

Immaculate Heart of Mary

Home & School Association

Constitution and Bylaws

ARTICLE I – NAME

The name of this association shall be the Immaculate Heart of Mary Home and School Association (hereinafter referred to as “HSA”).

ARTICLE II – OBJECTIVES

Section 1. The HSA is a cooperative, non-profit organization called into being by the principal and maintained for the purpose of accomplishing the objectives set forth in these bylaws for the benefit of the children of IHM School. None of the income or assets of the HSA shall inure to the personal benefit of any member.

Section 2. The objectives of the HSA are:

A. To promote the welfare of children and youth in the home, school, church, and the community.

B. To bring into closer relation the home and school, so the parents and teachers may cooperate intelligently in the training of our children.

C. To develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental, social, and spiritual education.

ARTICLE III – BASIC POLICIES

Section 1. The programs of the HSA shall be developed through meetings, projects, conferences, and committees.

Section 2. The HSA shall seek neither to direct the administrative activities of the school nor to control its policies.

Section 3. The HSA may cooperate with other organizations active in child welfare, both within and outside of IHM parish.

Section 4. All official acts of the HSA Executive Committee, Executive Board, and members shall be within the law and shall also give full consideration to Diocesan policy.

Section 5. No monies raised by the HSA shall be used to pay for any school-related salaries or major capital expenditures. The HSA will endeavor to raise money to help the school acquire equipment and supplies for use by students, in accordance with requests made by the principal.

Section 6. The HSA shall not lend or borrow money.

ARTICLE IV – MEMBERSHIP AND DUES

Section 1. Active Membership: Any parent or guardian of a child enrolled in IHM School, any members of the school faculty, or any priest of the parish, all of whom are interested in the

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objectives of the HSA and who are willing to uphold its basic policies and subscribe to its bylaws shall be eligible for membership. Active payment of the annual dues as prescribed in Section 3 of the Article. Members of the school faculty and priests of the parish have full voting privileges of active members but are excluded from payment of annual dues.

Section 2. Non-voting Membership: Any friend of IHM School interested in the objectives of the HSA shall be eligible to become a dues-paying, non-voting member. At any meeting, a non-voting member may not make or second motions nor vote on any issue presented to the active members.

Section 3. Dues: The annual dues for membership in the HSA shall be ten dollars (\$10.00) per student. The HSA membership dues payment will be included in the annual tuition bill.

ARTICLE V – OFFICERS AND METHODS OF ELECTION

Section 1. Officers

A. The officers of the HSA shall consist of a President, Vice President, Secretary, Treasurer, and a Homeroom Parent Coordinator. Each of these offices can have one or two (2) individuals filling the role.

B. All officers shall serve a term of one (1) full year and shall be elected during the third trimester by one written ballot per family that includes the family's parish number, returned to the IHM School office.

C. The Secretary, Treasurer, and Homeroom Parent Coordinator positions on the Board shall be eligible to serve unlimited consecutive terms in the same office. To be eligible for additional terms, the nomination and election procedure must be followed.

D. One (1) year after election, the Vice President shall automatically succeed to the office of President.

E. In the event that the Vice President is unable to succeed to the office of the President, the current President, if willing, would be eligible to serve a second presidential term. To be eligible for the second term, the nomination and election procedure must then be followed for both President and Vice-President Offices.

Section 2. Election

A. The President shall appoint, no later than March 31, a Nominating Committee consisting of 3 active members. This committee shall have the responsibility of conducting the annual election of officers.

B. Only those persons who have consented to serve, if elected, shall be eligible to have their names appear of the ballot.

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C. At the election of officers, the President of HSA will cast a ballot, which will be delivered in a sealed envelope to the chairperson of the Nominating Committee prior to the counting of the votes. The chairperson of the Committee will open the envelope and count the President's vote only in the event of a tie. Only that vote cast for the office in which a tie exists will be counted to avoid the possibility of creating a tie situation in any other office.

D. The elected officer shall be installed at the June meeting of the Executive Board and will assume their responsibilities immediately.

ARTICLE VI – ORGANIZATION

Section 1. The President shall preside at all meetings of the HSA, shall perform such other duties as may be prescribed in these bylaws or assigned by the HSA, and shall coordinate the work of the Officers and Committees in order that the objectives of the HSA may be promoted.

Section 2. The Vice President shall act as an aide to the President and shall perform the duties of the President in his/her temporary absence or as prescribed in the Article IX, Section 2, and shall perform such other duties as may be assigned by the HSA Executive Committee.

Section 3. The Secretary shall maintain a record of the names and addresses of all members of the HSA; shall record the minutes of all HSA meetings; shall handle all necessary correspondence; and shall perform such duties as may be delegated by the President.

Section 4. The duties of the Treasurer include, but are not limited to:

A. The Treasurer or Parish Accountant shall receive all funds of the HSA, and shall keep an accurate record of receipts and expenditures.

B. All funds received by the Treasurer shall be deposited, in the name of HSA, into the parish ledger account designated for the HSA. The Parish Accountant will then deposit all funds received to the parish bank accounts.

C. Requisition of checks for any expenditure must be submitted to the Parish Accountant, accompanied by receipts and/or invoices. The requisition must specify the appropriate parish ledger account designated for the HSA. (It is recommended that the Treasurer retain copies of the receipts/invoices.) This requisition can be made by the Treasurer, President, Vice President or Principal. A copy of the requisition must be submitted to the HSA Treasurer.

D. Cash disbursements for expenditures require receipts or invoices for such expenditure, and approval of the President or Vice President by his/her initialing of the receipt/invoice. An accurate record must be kept of cash transactions, such that both the income and expenses can be traced. It is preferable, however, to pay all invoices and reimbursements by check whenever feasible.

Section 5. All Officers of the HSA are expected to adhere to the following, they shall:

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A. Perform the duties outlines in these bylaws and those assigned during the course of their term of office.

B. Deliver to their successors all official material and records immediately following the Annual Meeting with the exception of the Treasurer's records which are to be audited.

Section 6. The Executive Committee shall consist of the HSA officers, the principal of the school, one teacher representative, one past president, and the pastor of the IHM Church. The Executive Committee has the responsibility for transacting the business of the organization between general meetings of the HSA. This consists of voting on general policies pertaining to the HSA. The Executive Committee shall provide strategic direction and guidance to the various committees, and shall develop and maintain long term plans for utilizing the funds of the HSA Treasury.

ARTICLE VII – MEETINGS

Section 1. Regular Meetings

A. The HSA shall hold a minimum of two (2) regular meetings during the school year between the months of October and April. The first regular meeting shall be held within ninety (90) days of the commencement of the school year and the last meeting should be held during the month of April.

B. The President shall establish the dates of at least two (2) regular meetings prior to the start of the school year and ensure that these dates are announced to the membership.

Section 2. The President may also call special meetings as appropriate. Announcements printed in the weekly Parish Bulletin and/or weekly school newsletter on the Sunday preceding the date of the special meeting shall constitute full and sufficient notice to the membership.

Section 3. Ten percent (10%) of the active membership or thirty (30) members, whichever is less, shall constitute a quorum for the election of officers at the Annual Meeting.

Section 4. Meeting of the Executive Board shall be scheduled:

A. In May or June, as soon as practical upon assuming office.

B. In August, to plan and schedule meetings and programs for the HSA.

C. At least once between each of the meetings described in Section 1 of this Article.

Section 5. The Secretary may call special meetings of the Executive Board at any time by the President or, in his/her absence, by the Vice President.

ARTICLE VIII – STANDING AND SPECIAL COMMITTEES

Section 1. Standing Committees

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A. The following are Standing HSA Committees and shall include and be responsible for the activities outlined with each:

Constitution and Bylaws – Assists HSA to ensure that proposed actions follow the HSA constitution and bylaws. Also, determines the need for bylaw modification and drafts proposed bylaw changes at the President or Executive Board’s request. The Executive Board shall approve amendments before being presented to the HSA membership for ratification as prescribed in Article X.

Homeroom Mothers –Selects homeroom mothers to assist teachers as needed and to coordinate their activities.

Ambassador Family Program – Matches new families with sponsor families in an effort to facilitate adjustment to IHM and provide a resource for questions. Also, welcome new families who arrive during the school year and provide sponsors for them. Organize, publicize and attend New Family Social. Distribute school family volunteer forms, compile responses, and provide the HSA president with the volunteer list before the end of the school year.

Planning and Programs – Arranges the program for the regular HSA meetings, schedules HSA activities and various Committee chairpersons, and coordinates other social activities and special programs as needed.

Publicity – Publicizes the events of the HSA, as requested by the committee chairperson, and accepts public affairs duties as directed by the President.

Ways and Means – Coordinates all fundraising activities not expressly assigned to other committees.

B. Unless otherwise provided herein, the President shall appoint the chairperson of each Standing Committee after the Annual Meeting for a term of one (1) year, or in case of vacancy, for the unexpired term.

C. All chairpersons shall be responsible for the efficient operation of their committees, and shall make regular reports to the President and Executive Board.

D. Unless otherwise provided herein, the chairperson of each Standing Committee has the authority to appoint one co-chairperson and to select a sufficient number of members to ensure proper operation of the committee. All co-chairpersons and committee members shall be active members of the HSA in good standing.

Section 2. Special committees shall be created as required by the Executive Committee for specific purposes. The President will appoint the Chairperson and members. Special Committees terminate their existence when their purposes are accomplished and their final reports are received and accepted by the Executive Committee. Special committees may be created for periods of up to one (1) year; the Executive Committee may renew the authorization for a Special Committee’s operation.

ARTICLE IX – REMOVAL AND REPLACEMENT OF OFFICERS

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Section 1. An officer or chairperson may be removed by joint resolution of four members of the Executive Committee. Such action may be taken only for failure to perform the duties and responsibilities of office, as described in this constitution and bylaws. Any officer or chairperson, whose removal is being considered, shall be informed of the basis for such action before any vote is taken.

Section 2. A person selected by the remaining officers shall fill a vacancy occurring in any office or on the Executive Board for the unexpired term. In the case of a vacancy occurring in the office of President, the Vice President shall act as interim President and the remaining officers shall choose a new Vice President to serve until the Annual Meeting.

Section 3. No Vice President appointed under the terms of Section 2 in this Article shall succeed automatically to the office of President, but may stand for election, as prescribed in Article V.

ARTICLE X – AMENDMENTS

These bylaws may be amended at any regular meeting of the HSA by a two-thirds (2/3) vote of the active members present provided notice of the proposed amendment was given at the previous meeting or in the notification of the regular meeting.

ARTICLE XI – DISSOLUTION

In the event of dissolution of the HSA, the assets of the HSA shall remain with IHM Roman Catholic Church to be used for educational purposes only.

ARTICLE XII – PARLIMENTARY AUTHORITY

Except as otherwise provided in these bylaws, questions of parliamentary order arising in the course of the conduct of any meetings of the HSA shall be resolved pursuant to the latest revised edition of Robert's Rules of Order.

ARTICLE XIII – CLOSING

These bylaws as accepted and approved by the members of the IHM HSA hereby repeal and cancel other bylaws heretofore enacted.