

**MISSION STATEMENT AND BYLAWS OF SAINT JOSEPH CATHOLIC PARISH SCHOOL
HOME AND SCHOOL ASSOCIATION
ATHENS, GEORGIA**

Mission Statement

As parents/guardians and teachers of the children attending St. Joseph Catholic Parish School, it is our intent to promote Catholic-Christian values in a well-developed educational curriculum. The Association works with school management and encourages parent/guardian participation in educational and extracurricular school life of their children through traditional and nontraditional activities and financial programs.

Approved: March 20, 2015

Article I - Name

The name of this organization shall be:

The Home and School Association of St. Joseph Catholic Parish School (hereafter referred to as "HSA" or "Association")

Article II - Purpose and Policy

The purpose of the HSA shall be the advancement of the Catholic education and the welfare of all students in the school by:

1. enhancing both parent and teacher roles in the education of the student by providing an opportunity for them to work together for the good of the child.
2. furthering communication between parents and the school
3. encouraging parent participation within the school
4. hosting various hospitality services and social functions
5. assisting teachers in the planning and implementation of extracurricular activities and supplementing classroom needs
6. sponsoring informational presentations for the school
7. nurturing a positive spiritual and emotional environment for the entire school community
8. planning and coordinating fundraising activities.

Article III - Authority

The pastor of St. Joseph Catholic Church and the principal of St. Joseph Catholic Parish School have the responsibility for the school. The HSA shall function only with their consent. The school is the legal charity and shall be listed as such on all necessary documents.

Article IV - Membership

Section 1: Qualifications

The pastor of St. Joseph Catholic Church and the principal of St. Joseph Catholic Parish School will be members of the HSA. All faculty and staff members of St. Joseph Catholic Parish School, along with all parents or legal guardians of each child attending school shall be members of this Association. All meetings shall be open to all members of the HSA.

Section 2: Obligations

Members of the HSA shall endeavor to support this Association by participating in the activities that it sponsors. An officer or member of the HSA shall have approval of the board and the principal prior to acting as a spokesperson for this Association.

Section 3: Privileges

All members of the HSA shall be:

1. eligible to vote
2. eligible to hold office
3. have reasonable access to review the bylaws, minutes of meetings, records and financial statements
4. eligible to attend all general meetings
5. eligible to participate in all activities

Article V - Officers

Section 1: Officers

1. The officers of the HSA shall be a President, a President Elect, a Vice President, a Secretary and a Treasurer
2. These officers will serve as the Executive Board of the HSA
3. These officers shall be members of St. Joseph Catholic Parish School
4. A married couple may jointly serve in one capacity as an officer
5. Two parents may jointly serve in one capacity as an officer

Section 2: Term of Office

1. These officers shall serve a term of one year and shall be ineligible for more than two consecutive years in the same office.
2. All officers shall assume their duties on July 1st of the year of the election

Section 3: Duties

The President

1. shall seek approval from the principal for any activity which generates revenue.
2. shall preside at all Executive Board and General Membership meetings of the HSA
3. shall set the agenda for Executive Board and General Membership meetings
4. shall appoint special committees
5. shall be an *ex officio* member of all committees
6. shall receive notice of all committee meetings
7. shall see that the HSA adheres to these Bylaws
8. shall see that the HSA adheres to the adopted budget which is set by school management
9. shall keep all records current
10. shall see that digital copies of records are current--including those on the school's web site
11. shall be responsible for the implementation of voting procedures used by the general membership
12. shall provide a transition meeting for the newly-elected officials
13. shall serve as an *ex officio* member of the Parish Advisory Council

14. shall perform other duties as assigned by the Principal and/or Pastor of St. Joseph Catholic Parish School

The President-Elect

1. shall prepare to serve as President following the end of the current President's term.
2. shall preside in the absence of the President and shall act as an aide to the President

The Vice President

1. shall serve as the coordinator of volunteers
2. shall act as Parliamentarian using New Roberts Rules of Order as a reference

The Secretary

1. shall send notices of regular meetings to members prior to the meetings
2. shall distribute copies of the meeting agenda to members of the meetings
3. shall record the minutes of all Executive Board meetings and all general membership meetings
4. shall provide copies of the minutes to the principal for review
5. shall provide copies of the minutes the the membership at large
6. shall handle correspondence as necessary

The Treasurer

1. shall maintain the financial records for the HSA
2. shall work with the school Business/Development office to ensure that the HSA adheres to all accounting principles of the school
3. shall submit financial reports at all general meetings
4. shall work with the school's Business Manager to insure that the HSA adheres to all rules and filing requirements of all local, state, and federal taxing authorities.

Article VI: Executive Board

Section 1: Executive Board Members

1. The Executive Board shall be comprised of the Pastor of St. Joseph Catholic Church and the Principal of St. Joseph Catholic Parish School, and all officers of The Home and School Association of St. Joseph Catholic Parish School.

Section 2: Administrative Body

1. The Executive Board shall be the administrative body of the HSA and is authorized to transact all business and supervise all activities of this Association.
2. Meetings of the Executive Board shall be held at the call of any of the Board

3. The Executive Boards shall have the right to fill any vacancies among the officers of the HSA, subject to the subsequent approval of the Principal
4. The Executive Board shall have the right to add or delete permanent committees and shall have the power to appoint the temporary chairperson of said committees with the approval of the Principal.
5. Members of the Executive Board shall endeavor to support the HSA by participating in the activities it sponsors.
6. A member of the Executive Board shall have approval by all members of the Executive Board prior to acting as a spokesperson for the HSA.

Article VII- Standing Committees

All Standing Committees:

1. shall have a committee chairperson who is appointed by the President of the HSA
2. shall be open to all member of the HSA
3. shall be designated for the following school year by the Principal, President and President Elect during the 4th quarter of the current school year and included in the School's Willingness to Serve Form

All Standing Committee Chairpersons:

1. shall notify the President of all committee meetings
2. shall be responsible for securing members to serve on the committee
3. shall make periodic reports to the general membership at HSA meetings
4. shall keep accurate records of committee activities, expenses and income
5. shall adhere to the budget which is set for the committee
6. shall adhere to all accounting procedures of St. Joseph Catholic Parish School
7. shall secure specific plans for all sub-committee activities from the sub-committee chairs and submit to the President one month prior to the scheduled event or activity

Article VIII- Selection and Installation of Board Officers

Section 1: Nominations

Nominations for officer positions may be made by an individual who wishes to run for an office or by a member of the HSA who wishes to nominate another individual for an office position. All nominees will be notified by an Executive Board member to confirm the nomination.

Section 2: Selection Procedures

A list of nominees will be will be submitted to the Principal, then the Executive Board for acceptance. Incoming offices will be selected by the Executive Board.

Section 3: Installation of Officers

The newly elected officers will be installed during the last general meeting and assume their duties to coincide with the St. Joseph Catholic Parish School fiscal year (currently July 1 through June 30.)

Article IX- Vacated Offices

Section 1: Removal from office

1. An officer or committee chairperson may be removed by the Executive Board whenever in its judgement, the best interests of the HSA is thereby served.
2. The Executive Board must then meet to appoint a person to fill the vacated position

Section 2: Resignations

1. In the event of the resignation of an officer, the Executive Board must meet to appoint a person to fill this vacancy.
2. In the event of the resignation of a committee coordinator, the President may appoint a person to fill the vacancy after consulting with the members of the Executive Board

Article X- Meetings

Section 1: General Membership Meetings

1. There shall be at least three general membership meetings each year: Fall, Winter and Spring
2. The dates for the meetings will be set by the Principal in accordance with the School calendar
3. Meeting dates will be posted on the school calendar and shall be open to all members of the HSA
4. At a regularly scheduled meeting of the membership, those present shall constitute a quorum

Section 2: Executive Board Meetings

1. The Executive Board shall meet at least three times a year: Fall, Winter and Spring
2. The dates for the meetings will be set by the Principal and/or President in accordance with the School Calendar
3. A quorum for conducting the business of the Executive Board shall be a majority of the officers

Article XI- Funds

The HSA shall follow all accounting principles of the school. The Pastor and Principal have ultimate authority over all Home and School fund.

Section 1: Authorization of Purchases and Expenditures

1. All purchases must have prior written approval (via Purchase Approval Form) first from the Executive Board or the committee chairperson
2. A Purchase Order must be filled out for all purchases and approved by the Principal
3. Any single purchase totaling over \$500 must have prior approval of the Executive Board and 3 bids must be received prior to submitting the purchase order

Section 2: Reimbursement

1. A reimbursement/expense sheet must be submitted to and approved by the Principal.
2. No reimbursement checks will be issued without a Purchase Order, receipt(s) and reimbursement request
3. No checks shall be made out to cash.

Section 3: Monies

1. All monies raised by the HSA are raised on behalf of the school and are school assets from the moment of collection
2. All monies belonging to this organization shall be deposited in the St. Joseph Catholic School checking or D&L Account
3. The Business Manager will make all deposits and withdrawals for the HSA D&L with approval of the Principal
4. The HSA budget must be submitted by the Executive Board to the school Principal for approval

Section 4: Income Generating Projects

1. Specific plans for income generating projects must be submitted to the Executive Board for approval

Article XII- Fiscal Year

This organization shall operate on a fiscal year beginning July 1 and ending June 30

Article XIII- Amendments

1. These Bylaws may be amended at any Executive Board meeting of the HSA by a majority of the members present in good standing, provided written notice of any amendment has been sent to all members in good standing, then upon receiving approval from the Principal. A current copy of the Association's Bylaws will be posted on the school website
2. The Executive Board will review these Bylaws every three years and update them as deemed necessary by the Executive Board.
3. The Executive Board will notify all members of any changes to these Bylaws

Article XIV- Parliamentary Authority

1. *Robert's Rules of Order, Newly Revised* shall be the authority of parliamentary questions not covered by these Bylaws
2. It shall be the duty of the presiding officer at all meetings of the HSA to see that the rules are followed