

OBJECTIVE AND PURPOSE

All Saints Catholic School Home and School Association is representative of an inter-parish community comprised of parents, students, teachers and administrators who believe the way of life proclaimed by the Catholic Church through sacred scripture and tradition is the basis of our child's education.

Our goals are:

- 1) To assist the administration, faculty and staff in their responsibilities in caring for and educating our children, particularly in their faith development.
- 2) To further support the educational process of All Saints Catholic School and promote extra projects and activities not part of the school budget, but of additional value to the students and the school in general.
- 3) To be a forum for communication among school administrators, faculty, parents/guardians, students and the parishes at large.
- 4) To organize and increase the use of the varied talents of parishioners and others in the community to enhance the education of the students.
- 5) To provide opportunities for the families, faculty and administration to socialize and build community.

Our Mission statement:

The mission of the All Saints Catholic School Home and School Association is to nurture a faith strengthening and engaging emotional environment for our school community by acting as a liaison among families, faculty and administration. Our objectives include promotion of communications among families, faculty and administration, to encourage participation within our school and to coordinate fundraising and social activities.

ARTICLE 1 – TITLE

The name of this organization shall be All Saints Catholic School Home and School Association (ASCS HSA or HSA)

ARTICLE 2 – MEMBERSHIP

Membership consists of parents or guardians of students of All Saints Catholic School Home and School, the Principal, teachers, administrators and the Director of Advancement.

ARTICLE 3 – EXECUTIVE BOARD

The Executive Board shall consist of the Principal and elected officers.

The Executive Board shall be charged with and will handle all business of the HSA when the HSA is not in a general or special meeting.

Regular meetings of the Executive Board shall be held once per month during the school year. Special meetings shall be held upon call of the President or a majority of the Committee members. Meetings will be scheduled in concert with the school calendar.

A quorum for conducting business shall be a majority of the members of the Executive Board. The Executive Board shall approve, prior to execution, all proposed projects and activities of the Committees.

ARTICLE 4 – EXECUTIVE BOARD OFFICERS AND DUTIES

Officers shall be the President, Vice President, Secretary, and Treasurer.

President – Shall preside at all meetings, shall review, supervise and direct activities of the HSA and coordinate (along with the Principal) chairpersons of all committees. Shall organize any needs for Back to School Night including greeting families. Shall work directly with the Serve-A-Thon chairperson and committee. (Note: A President Elect shall be named at the beginning of each school year and shall collaborate with the President to learn the role of the President.)

Vice President – Shall perform the duties of the President in his/her absence and perform such duties as are assigned by the President and/or Principal. Shall serve as the timekeeper at all ASCS HSA meetings. Shall be responsible for organizing and communicating with all the ASCS Homeroom Parents as related to the ASCS HSA events and activities. Shall be responsible for maintaining, updating and providing the Homeroom Parents with the ASCS Homeroom Parent Information Packet.

Secretary – Shall maintain a roster of all members of the ASCS HSA. Shall record minutes of all ASCS HSA meetings, notify members of meetings, handle correspondence from the ASCS HSA as directed by the President, have custody of all official documents of the ASCS HSA, and maintain and update the ASCS HSA website page. Shall serve as the Parliamentarian at all meetings and refer to Roberts Rules of Order for all matters not in conflict with the Bylaws.

Treasurer – The treasurer shall maintain records of expenditures and receipts. Make financial reports at all organization meetings and at other times requested by the Executive Board.

ARTICLE 5 – Board Members

Activities/ Fundraising – Shall identify and coordinate all FUNraising/FUNDraising event, approved by the Principal and ASCS HAS Executive Board, for the enrichment and enjoyment of the school community. Shall identify and liaise with the chairperson(s) of each event and the event-assigned class(es), providing them with the available information on how to run the event including, but not limited to, budget, reimbursement forms and petty cash requests. Shall be responsible for ensuring that the expense and income of each event are reported to the Treasurer. Shall provide monthly updates to the ASCS HSA.

Parish Connection Committee Representative – Shall be a representative from the Parish Connection Committee which plans the schedule of all ASCS masses within the five parishes. Shall provide monthly updates to the ASCS HSA regarding events, activities and decisions from the five parishes.

Athletic Association Representative – Shall be a representative from the ASCS Athletic Association. Shall provide monthly updates to the ASCS HSA regarding budgets, events, activities and decisions from the ASCS Athletic Association.

Any member of the ASCS HSA is eligible for these positions. The term of Board Member shall be one year or until a successor is designated.

Board Members shall be responsible to communicate and work with committees that fall within their respective genre. All Board Members have one vote.

ARTICLE 6 – MEETINGS

The Board of the Home and School Association shall meet each month of the school year. Additionally, meetings by the Board may be held when school is out of session, to be determined at the end of the school year.

The schedule of meetings for each school year will be determined by the close of the previous school year.

A special meeting of the Board shall be called either (a) by the President or (b) by the President or Secretary of the Board on the written request of two (2) Board members, or (c) by the Principal.

At a regularly scheduled Board meeting at which membership shall be present, those present shall constitute a quorum. All voting is by simple majority of those present, with the exception of voting on amendments to these bylaws, which requires a two-thirds vote of the Executive Board members present. The principal and teacher liaison will be present at said meetings. Their positions are honorary and though essential, they are not voting representatives.

General membership meetings shall be scheduled as needed.

ARTICLE 7 – POLICIES

The programs, special projects and events of the ASCS HSA shall be organized and coordinated at the Executive Board meetings, regular membership meetings and event committee meetings.

This association shall not seek nor have any authority to direct or interfere with the administrative activities of the school, nor in the control of its policies.

ARTICLE 8 – ELECTIONS

The Board shall distribute to the membership the description of positions for election and provide a Nomination Form for submission. The Board shall prepare a slate of candidates and distribute the list of nominations to the membership at least 2 weeks prior to the voting. Only those consenting to serve shall be considered nominated.

Elections will be held once per year no later than June 1st. Current and active Board officers and Board members may seek consecutive terms by being nominated as part of the annual election process.

Newly elected members will officially join the Board at the next scheduled Board meeting following the election. The new Board Members shall be inducted at the first mass of the following school year.

ARTICLE – 9 – RULES OF ORDER

Except as otherwise provided in these bylaws, any questions of parliamentary order arising in the course of the conduct of any meeting of the ASCS HSA shall be resolved pursuant to the latest revised edition of Robert 's Rules of Order.

ARTICLE 10 – AMENDMENTS

These by laws may be amended at any regular or special meeting of the ASCS Home and School Executive Board, by a two-thirds vote of the members present and voting. Text of the proposed amendment(s), must be submitted to the membership at least 10 days prior to the meeting at which they are to be considered.

ARTICLE 11 – ENACTMENT

These By-laws and any amendments shall become effective upon adoption by the Executive Board.

ARTICLE12 - DISSOLUTION

In the event of dissolution of the ASCS HSA, the assets of the ASCS HSA shall remain with All Saints Catholic School to be used for educational purposes only.

Revised 04/2018