



**St. Mary**  
of the  
**Assumption**  
Catholic School  
TRADITION OF EXCELLENCE  
EST. 1925

**St. Mary of the Assumption**  
**Home and School Association**  
**by-laws**

November 7, 2016

### Version Control History

<b>Version</b>	<b>Date</b>	<b>Description of Changes</b>
1.0	September, 1996	Initial Document
1.1	September, 1998	Revision
1.2	April, 1999	Revision
1.3	September, 2001	Revision
1.4	March, 2003	Revision
2.0	November 7, 2016	New Document

## **ARTICLE 1 - NAME**

This organization shall be known as Saint Mary of the Assumption Home and School Association.

## **ARTICLE II - OBJECTIVES**

The objectives of this association shall be as follows:

- To promote and encourage communication and cooperation between parents, administrators, and teachers.
- To promote and strengthen the ideals of Catholic education
- To oversee all fundraising activities for the benefit of St. Mary of the Assumption School.
- Fundraise to support the initiatives of the recommendations of the School Advisory Board
- Acquaint parents with up to date information concerning current developments in educational initiatives as they may affect the school so that they can be in a better position to promote the legitimate rights and concerns of their children.

## **ARTICLE III - MEMBERS**

Members include parents (guardians) of children currently enrolled at St. Mary of the Assumption School, Alumni, staff, faculty, and any member of the St. Mary parish who is interested in the purpose for which this association is organized.

## **ARTICLE IV - OFFICERS AND THEIR ELECTION**

***Section 1*** - The elected officers of the association shall be president, vice president, recording secretary, corresponding secretary, treasurer, two sergeants at arms and hour's recorder.

***Section 2*** – The president and vice-president shall be elected by ballot at the annual meeting in January by a simple majority of members present and eligible to vote. The president and vice-president elect for the new school year shall attend all HSA Board meetings and participate in a transition period from January until officially installed in May. The recording secretary, corresponding secretary, treasurer, two sergeants at arms and hour's recorder shall be elected by ballot at the annual meeting in April by a simple majority of members present eligible to vote. The newly elected officers shall be formally installed and take office at the May meeting.

**Section 3** - A nominating committee consisting of the principal and four members shall make nominations for officers. The nominating committee shall be appointed and selected at the October meeting the year in which elections occur as follows:

- A) Two members shall be appointed by executive board.
- B) Two members shall be selected by the general membership.

The nominating committee shall present the names of the candidate for each office to be filled at the annual January and April meetings.

Additional nominations shall be made from the floor, provided the consent of the candidate has been obtained before the name is placed before the general membership.

**Section 4** – The President and Vice President shall be elected to a three (3) year term. A Term is three years, served May of the elected year for three years after. No officer shall be elected to serve in the same role for more than 2 consecutive terms. The treasurer, hour's recorder, corresponding secretary, recording secretary and sergeants at arms shall be elected to serve a 1 year term. Any officer that fills a position for at least half a term is considered to have completed one full term. An officer may be elected or appointed for multiple terms with the approval of the school principal.

**Section 5** - The Vice President shall fill a vacancy in the office of President. A vacancy in any other elected office shall be filled at a subsequent meeting provided that the general membership has been notified of the proposed election prior to the meeting. Such election shall be by a simple majority of the members present.

**Section 6** – Past presidents of the HSA shall remain members of the executive board to serve in an advisory role. They receive service hours for this position for a maximum of 20 hours.

## **ARTICLE V – MEETINGS**

**Section 1** - Unless otherwise ordered by the executive board of the association, the regular meeting of the Home and School Association shall be held on the second Wednesday of every other month beginning September and the last held in May at 7:00 p.m.

**Section 2** - Special meetings may be called by the President at the request of the executive board with due notice of this meeting given in writing to the general membership. 25% of the members should be in attendance to make up a quorum and NO business other than that mentioned in the notification shall be conducted.

**Section 3** - Thirty members (30) of the Association shall constitute a quorum at any regular meeting to include members of the board.

## **ARTICLE VI - EXECUTIVE BOARD**

**Section 1** - The executive board shall consist of the pastor, the principal, President, Vice President and Treasurer of the Home and School Association.

- A) The President and/or Vice President shall appoint the chair of fundraising initiatives.
- B) The standing committees of the association are as follows: programs, fundraising initiatives.

**Section 2** - The executive board shall have full responsibilities for the association's business affairs, including but not limited to: the review of committee reports, consideration and discussions of suggestions concerning school policies, replacement of board members within a school year and administrative details.

**Section 3** - Regular meetings of the executive board shall be held monthly preceding the general meeting. Three members of the executive board shall constitute a quorum for any matter put to a vote at board meetings. These three voting board members must include two of the following: 1) the pastor, or his associate acting on his behalf, 2) the principal, 3) the president, and/or the vice president when acting as president.

## **ARTICLE VII - DUTIES OF THE OFFICERS**

**Section 1 - The President shall:**

- A) Preside at the association and executive board meetings
- B) Appoint chair persons for special committees not otherwise provided
- C) Sign with the Treasurer all warrants of the treasury
- D) Be an ex-officio member of all committees and the school advisory board
- E) Submit calendar entries to the school administration by July 1
- F) Assign other duties as necessary.
- G) Produce the HSA newsletter

**Section 2 - The vice president shall:**

- A) Assign new school families to mentor families to ease transition into St. Mary of the Assumption School.
- B) Perform the duties of the president in his/her absence and succeed to the office of president if that office becomes vacant, holding such office until the next annual May meeting.

- C) Chairman of all fundraising initiatives at St. Mary of the Assumption School.
- D) Assume special administrative duties as assigned.
- E) Assist the treasurer in all budget issues and verifying transactions once made.

**Section 3 - The recording secretary shall:**

- A) Keep a record of all association and executive board meetings
- B) Keep a copy of these by laws on hand at all times, indicating any amendments and the dates of the changes
- C) Assist the corresponding secretary in production of the HSA newsletter
- D) Perform any other duties as assigned by the president.

**Section 4 - The corresponding secretary shall:**

- A) Notify the executive board of any meetings.
- B) Write letters of thanks, congratulations, condolence, etc.
- C) Maintain a file of all correspondence, reports, and record of the association.
- D) Prepare any other correspondence as requested by the president.

**Section 5 - The treasurer shall:**

- A) Receive, deposit and disperse all association funds
- B) Keep an accurate record of receipts and payments
- C) Submit a report at each association meeting and executive board meeting.
- D) Submit an annual financial report at the end of each school year.
- E) Submit all financial records for audit at the end of each school year.
- F) Submit to the general assembly, an updated budget each HSA meeting.
- G) Sign with the President, all warrants of the treasury
- H) Maintain a balance in the HSA account of no less than \$20,000

**Section 6 - The sergeant at arms shall:**

- A) Maintain law and order at all meetings
- B) Prepare the school hall for association meetings and insure that the hall is left in an orderly condition
- C) Maintains record of attendance at all meetings.
- D) Collect all volunteer hours and maintain eligibility records for the Sister Kathryn Clauss Grant.

**Section 7 - Hours recorder shall:**

- A) Maintain the list of volunteer hours for each family.
- B) Provide a list of hours earned every month to ensure accuracy.

## **ARTICLE VIII - Sister Kathryn Clauss Grant**

Three Grants, \$2,000 each, are awarded each year. Three names will be drawn at the May meeting from the list of qualified members. The first two names will be the winners of the grant.

All Parents with children attending St. Mary of the Assumption School are eligible to receive the Grant however; the qualifications must be met in order to be considered.

**\*\*NOTE: \*\***

In the event a winner of the scholarship decides to attend a public school that winner forfeits their share of the scholarship. In the event 1 of the 3 winners decides to enroll in public school, the 4<sup>th</sup> name which was drawn shall be declared the winner of the vacated spot.

## **QUALIFICATIONS:**

- A) Must have completed the required twenty (20) hours by May 1st
- B) Must attend all regularly scheduled association meetings (one absence is allowed).
- C) Must be present at all association meetings no later than 7:15p.m.
- D) Must not disenroll from St. Mary's and attend another catholic school unless it is a Catholic High School

## **ARTICLE IX - Committee Chair Persons**

Committee chairpersons are required to furnish progress reports to the vice-president. All standing committees furnish progress reports to the executive board.

**\*\*NOTE\*\***

Committee Chair Persons are given a budget at the beginning of the school year. Any expense overage of the budgeted funds will be the responsibility of that committee chairperson and may not necessarily be covered by the HSA.

## **ARTICLE X - Rules of order**

The parliamentary authority of the home and school association shall be Robert's Rules of Order, revised. This authority shall cover all procedures of the association except where it conflicts with the by-laws. The association may use a modified version at the discretion of the President.

All requests shall be made in the form of a motion to be brought up in each meeting as outlined in Robert's Rules of Order, revised. Only matters concerning student and / or building safety shall be made outside of a regularly scheduled HSA meeting and must be sent by the president of the board.

## **ARTICLE XI - Amendments**

These by-laws may be amended at a regular meeting by:

- A) A two thirds (2/3) vote of the members present as long as the suggestion of the proposed amendment has been submitted to the executive board in writing prior to the day of the meeting.
- B) The executive board must accept the amendment and advise the general membership in writing.
- C) A unanimous vote without previous notice.

\*Note\*

These by-laws may be amended without the vote of the general assembly as stated above as long as the School Advisory Board is notified and approved by the Pastor, Principal, and HSA executive board.

## **ARTICLE XII - Income and property**

None of the income from this association shall insure, in whole or in part, to the benefit of any individual member. In the event this association is dissolved all properties and moneys revert to St. Mary of the Assumption School.

## **ARTICLE XIII – End of School disbursement**

This fund will be comprised of all monies in excess of \$20,000 of the association's income so long as the HSA end of school year budget remains over \$20,000 after disbursement. Any amount over the \$20,000 threshold is subject to the disbursement to the school account. This fund will provide for major expenditure projects approved by the principal. This fund will be administered and dispersed by the Parish Business Manager and HSA treasurer. These monies will be transferred to the school account prior to the first day of school.

#### **ARTICLE XIV - Mary Hogan / Keplinger service to education award**

The annual Hogan/Keplinger award will be given to that administrator, parent, teacher, staff member, student, or parishioner that stands out as doing a great service to the school. It is to honor an individual whose service to the school community over a prolonged period of time has exceeded their required hours or job description. Their time of service to Catholic education must be more than five years. The award will be given each May and the recipient's name will be added to the plaque.

**Approved September, 1996**

**Amendment approved September, 1998, April 1999, September, 2001  
and March, 2003.**

**As Amended February 11, 2004., October 2016**