

# **St. John's Home and School Association**

## **By-Laws**

Adopted July 17, 2015  
Revised October 22, 2020

### **Statement of Purpose**

The purpose of this organization shall be to assist the teachers and administrators of St. John's School in advancing and enriching educational programs through volunteerism, fund-raising, and support; to promote welfare of children and youth in home, school, church, and community; to bring into closer relationship the home and the school so that parents and teachers may cooperate in the training of the child; and to provide parents the opportunity to be informed of all facets of education in the school. The HSA works under the aegis of the school Principal.

### **Article I- Name**

The name of this organization shall be St. John's Home and School Association, herein also referred to as HSA.

### **Article II- Policies**

Section I: The policies of this organization shall be in harmony with the regulations of St. John's School.

Section II: This organization shall not interfere with the policies or administrative activities of the school.

Section III: This organization shall be non-commercial and non-partisan. No commercial enterprise or any candidate may be endorsed by it. The name of the association nor its officers, in their official capacities, shall not be used in connection with a commercial concern nor with any partisan interest or for any other than regular work of this association.

Section IV: Fundraising efforts shall be conducted in a manner reflecting sensitivity to the fact that school families, parishioners, and supporters of our school are asked to contribute financial support in many ways. For that reason, minor fund raisers should only be initiated if the major fundraisers are not producing revenue necessary to meet the overall annual fundraising goal of the HSA.

Section V: Events organized through the HSA should be classified as primarily either a fundraiser or a social event. This classification should be determined by the HSA board. If an event is social, then it is expected that the event would not solicit or charge fees in excess of the actual cost of the event.

Section VI: St. John's Home and School Association is essential to the partnership between school and parents. By supporting educational programs and promoting the welfare of youth, it ensures the success of the school. To encourage participation in the Home and School Association, time devoted to activities is counted toward mandatory volunteer hours.

### **Article III- Membership**

Membership is open to all parents and guardians of students, staff and teachers, businesses, and individuals with an interest in supporting the school. Membership is open to anyone interested in promoting the organization's objectives as described in the by-laws.

### **Article IV- Officers and Their Election**

Section I: The officers of the association shall be:

President

Vice President  
Recording & Corresponding Secretary Financial Secretary  
Staff Member-at-Large

These officers shall be elected by ballot at the last HSA meeting of the school year, provided however, that if there be but one candidate for any office, by motion from the floor, the election may be voice. Officers shall serve for a term of one year and shall serve until their successors are elected and installed. No officer shall be eligible to serve the same office more than two consecutive terms.

Section II: A vacancy occurring in an office shall be filled through an election by the Executive Committee.

#### **Article V- Duties of Officers**

Section I: The President shall preside at all meetings of the association and of the Executive Committee and shall be a member, ex officio, of all committees; appoint special committees; serve as the official spokesperson for the HSA, and maintain a President's manual consisting of important documents necessary for administering the HSA Board. The President shall work with appropriate administration to formulate the annual budget and bring to Executive Committee for approval. The President will serve other officers with follow up and assistance as needed.

Section II: The Vice President shall act as an aide to the President in all his/ her duties, shall perform the duties of the President in his/ her absence, and shall serve as a liaison between the Executive Committee and the other committees. The Vice President shall perform other duties as prescribed by the President or Executive committee and serves as President-elect for the next school year. The Vice President will serve committee chairs with follow up and assistance as needed.

Section III: The Recording & Corresponding Secretary shall record the minutes of all organization and Executive Committee meetings, shall provide copies of minutes to the members of the Executive Committee and webmaster, shall handle all correspondence pertaining to the association, and shall have custody of all books and records for the HSA, except those pertaining to the treasury. The Secretary shall perform other duties as prescribed by the President or Executive Committee.

Section IV: The Financial Secretary shall keep an itemized record of all monies spent, received and allocated. He/she shall present a report on the financial condition of the organization at scheduled organization and Executive Committee meetings, shall furnish a statement to the membership at the close of the financial year, and shall work closely with the Church Secretary/Bookkeeper to keep records in balance. The Financial Secretary will request needed checks to be prepared by the Parish Secretary.

Section V. The Staff Member-at-Large shall serve by appointment of the Principal and shall be a staff member currently employed by the school. This position provides valuable perspective from the standpoint of the service providers working for the school.

#### **Article VI- Executive Committee**

The Executive Committee shall consist of the Pastor, Principal, Officers of the association, and the chairpersons of the standing committees. The duties of the Executive Committee shall be to transact necessary business between association meetings and such other business as may be referred to the association; to create an annual budget and plan of work; offer suggestions to the School Advisory Board; to approve the plans of work of the standing committee chairpersons; to present reports at the regular meetings of the association; and fill vacancies in office where occurring. Meetings of the Executive Committee may be called by the President or a majority of the committee. A majority of the committee shall constitute a quorum.

## **Article VII - Standing Committees and Liaisons**

There shall be such standing committees created by the Executive Committee as may be required to promote the objectives and interests of the association. The chairpersons of the standing committees shall be elected by the Executive Committee.

### **Section I: Fundraising Committee**

The chairperson shall work with the Executive committee to establish the overall fundraising goal for the school year. He/ she shall be responsible for recommending fundraisers for the following year and work with the school staff on scheduling to ensure there are no conflicts. The vast majority of funds raised through the Home and School Association are from major events such as - Pat Suit 5K, Basket Bingo, Spring Auction, and Designer Purse Bingo, as well as SCRIP and weekly Bingo. The committee chair will coordinate the efforts of each event chairperson, shall act as a liaison between the HSA board and the event committees, and report on progress at Executive Committee Meetings. He/she shall ensure that at the completion of each event, revenue and expenses are tallied and reported, and the event operations binder is updated and complete.

### **Section II: Volunteer Coordination Committee**

The chairperson shall assist in the staffing of all standing and event committees. He/she shall serve as the point of contact for all HSA event chairs to ensure that each event has enough volunteers. He/she shall follow up with event chairs to assess if their volunteer needs were met for the event and make suggestions to be included in the event operations binder. The chair or a member of this committee shall work with the school administrative assistant for tracking and recording all parent volunteer hours and update the Volunteer Handbook as needed.

### **Section III: Marketing Committee**

The St. John 's School Marketing Committee strives to promote St. John's School and is comprised of the leaders of the various subcommittees. The chairperson of this committee shall serve on the Executive Committee and report on the activities of each subcommittee. The Marketing subcommittees are:

#### Advertising

The Advertising sub-committee shall work to publicize SJS. Members will contact local newspapers, radio stations, websites, etc. to let others know about what SJS does and offers. The committee will work with the school Principal and committee chairs to develop ways to promote our school and events by using decals, signs, decor, posters etc. A member of this sub-committee communicates with the school webmaster, to ensure that information is posted on the school website such as Home and School Association purpose/mission, minutes, by-laws, officers, monthly reports, meeting dates and events.

#### Hospitality

The Hospitality sub-committee will be responsible for planning Open Houses and other visitor day events, such as Grandparents Day, Veterans Day, etc. Events that are considered social rather than fundraising will be planned through this sub-committee.

#### Welcoming

The Welcoming sub-committee will develop and implement a program to make sure every new family is contacted early and feels welcomed to our school. This sub-committee will work with the school secretary to obtain contact information for new families.

### **Section IV. Church Youth Group Liaison**

This person shall serve as a liaison between the St. John's Church Youth Groups and the HSA. The intention will be to create greater awareness and participation by students of the school in youth group activities such as social gatherings, service projects and mission trips.

#### Section V. Knights of Columbus Liaison

This person shall serve as a liaison between the St. John's Knights of Columbus and the HSA. The intention will be to foster continued collaboration between the school, HSA and Knights of Columbus.

### **Article VIII - Meetings**

Section I: The regular meetings of this association shall be held quarterly. Meeting reminders will be sent via school email bulletin, and the dates will also be available on the school website, under the HSA heading. Special meetings may be called by the executive committee, giving a seven-day notice. The last meeting of the school year shall be the annual meeting, at which time the annual reports shall be received, and officers installed.

Section II: A majority of the members present shall constitute a quorum.

### **Article IX - Amendments**

These by-laws may be amended at any Executive Committee meeting where a quorum is present and notice of the amendment was given at the previous meeting.

### **Article X - Governance**

The rules contained in *Robert's Rules of Order*, revised, shall govern the Association, in all cases to which they are applicable.

### **Article XI - Outstanding Service Award**

The Outstanding Service Award is to be given at the discretion of the Executive Committee to a person or persons meeting the following criteria:

1. The Outstanding Service Award recipient shall be an active member in the Home and School Association.
2. The person or persons must be noted for their active service in many of the school functions.
3. This award need not be given out yearly, but instead at the discretion of the Executive Committee.
4. Person or persons need not have a child in the eighth grade nor need to be leaving the area in order to receive this award.
5. Person or persons may receive this award only once.
6. There is no requirement of years in service.

### **Article XII - Christian Living Award**

The Christian Living Award is to be given to the eighth-grade child who exemplifies, through words and actions, the Christian philosophy of St. John 's School. This award shall be given at the discretion of the school faculty and, the recipient shall be determined by them. The award shall be sponsored by the Home and School Association and presented at graduation.