

By-laws of St. Joseph School

Home & School Association

*(As amended on August 20, 2010 by unanimous vote of the
Home and School Association Board.)*

ARTICLE I

Title

The name of this body is St. Joseph Home & School Association (“HSA”).

ARTICLE II

HSA Purpose

The purpose of HSA is to incorporate into one body all who share the common interest of providing a quality Catholic education to the students of St. Joseph School. HSA seeks to support, enhance and enrich the educational, spiritual, and social experiences of St. Joseph School students. The HSA shall have at all times due regard for the intent and spirit of Diocesan school policy and the St. Joseph School mission statement. Specific purposes of the HSA are:

- A. To provide the parents of St. Joseph students and other interested persons the opportunity to participate in various activities for the benefit of St. Joseph school.
- B. To provide service and financial support for various school projects, events and activities as set forth in the annual HSA budget and provided to each committee chair.
- C. To foster communication between the school and parents and the school and the community.

ARTICLE III

Membership

All parents of St. Joseph School students, as well as St. Joseph School teachers and administrators and the parish pastor, are automatically members of the HSA. Any other interested person may also be a member, regardless of relationship to the school.

- A. Members must pay dues as established by the HSA Board and as approved by the school principal.
- B. All members who participate in the organization must fulfill Diocesan Background check requirements.
- C. The membership year shall begin on the last day of the previous year, and end on the last day of the current school year.

ARTICLE IV

Officers

A. Officers and Term

1. The officers of the HSA shall be President, President-Elect, Secretary, and Treasurer and these officers shall hereinafter be referred to as “The Board.”
2. The President provides names to the Principal and Principal shall appoint the HSA officers.
3. The term for each office shall be one (1) year, and no officer may serve more than two (2) consecutive terms.
4. The principal may appoint an interim acting officer to serve the unexpired term of an officer who resigns. Interim appointments end on the last day of the current school year.
5. The HSA Extended Board shall consist of the Board, the HSA committee chairs as listed below in Article V, the school principal and the assistant principal.

B. Officers’ Duties

1. The officers shall conduct the formal business and manage the affairs of the HSA.
2. The HSA president shall
 - a. Preside over all HSA Extended Board meetings to be held at least three (3) times per year.
 - b. Set the agenda for (subject to approval by the Principal) and preside over all HSA meetings to be held at least three (3) times per year.
 - c. Appoint all committee chairs and oversee committee activities.
 - d. Establish an annual budget for HSA operating expenses with the HSA treasurer and other Board members.
 - e. Oversee HSA fundraising efforts.
 - f. Represent HSA as needed in school, parish and community events.
 - g. Attend the St. Joseph School Advisory Board meetings and represent the HSA membership at such meetings.
 - h. Perform any and all other duties as needed to further the objectives of the HSA.
3. The HSA president-elect shall:
 - a. Perform the duties of the president in his/her absence.
 - b. Assist the president as needed.
 - c. Decorate HSA bulletin boards with information on school and HSA events on a monthly basis.
 - d. Attend all Board meetings, extended board meetings and HSA meetings.

- e. Distribute birthday cards to faculty and staff.
- 4. The HSA secretary shall:
 - a. Assist the president in preparing the agenda for all HSA meetings and Extended Board meetings.
 - b. Record the minutes of the HSA Board, Extended Board, and membership meetings.
 - c. Prepare and distribute all HSA forms to the Board, committee chairs, and membership as needed.
 - d. Prepare thank-you notes and perform other secretarial duties as needed.
 - e. Attend all Board meetings, Extended Board meetings and HSA meetings.
- 5. The HSA treasurer shall:
 - a. Establish an annual budget for HSA operating expenses with the president and other Board members, subject to approval by the principal.
 - b. Collect dues, deposit monies, pay bills, prepare monthly and annual reports, and complete carryover bookkeeping responsibilities.
 - c. Make accounts available for review and audit by principal at any time.
 - d. Attend all Board meetings, Extended Board meetings and HSA meetings.

ARTICLE V
Extended Board

The Extended Board Committee Chairpersons shall be appointed by the Officers and affirmed by the Principal. Each member of the Extended Board shall have one (1) vote in Extended Board meetings. Each Committee Chairperson will be provided with a budget to carry out the responsibilities of his/her committee and will be held accountable to the budget. Each Committee Chairperson must report his/her activities at Extended Board and HSA meetings. The following are the Extended Board committees and their responsibilities:

- A. Accelerated Reader – coordinates a reading incentive program with the school librarian.
- B. Ambassador Program – organizes a mentor program to pair up each family of a new student with an ambassador volunteer.
- C. Art Education – organizes art room volunteers as determined by the art teacher.
- D. Auction – organizes a school auction with proceeds benefitting the school’s curriculum fund. Accounting for the auction shall be separate from the HSA

budget and shall be handled through the St. Joseph School operating fund with approval by the principal. The auction chairperson shall report directly to the principal but give status reports at HSA Extended Board meetings.

E. Catholic Schools Week – plans one week a year with fun-filled and spiritual activities celebrating St. Joseph School’s identity as a Catholic school. All activities and speakers must be approved by the Principal and the Committee Chairperson must provide a regular progress report to assist with communication between the committee, the teachers and the Principal.

F. Craft Show – organizes an annual craft show to raise funds for the HSA.

G. Eucharistic Adoration – plans, conducts and guides several sessions of Eucharistic Adoration throughout the year in the school chapel.

H. Health Awareness – Responsible for health awareness week and field day activities.

I. Homeroom Parents – coordinates the homeroom parents who assist teachers with field trips, classroom parties and parent communication.

J. Hospitality – plans and coordinates refreshments for all HSA meetings, the “Welcome Back Coffee,” Academic Fair judging, Catholic Schools Week Open House, First Holy Communion and Confirmation, and all other functions as deemed necessary during the academic year.

K. Jr. High Dances – This committee plans three (3) junior high dances per year. This will include coordinating volunteers, chaperones, decorations, refreshments, set-up and clean-up.

L. Labels for Education – coordinates the compilation of Campbell’s Labels for Education. Volunteers help cut, sort, and count labels, which can be done at home.

M. Library – coordinates volunteers to assist in the library as needed. This shall include coordinating volunteers for class library time, shelving, the Book Fair, end-of-year inventory, and the Accelerated Reader program. This committee is also responsible for decorating bulletin boards and displays.

N. Lunch Ticket Sales – coordinates volunteers to sell lunch tickets on Monday, Wednesday, and Friday mornings before school.

O. Lunchroom Helpers – coordinates volunteers to collect lunch tickets and assist students in the lunchroom.

P. Parent Education – organizes relevant educational opportunities for the parents of St. Joseph students. This will entail contacting speakers, selling tickets, and event set-up.

Q. Public Relations – ensures that newsworthy information pertaining to St. Joseph School and its students is published in area newspapers. Responsibilities include communication with area media outlets, and preparing and disseminating news releases and photographs.

R. School Supplies – coordinates the ordering and distribution of pre-purchased school supplies and is also responsible for the purchase of student Bibles and assignment pads.

S. School Pride – coordinates volunteers to beautify and maintain the school grounds.

T. Scrip – coordinates volunteers to assist in a gift certificate fundraising program. Responsibilities include imputing orders, filling orders, and picking up certificates from local vendors. This committee shall use computer software for record-keeping and accounting.

U. Used Uniform Sale – shall coordinate at least one (1) used uniform sale annually to sell lost and found items. Parents of students will also have the opportunity to sell used uniforms. Proceeds from lost and found items and not claimed uniforms from the spring sale go to HSA.

V. Website – sets up and maintains the St. Joseph School website. All website content must be approved by the Principal.

W. Ad Hoc—Ad Hoc committees may be added as deemed necessary by the HSA. Membership may consist of any HSA member.

ARTICLE VI **Meetings**

A. Frequency—The HSA shall meet a minimum of three (3) times per calendar year. The Extended Board shall meet a minimum of three (3) times per calendar year and its meetings shall be held one (1) to two (2) weeks prior to HSA meetings. Extended Board meetings are open to all HSA members but only Extended Board members are eligible to vote on any action.

B. The following order shall ordinarily be observed at all Extended Board and general HSA meetings:

1. Prayer
2. Approval of Minutes
3. Treasurer's Report
4. Old Business
5. New Business
6. Committee Reports
7. Adjournment

ARTICLE VII
Miscellaneous

- A. Discipline – HSA is not responsible for student discipline or crisis management. The Principal retains sole responsibility for these matters.
- B. Administration – The Pastor and the Principal share joint responsibility for the hiring, performance review, and release of school employees.
- C. Amendment of By-Laws – These by-laws may be amended by a vote of two-thirds of the Extended Board and as approved by the Principal.