

ST. JOSEPH HOME AND SCHOOL ASSOCIATION BY-LAWS

Article I – Name

The name of this organization is the Saint Joseph Home and School Association (HASA) for the Saint Joseph School, Fullerton in Baltimore County, Maryland.

Article II – Purpose and Intent

The purpose and intent of the HASA shall be:

1. To assist parents and teachers in their dedication to the education of the total child and to foster a commitment by teachers, parents, and students to a daily life in Christ, based on mutual trust, respect and understanding.
2. To promote an understanding of the mutual responsibility between the parents and teachers within the frame-work of a Christian education in the Catholic tradition.
3. To foster cooperation between teachers and parents in fulfilling their responsibilities while maintaining a proper balance among academic, religious training, physical and social development and co-curricular activities.
4. To ensure that the school family is seen as an integral part of the wider community and to develop civic awareness in the students.
5. To educate teachers and parents about solutions to the problems faced by the developing child.
6. To conduct and support fundraising activities which will aid educational programs at Saint Joseph School.

Article III – Membership – Voting Members – Dues

1. Membership shall consist of the parents/guardians of school children, members of the faculty and members of the school administration.
2. Family dues are \$10.00 per year.
3. Faculty members are automatic members of the HASA and are entitled to vote.
4. New families to the school are automatically members until the November HASA meeting when the new dues year begins.
5. Dues must be paid prior to January 1st to have the right to vote or run for an office.

Article IV – Officers

The officers of the HASA are listed below. New officer positions shall be considered based on the needs of the school and included with a majority vote of the Board Members.

The **PRESIDENT** shall conduct all meetings: designate the date, time and place of all regular and special meetings; prepare an agenda prior to each meeting and inform members of the proposed agenda; represent the HASA at meetings when the representation of the Home School Association is required and take such actions as required to implement the decisions of the Home School Association. The President shall be a member “ex-officio” of all Home School Association committees and a member “ex-officio” of the School Board. The President shall work to coordinate a smooth transition between out-going and in-coming officers of the Home School Association.

The **VICE PRESIDENT** shall become the presiding officer at any regular or special meeting of the HASA when the President is unable to preside; shall represent the HASA at other meetings when the President is unable to attend such meetings; and assume the authority of the President when designated to do so. The Vice-President shall fill the office of the President if for any reason the President should step down from that position. The duties of the Vice President may include handling the HASA ballot and bios for candidates, the HASA nomination letters and forms, updating and distributing the Chairperson list, summary sheets for their fundraisers and Thank You letters. The Vice President is also responsible for maintaining the Volunteer list.

The **RECORDING SECRETARY** shall record the minutes from the HASA Board Meetings as well as the HASA General Meetings. All approved minutes for the HASA General Meetings will be placed on the school website. Minutes should be typed and should be provided via email to the HASA Board Members (including the Principal and Assistant Principal).

The **CORRESPONDING SECRETARY** shall send out notices of all regular, special, rescheduled and canceled meetings; distribute an agenda for each meeting; handle all correspondence called for by the President of the HASA and assist the Recording Secretary. The duties of the Corresponding Secretary may include weekly updates of school information to all registered parents via the Constant Contact program and updates to social media. The Corresponding Secretary is also responsible for aggregating the content from event chairs, HASA Board Members, and the school Principal for inclusion in a weekly newsletter, and obtaining final approval by HASA President and the school Principal prior to the distribution of Constant Contact during school year.

The **TREASURER** shall maintain the checkbook of the HASA, and be listed as one of the four authorized signers (Treasurer, HASA President, School Principal, School Assistant Principal) on the HASA checking account. All checks must be signed by the Treasurer, as well as a secondary signatory. The Treasurer will pay vendors based on invoices, and reimburse parent volunteers based on original receipts. All documentation should be kept in a secure location, with check number/date noted on the documentation. The Treasurer will track annual dues from school families, and is responsible for distributing the corresponding HASA appreciation gifts based on payments received. The Treasurer shall verify deposits of HASA funds after receiving them from

a Chairperson, and should take the deposits to the bank in a timely manner. The Treasurer will reconcile the HASA bank account on a monthly basis.

The **PARENT REPRESENTATIVES** (Primary Representative for grades Pre-K-2, Intermediate Representative for grades 3-5, and Middle School Representative for grades 6-8) shall be the primary points of contact for parents in the grades corresponding to their assigned group. As part of this role, they will also assume responsibility for contacting and welcoming each new family registered at St. Joseph School. They are also the primary liaison to the HASA with those parents selected as Room Parents. They shall also assist the Hospitality Representative with various school events throughout the year.

The **HOSPITALITY REPRESENTATIVE** shall serve as the leader and coordinator of all HASA-sponsored events where hospitality may be offered. This may include events for teachers and staff such as the teacher's breakfast at the beginning of the school year, end of year luncheon, or teacher appreciation day. In addition, the Hospitality Representative is responsible for coordinating welcoming events for the parents, such as the parent welcome reception during Catholic Schools Week. The Hospitality Representative will work in conjunction with the Chairperson of each event as well as the Primary Representatives to ensure beverages and snacks are appropriately provided.

The **HOT LUNCH/EVENTS COORDINATOR** shall serve as the leader and coordinator of the HASA hot lunch program by setting the menu and the online order form. They will reconcile all orders and payments for the fall and spring sessions and transfer to the HASA bank account accordingly. They will forward all check payments to the HASA Treasurer for deposit. They will run reports for items ordered for each lunch and provide those reports to the individual hot lunch Chairpersons so they can handle the appropriate counts for their respective lunches. As Events Coordinator, they will assist with setting-up online ticketing for various HASA-sponsored events such as Lunch with Santa, Father/Daughter Dance and Mother/Son event and work with the appropriate Chairpersons to provide reports of those attending the events.

Article V – Terms of Office

1. The office of President shall be limited to one (1) two (2)-year term with an option for an additional one (1)-year term if voted by the Board members. Following a required one (1) year absence from the board, the individual may seek election to any office on the Executive Committee of the HASA. The President is required to be a Board member for a minimum of one year before being eligible to serve as President.
2. Any other office aside from the President shall serve in a (2)-year term. Individuals shall not be eligible to serve more than two (2) consecutive full two-year terms in the same office.

Article VI – Election of Officers

The Election Committee, which is chaired by the Vice President, will oversee all Board elections.

1. The nominations for office shall be open prior to the last general membership meeting of each calendar year.
2. The names of candidates for each office will be announced prior to the May meeting. Qualified candidates for offices in the Association shall be sought. No person may be nominated who is not a member of the association.
3. All persons nominated shall receive a letter asking for their acceptance of the nomination and a brief biographical sketch.
4. A ballot and biographical sketch of all persons nominated for offices shall be sent to all members in good standing who have paid their dues by January 1st of the election year.
5. Voting will occur online for a one week period prior to the May general membership meeting. These officers shall be announced at the May meeting by a majority of the members entitled to vote. These officers will take office on July 1st of each appropriate year.

Article VII – Vacancies

An officer position vacancy shall occur upon the written resignation of that officer to the Home School Association Executive Committee. The President of the Home School Association shall also declare a vacancy for any officer of the HASA absent without excuse from any three (3) meetings (General and/or Board) in a twelve (12) month period. Vacancies shall be filled by a majority vote of the HASA Board. Those elected shall serve until the end of the remaining term.

Article VIII – Committees

The HASA shall establish the following Committees:

1. EXECUTIVE (also referred to as the Board) – Consisting of all Officers in elected positions. It oversees the general activities of the HASA. The President is the lead of the Executive Board.
2. HOSPITALITY – The Hospitality Committee, led by the Hospitality Chair, coordinates all events requiring the preparation and distribution of food to faculty, students, or parents. Events would include, but are not limited to Back-to-School teacher breakfast, Catholic Schools Week events and Parent/Teacher Conferences.
3. CHAIRPERSONS – Represent the HASA as leaders of various scheduled events throughout the school year. The chairpersons are to discuss plans for events or activities

with the HASA Board so plans for use of facilities and logistics are carefully considered. All flyers must first be approved by the HASA Board and then approved by either the Principal or Assistant Principal before release to the students or families. Chairpersons act as Ambassadors for St. Joseph School and should be inclusive when planning events or gathering volunteers to assist. All school volunteers and Chairpersons must be *Shield the Vulnerable* certified through the Archdiocese of Baltimore. The Vice President oversees this Committee.

4. AD HOC – Available to be appointed as needed. At the beginning of the school year, the HASA Board has a discussion regarding the various committees required for the upcoming year. Both the Chairperson and the appropriate members are determined for each Committee.

Article IX – Management of Finances

A budget shall be established by the Board of the HASA. This budget shall account for expenses related to each of the planned activities in a school calendar year, and for financial commitments made to the school on behalf of the HASA. It shall be reviewed at each Board meeting.

Chairpersons who will need to spend HASA funds shall discuss with the Treasurer prior to allocating funds, and shall adhere to the budgeted amount within 10% when making purchases, unless otherwise approved by the HASA Treasurer. Chairpersons are responsible for the funds channeled through their Committee. Such funds should be turned over promptly to the Treasurer of the HASA on a regular basis or turned over to the school office for deposit. Likewise, all bills and receipts for reimbursement should be forwarded to the Treasurer once they are received. Within five (5) days of the completion of the fundraiser, the Chairperson is responsible to turn over to the Treasurer a complete final report, including copies of all bills and receipts.

Article X – Amendments

These By-Laws may be amended at any regular meeting of the HASA by a two-thirds vote of the members present who are eligible to vote. Written notice shall be given to all members eligible to vote at least five (5) days prior to the regular business meeting.

Article XI – Quorum

A quorum for general membership shall consist of twenty-five (25) members.

A quorum for the Executive Committee of the HASA shall consist of a simple majority of the members of the Committee.

Article XII – Rules of Order

All meetings of the Home School Association shall be conducted according to the ROBERTS RULES OF ORDER, REVISED, when not consistent with the Constitution and By-Laws of the Saint Joseph HASA.

Article XIII – Meetings

Regular general membership meetings of the HASA must be held at least three (3) times during the school year. Special general membership meetings of the HASA may be called by the President, Pastor, or Principal, provided a notice of at least ten (10) calendar days is given.