



ST. FRANCIS DE SALES
CATHOLIC SCHOOL

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St. Francis de Sales Catholic School
Home and School Association
Constitution

Last Updated April 19, 2022

One of the pillars of the St. Francis de Sales organizational structure is the Home and School Association. This association has a long standing tradition of seeking out a partnership with parents and family members, and the school's administration. This collaborative effort assists the administration in reaching the objectives and goals associated with the mission of the school. This Constitution is the guiding document, outlining the operations and function of the Home and School Association.

Article I - Name of Organization

The name of this association shall be the St. Francis de Sales Catholic School Home and School Association (hereinafter referred to as the "HSA").

Article II - Objectives

The objectives of this Association shall be:

1. To provide a structure within which the school community can assist the administration in creating a Christian environment that fosters the moral, educational and physical growth of students.
2. To promote the active participation by parents in all aspects of their children's education and welfare.
3. To secure resources for auxiliary programming, services and materials that enrich the educational experience of the children.
4. To provide a forum for discussion and expression of specific needs of the school.
5. To foster communication between the school, teachers, and parents.

Article III - Respect for School Policies

The HSA shall respect and adhere to the established school policies and practices as set forth by the Diocese, the Pastor and the Principal.

Article IV - Membership

Membership shall consist of parents and guardians of current students attending the St. Francis de Sales Catholic School, current members of the faculty, Principal and the Pastor. All parents and guardians automatically become members of the HSA when they enroll students in the school. Each family must pay membership dues of \$15.00 per student (maximum \$30.00 per family), to support HSA activities. Members must pay dues in order to maintain good standing.

Article V - Officers

Section 1 - Officers

The elected officers shall be president, vice president, secretary, treasurer, and volunteer coordinator.

Section 2 - Officer Responsibilities

Officers are expected to offer their leadership, time and expertise to enable the HSA to fulfill its roles and responsibilities. Officers represent the Executive Board and the interests of all families in the school. Officers are expected to maintain confidentiality of sensitive school matters, which may be shared by the Principal or other school administrators. Failure to maintain confidentiality constitutes a violation of this Constitution and is grounds for removal. Officers are expected to uphold the HSA Constitution and to support all final recommendations and decisions of the HSA membership or the Executive Board. Officers must provide support for HSA events, as assigned. All officers are expected to attend and support at least one HSA event.

- A. President - The President shall preside at all meetings of the HSA and its Executive Board; be responsible for overall HSA operations; coordinate the work of the officers and committees of the organization in order that the Objectives may be promoted; and perform such duties that are incumbent of this office.
- B. Vice President - The Vice President shall act as aide to the President, and perform all of the duties of the President in the President's absence or inability to serve, and such duties as are assigned this office by the President. The Vice President shall also be responsible for providing event support, including managing the HSA fundraising platform and providing technical support to event chairs; and managing and updating HSA operations documentation.
- C. Secretary - The Secretary shall keep the minutes of all HSA meetings of the Executive Board, distribute them in a timely manner to the Executive Board, and provide a summary of these meetings to the general membership. The Secretary

shall also manage all HSA content for the weekly newsletter or other publications, and send and maintain all general HSA correspondence.

- D. Treasurer - In conjunction with the Business Manager, the Treasurer shall prepare the annual budget, along with the Executive Board; maintain an accurate account of all HSA financial records; present a written financial report at each meeting; develop and oversee processes for collecting and disbursing HSA monies, and ensure all authorized bills are paid through the Business Manager. Any expenditure over \$500.00 must be approved by the Executive Board.
- E. Volunteer Coordinator - The Volunteer Coordinator shall act as the primary point of contact for volunteer activities; be responsible for tracking all required volunteer hours for each member family, including sending out reminders to each family regarding volunteer hours and opportunities each trimester; and work with each assigned Officer as a liaison for all event chairs, including providing guidelines and event information to such event chairs; and debrief event chairs after each event to capture lessons learned, areas of improvement, and update event documentation.

Article VI - Executive Board

Section 1 - Executive Board

The Executive Board shall consist of the HSA Officers, Pastor, Principal, Development Director, Teacher Representative and Business Manager of the Parish. The Pastor, Principal, Development Director, and Teacher Representative and Business Manager shall be non-voting members of the Executive Board. The Teacher Representative shall be designated by the Principal. The Pastor shall oversee the HSA, but may delegate responsibilities to the Principal and Business Manager.

Section 2 - Duties of Executive Board

The Executive Board shall have full responsibility for the HSA's business affairs, review of committee reports, and implementing the Objectives of the HSA. The non-voting members shall participate in all HSA meetings, provide advice and input on HSA activities, assist with development of HSA yearly goals, and keep the HSA informed of school and Parish activities, as appropriate.

Article VII - Nominations and Elections

Section 1 - Officer Elections

Officers may be nominated by any HSA member, or any HSA member may volunteer to become an officer. The HSA President will contact the slate of candidates to explain the duties and determine their willingness to serve. The final slate of candidates will be presented to the general membership at an open meeting in June for a vote. Elections may be conducted by written ballot or by polling. Nominations may also be offered from the floor with the consent of the nominee, prior to the final ballot. The results shall be published to the HSA membership.

When an officer's term has ended, the position will be opened for election, even if the then-current officer agrees to serve for a second term. Elections shall be held every year; provided that the positions shall be staggered, such that the President, Secretary and Volunteer Coordinator positions shall be up for election in the same cycle; and the Vice President and Treasurer shall be up for election in the next cycle. In the event new positions are added to the Executive Board, they shall also be staggered, such that only approximately half of the Executive Board shall be up for election at one time.

Section 2 - Eligibility

Any candidate must be an HSA member in good standing, and a parent or guardian of a current student to serve as an HSA Officer.

Section 3 - Term

The term of each office shall be two (2) years. No officer shall hold the same office for more than two (2) consecutive terms in the same position. Immediate family members and spouses shall not serve as officers during the same term, except in the event of a vacancy where no other members are available to serve.

When the term of the then-current President is ended, if they have not accepted any other role on the Executive Board, they shall serve as Past President for a period of one (1) year to ensure continuity.

Section 4 - Vacancies

If an officer resigns during their term, the President with the input of the remaining Executive Board, may appoint a replacement to fulfill the remainder of the term of such officer. If the President or Vice President are unable or unwilling to select a replacement, the Principal may appoint a replacement to fulfill the remainder of the term of such officer.

Section 5 - Officer Removal

The following may constitute grounds for removal: (1) failure to uphold the HSA Constitution or fulfill assigned duties; (2) failure to maintain confidentiality, as provided herein; (3) missing two or more Executive Board meetings without reasonable cause, as determined by the Executive Board in its sole discretion; (4) failure to attend and provide support for at least one HSA event;

or (5) inappropriate behavior not consistent with the mission of the school. Officers may be removed by a two-thirds vote of the remaining Executive Board members. The Pastor also has the right to remove any of the officers at any time in his sole discretion.

Article VIII - Meetings

Section 1 - Executive Board Meetings

The Executive Board shall strive to meet once per month during the school year, but no less than two (2) times per trimester. The Executive Board shall meet near the end of each school year to finalize the HSA budget and the annual calendar of events for the following school year. This may be included in a regularly scheduled meeting of the Executive Board. The President shall prepare the agenda with input from the other Board members. Officers may miss no more than two (2) regularly scheduled Executive Board meetings without reasonable cause, as determined by the Executive Board in its sole discretion.

Section 2 - Membership Meetings

Open membership meetings shall be held at least three (3) times per school year (one meeting per trimester), for families to ask questions and provide input on HSA activities. Dates shall be included on the school calendar, and the agenda shall be published at least twenty-four (24) hours before the meeting. One meeting per year shall be held in June for the election of the officers for the following school year; provided, however, that such vote may be included in the final, regularly-scheduled open meeting, as determined by the then-current Executive Board.

Section 2 - Voting

- A. Voting Rights - All HSA members in good standing shall have the right to vote on HSA officers, and any other matter presented to the membership by the Executive Board. All other matters shall be decided by the Executive Board. Each HSA Officer shall have one vote, and all other members of the Executive Board shall be non-voting members. All references to votes of the Executive Board shall mean the voting members of the Executive Board.
- B. Quorum and Majority Vote
 - a. *Open Meetings*. The actions of a simple majority at open meetings shall be the act of the HSA membership.
 - b. *Executive Board Meetings*. At Executive Board meetings, a majority of the Board members shall constitute a quorum for the transaction of business. If a quorum is not present, discussion may continue, but no voting shall take place. Except as otherwise provided herein, the act of a majority of the members present at any meeting at which a quorum is present shall be the act of the Executive Board. In the event of a tie, the Principal shall serve as the deciding vote.

- c. *Conflict of Interest.* Officers must disqualify themselves from a vote on any issue where there is a conflict of interest with family or business interests, or if the outcome will grant the person any pecuniary or material benefit.

Article IX - Committees and Events

Section 1 - Committees shall be created by the Executive Board as deemed necessary to promote the Objectives and carry out the work of the H.S.A, including HSA events.

Section 2 - Committee or event chairpersons (referred to herein as “Chairs”) will be approved by the Executive Board. These volunteer positions will be reviewed annually and will be held by members in good standing of the HSA. An officer may also chair a committee.

Section 3 - All committee or event communications to be provided to the public or the school community must be approved by the HSA. President and School Principal (or his/her designee) prior to distribution to the public or school community.

Section 4 - One HSA Officer will be assigned as the liaison to each Chair. Chairs will be responsible for coordinating with the Executive Board for the execution of any event. Chairs will also be responsible for providing a debrief after each school year or event, as applicable, to provide lessons learned and areas of improvement, which shall be used to update all applicable event or operations documentation.

Article X - Finances

Section 1 - Dues

Membership dues in this Association shall be set each year by the Executive Board. The HSA Board is responsible for collection of dues.

Section 2 - Financial Management

The Pastor shall have oversight of all HSA finances, but may delegate some or all of such duties to the Principal and Business Manager of the Parish. The Parish office shall manage all bank accounts and payments on behalf of the HSA. Any expenditures over \$500.00 must be approved by the Executive Board. The Pastor shall have the right to veto any expenditures of the HSA, or to utilize HSA funds in furtherance of the Parish if necessary, per Diocesan rules.

Article XI - Rules of Order

Section 1 - All meetings shall be conducted according to Robert’s Rules of Order, Revised, when not inconsistent with this Constitution.

Section 2 - The H.S.A., not being a policy making organization, shall accept any suggestions made at a general meeting concerning modification of established school policies and practices and refer them to the proper authority.

Article XII - Amendments

This Constitution may be amended by a two-thirds vote of the Executive Board members present and voting, provided that at least a majority of the then entire number of voting Board members vote in the affirmative, and further provided the amendments have been submitted at least 5 days prior to the meeting. Any amendments must be approved by the Principal. Once approved, any amendments shall be effective the date of the vote, unless otherwise specified, and shall be published in a school notice.