with the amendments. Written notice must be furnished NLT one week before the meeting.