

# St. John's Home and School Association

## By-Laws

Adopted July 17, 2015

Revised March 11, 2021

### Article I: Name

The name of this organization shall be St. John's Home and School Association, hereafter "HSA."

### Article II: Statement of Purpose

The purpose of the HSA shall be to assist the teachers and administrators of St. John's School in advancing and enriching educational programs through volunteerism, fundraising, and support; to promote the welfare of children and youth in home, school, church, and community; and to create opportunities which foster a closer working relationship between home and school, including social interaction among students, parents, teachers, and the administration of St. John's school. The HSA works with the support of the school Principal.

### Article III: Policies

Section 1: The policies of the HSA shall be in harmony with the regulations of St. John's School.

Section 2: The HSA shall not interfere with the policies or administrative activities of the school.

Section 3: The HSA shall be non-commercial and non-partisan. No commercial enterprise nor any candidate may be endorsed by it. The name of the HSA nor its officers, in their official capacities, shall not be used in connection with a commercial concern, with any partisan interest, nor for any use other than regular work of the HSA.

Section 4: 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 this reason, minor fundraisers should only be initiated if the major fundraisers are not producing revenue necessary to meet the overall annual fundraising goal of the HSA.

Section 5: Events organized through the HSA shall be classified as primarily either a fundraiser or a social event. This classification shall be determined by the HSA board. If an event is social, then it is expected that the event would not solicit nor charge fees in excess of the actual cost of the event.

Section 6: To the maximum extent practicable, no fundraising efforts nor events shall be held on Sunday.

Section 7: The HSA 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 HSA, time devoted to its activities is counted toward mandatory volunteer hours.

### Article III: Membership

All parents/guardians of the students of the school, the school administration and the faculty may be members of the HSA and shall have voting rights. Honorary membership, with voting rights, shall be extended to the pastor of St. John Francis Regis Parish, and persons not otherwise included who have provided a special service to the school. Members have one vote per household.

### Article IV: Officers and Their Election

Section 1, Inherent Officers:

The Pastor of St. John Francis Regis Parish will serve as the HSA spiritual director and retains voting rights on the Executive Committee. The Principal of St. John's School will also serve as a voting member of the Executive Committee. At the request of the Pastor and the Principal, any immediate past officers may serve in a non-voting, advisory position for one school year after serving their terms.

## Section 2, Officers:

The officers of the HSA shall be President, Vice President, Recording & Corresponding Secretary, Treasurer, and Staff Member-at-Large.

## Section 3, Election of Officers:

- a. 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.
- b. 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.
- c. The Vice President serves as President-elect for the school year immediately following his/her term.
- d. At the request of the Pastor and Principal, any members of the Executive Committee may serve as an immediate past officer in a non-voting, advisory position for one school year after serving their term.
- e. A vacancy occurring in an office shall be filled through an election by the Executive Committee.
- f. Removal from office may occur by majority vote of the Executive Committee for failure to perform assigned duties, corruption, or any act that brings dishonor to the HSA or negates the objectives of the HSA. Removal shall take place after the Executive Committee has reasonably discussed the issue and all attempts have been made to resolve the matter.

## Article V: Duties of Officers

Section 1: The President shall: preside at all meetings of the HSA 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; maintain a President's manual consisting of important documents necessary for administering the HSA Board; and work with appropriate administration to formulate the annual budget and bring it to Executive Committee for approval. The President will serve other officers with follow-up and assistance as needed.

Section 2: The Vice President shall: act as an aide to the President in all his/her duties; perform the duties of the President in his/her absence; serve as a liaison between the Executive Committee and the other committees; 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 3: The Recording & Corresponding Secretary shall: record the minutes of all HSA and Executive Committee meetings; provide copies of minutes to the members of the Executive Committee and post on the HSA webpage; handle all correspondence pertaining to the HSA; and have responsibility for all records for the HSA, except those pertaining to the treasurer. The Secretary shall perform other duties as prescribed by the President or Executive Committee.

Section 4: The Treasurer shall: keep an itemized record of all monies spent, received and allocated; present a report on the financial condition of the HSA at scheduled HSA and Executive Committee meetings; furnish a statement to the membership at the close of the financial year; and work closely with the Parish Finance Manager to keep records in balance. The Treasurer will request needed checks to be prepared by the Parish Finance Manager. The Treasurer shall ensure compliance with approved St. John's HSA Financial Procedures.

Section 5: The Staff Member-at-Large shall serve by appointment of the Principal and 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, the Officers of the HSA, and the immediate past officers (as non-voting advisors). The duties of the Executive Committee shall be to: transact

necessary business between HSA meetings and such other business as may be referred to the HSA; create an annual budget and plan of work; offer suggestions to the School Advisory Board; approve plans of work of the standing committee chairpersons; present reports at regular HSA meetings; and fill vacancies in office(s) where occurring. Meetings of the Executive Committee may be called by the President or a majority of the committee. A majority of the Executive Committee shall constitute a quorum.

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

The Executive Committee shall create standing committees as required to promote the objectives and interests of the HSA. The Executive Committee shall elect chairpersons of the standing committees.

##### **Section 1: 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 majority of funds raised through the HSA are from major events such as: the Eagle 5K, Designer Purse and Basket Bingo, and Spring Auction, as well as SCRIP. The committee chair shall: coordinate the efforts of each event chairperson; 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 2: Volunteer Coordination Committee**

The chairperson shall: assist in the staffing of all standing and event committees; serve as the point of contact for all HSA event chairs to ensure each event has enough volunteers; 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 manage the Track It Forward system, which is used for recording all parent volunteer hours, and update the Volunteer Handbook as needed.

##### **Section 3: Marketing Committee**

The St. John's School Marketing Committee strives to promote St. John's School. The responsibilities of the Marketing Committee are:

- a. Advertising  
Work to publicize SJS. Members will contact local newspapers, radio stations, websites, etc. to inform the community of what SJS does and offers. The committee will work with the school Principal to develop ways to promote our school and events by using decals, signs, décor, posters and social media platforms. A member of this Committee will communicate with the school webmaster to ensure information is posted on the school website and social media platforms.
- b. Hospitality  
Plan open houses and other visitor events. Events that are considered social rather than fundraising will be planned through this Committee.
- c. Welcoming  
Develop and implement a program to ensure every new family is contacted early and feels welcomed to our school. This Committee will work with the school secretary to obtain contact information for new families.

##### **Section 4: 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 5: 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 1: General Membership Meetings**

The general membership meetings of the HSA shall be held bi-annually. 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. Quorum is defined as current members present at the meeting.

### **Section 2: Executive Committee Meetings**

The Executive Committee shall meet monthly throughout the school year. All Executive Committee meetings are closed in the interest of time and efficiency. Exceptions may be granted by the Committee to invited guests representing official Committee business. A majority of the members present shall constitute a quorum and is required in order for a vote to occur. At the discretion of the Executive Committee, votes may be conducted electronically. A quorum for electronic voting shall be 20% of the members.

### **Section 3: Conduct**

All meetings shall proceed in an orderly, Christian-like manner. The Principal and/or President have the right to end a meeting that is not being conducted in this way.

## **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 HSA, 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 HSA.
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 student 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 HSA and presented at graduation.