



Home and School Association By-Laws

Updated 2020-2021

ARTICLE I

The title of St. Patrick Catholic School (hereinafter referred to as "SPCS") organization shall be SPCS HOME AND SCHOOL ASSOCIATION (hereinafter referred to as "HSA").

ARTICLE II

HSA PURPOSE

- I. Support the pastor, principal, teachers and staff of SPCS in any way possible to assist the implementation of the school's mission statement, which is to lay the foundation for success in students through Catholic traditions, rooted in the Eucharist and Gospel teaching of Christ, with high standards of education in a safe, nurturing and welcoming environment.
- II. Serve as a vehicle of communication between SPCS parents, guardians, teachers, and staff.
- III. Offer parents the opportunity for involvement in various activities for the benefit of SPCS.
- IV. Promote cooperation between parents, teachers, staff, and parish of SPCS.

ARTICLE III

Membership

- I. All parents, guardians, teachers, and staff of SPCS are members of the HSA.
- II. Members are encouraged to actively participate in the organization.
- III. HSA members' meetings will be held bi-annually and all members are encouraged to attend.
- IV. Members are expected to volunteer a minimum of 2 hours at the two (2) large fundraising events. These hours will count toward your required *family service hours* per the SPCS Parent/Student Handbook.

ARTICLE IV

HSA Board Purpose/ Members/ Duties/ Meetings

- I. The HSA Board Member shall be entitled to the HOME AND SCHOOL BOARD MEMBERS (hereinafter referred to as "HSA Board").
- II. The HSA shall be governed by the HSA Board Members.
- III. The HSA Board shall consist of HSA Officers, Principal, and Pastor.
- IV. The current HSA Board Officers will review applications from HSA members that apply for open HSA Board Officer Positions for the following year. Open positions will be

- appointed by the HSA member vote. Officers must have completed the Protecting God's Children class and submitted a diocese required background check.
- V. Members of the board can be removed if any of the following situations occur; excessive absenteeism at board meetings, improper representation of SPCS, misappropriation of HSA funds, and/or failure to comply with HSA by-laws.
 - VI. The HSA Board will hold monthly meetings on the first Wednesday of the month that will last for two (2) hours. Attendance is required; if two or more members are unable to attend the HSA Board can vote to move the meeting.
 - a. Special meetings of the HSA Board can be called by the President or Principal, with at least 72-hour notice.
 - VII. The HSA Board members will plan and coordinate fundraising to assist SPCS with financial support for school projects, student needs, and activities.
 - a. HSA Board will form fundraising committees as deemed necessary and appropriate; the board will take the committee's recommendations into consideration and vote on the final decision.
 - VIII. The HSA Board members will rule on any financial assistance for projects and activities brought forth by the committee, school advisory board, or school administration and may expend HSA funds for these projects or activities.

ARTICLE V

Officers/ Officer Duties

- I. The Officers of HSA shall be President, Vice President, Secretary, Treasurer, Family Service Hours Coordinator, and Homeroom Parent Coordinator.
- II. The term for each officer will be one (1) year with the option for re-election. The officer cannot hold the same position for more than two (2) consecutive years.
 - a. The Vice President will automatically become the President after the President completes his or her 1-year term.
 - b. In the event there are no applicants for open board positions, current board members may stay in current positions for the following term.
- III. Any member of the HSA who completed one year of membership may serve as an officer.
- IV. Should an officer not be able to complete their term, a renewed search will be initiated for the board member's replacement.
- V. Officers shall conduct the formal business and manage the affairs of the HSA.
- VI. Officers shall implement the policies and procedures as adopted by the HSA Board Members in accordance with the by-laws.
- VII. Should an officer accrue any out-of-pocket expense for an HSA supported fundraiser or activity, he or she will be required to turn in their original receipt, board approved expense report, and have the signature of the Principal and the Treasurer.
 - a. Should the Treasurer have an out-of-pocket expense, his or her report can be signed by the Principal and the President.

President

- I. Preside and administer all HSA Board meetings, special and committee meetings.
- II. Provide agendas for meetings formed by HSA Board members.

- III. Represent the HSA Board at school functions and meetings and serve as the official spokesperson of the HSA Board.
- IV. Engage with HSA sub-committees.
- V. Manage SPCS HSA social media platforms.

Vice President

- I. Assist the President and perform duties of President in his or her absence.
- II. Assist in the engagement of HSA sub-committees.
- III. Ensure that committees meet their goals and report their results and recommendations to the HSA Board
- IV. Manage the SPCS HSA social media platforms.
- V. Perform additional duties designated by the President.

Secretary

- I. Shall record and distribute the minutes of the HSA Monthly Board Meetings and General Meetings of the HSA
 - a. The meetings should be submitted to the board no later than weeks before the next meeting.
- II. Minutes shall be recorded on SPCS provided form.
- III. He or She shall maintain all reports in a binder or flash drive to be passed down to the future secretary.
- IV. Perform additional duties designated by the President.

Family Service Hour Coordinator

- I. Confirm all volunteers are on file with the School and have completed Protecting God's Children and cleared background checks.
- II. Assist families with recording their required twenty (20) volunteer hours in the RenWeb portal.
- III. Communicate with families when necessary to encourage involvement to reach their required volunteer hours.
- IV. Perform additional duties designated by the President.

Homeroom Parent Coordinator

- I. Shall be a liaison between teachers and homeroom parents.
- II. Coordinate with teachers and HSA Board for the selection of homeroom parents.
- III. Communicate with homeroom parents about HSA fundraising and activities.
- IV. Preside and administer any Homeroom Parent meetings to address HSA fundraising, activities, or any other special gatherings.
 - a. A minimum of three (3) meetings a year, introduction, middle of the year, and end of the year
- V. Perform additional duties designated by the President.

Pastor and Principal's Role with the HSA

The Pastor and Principal serve as ex-officio members of the HSA. Each (or representative of) shall attend the meetings of the HSA Board to keep members of the HSA Board informed of school

operation and programs that may be enhanced by the support of the HSA. The Pastor and Principal may provide answers, offer advice, or comments on any HSA issue. The Pastor's approval or disapproval is the final decision on all matters.

ARTICLE VI

Commencement and Amendments

- I. These by-laws are effective July 2020, and available for all members to read on the SPCS website.
- II. These by-laws may be altered, amended, repealed, or added to by the majority of the HSA Board members. Any changes will go into effect ten (10) days after the majority vote and written notice will be sent to all HSA members.