

**ST. _____ SCHOOL OF _____
HOME & SCHOOL ASSOCIATION
BYLAWS**

**ARTICLE I
TITLE**

The name of this organization shall be the St. _____ School of _____ Home & School Association. This Home & School Association is established and will continue at the discretion of the pastor with the approval of the Diocese of Rockford Catholic Education Office.

**ARTICLE II
ADVISORY CAPACITY**

The Home & School Association which is comprised of parents and volunteers plays a vital important role in the development, promotion, operation and faith mission of the School. However, due to civil and canon law requirements, the Home & School Association's role is advisory in nature. Therefore, non-delegable responsibilities imposed by Canon Law on pastors shall be made by the pastor. The pastor and principal shall have final authority for the scheduling and implementing of all activities.

The Home & School Association shall function in accordance with these Bylaws and comply with the policies of the Diocese of Rockford, and the St. _____ School of _____. All operations of the Home & School Association are subject to the established policies of the Catholic Education Office of the Diocese of Rockford.

**ARTICLE III
PURPOSE**

The purposes of the Home & School Association are to:

- Promote open communication among the parents, teachers and administration;
- Provide support for the principal in his or her role as the administrator of the School program;
- Promote goodwill and cooperation between and among parents, faculty, administration, and Parish;
- Direct and coordinate parental support through parent education activities and social functions that build community;
- Help build and enhance the faith community of School and Parish;
- Raise funds for the School;
- Coordinate the service and volunteer programs; and

- Other purposes as may be assigned from time to time by the pastor and/or principal.

In addition, the Home & School Association exists to support the pastor and principal in their endeavors to provide quality, Catholic education for all students and to help parents and teachers develop a mutual understanding of and appreciation for the ideals of Catholic education, especially in terms of proclaiming the Gospel message, building community, and educating for service and worship.

ARTICLE IV MEMBERSHIP

The membership of the Home & School Association shall be drawn entirely from the following:

- The pastor of the Parish or his delegate;
- The principal of the School;
- The faculty and staff of the School; and
- The parents and/or legal guardians of pupils currently enrolled in School.

ARTICLE V MODERATOR AND ADMINISTRATIVE OFFICER

The pastor or his delegate shall be “ex officio” moderator of the Home & School Association. The principal shall serve as the administrative officer of the Home & School Association.

ARTICLE VI OPERATIONS

1. The pastor has the responsibility for all budgetary and financial decisions affecting the School, including the use of funds raised by the Home & School Association and fundraising goals, tuition charges, and financial matters, and may not delegate such responsibilities. As such, the Home & School Association shall be supervised and controlled by the School/Parish, in accordance with section 501 (c)(3) of the IRS tax code.

2. Operation of the Home & School Association shall be governed by the following:

- a. The Home & School Association must obtain authorization from the Bishop and Chancellor, or his representative (Pastor, Principal or Superintendent). When authorization is obtained, the Home & School Association may have a bank account separate from that of the School.
- b. The pastor and principal and Home & School Association President shall have signature authority over the bank account. Two of the three signatures noted above are required for all expenditures over \$200.00.

- c. The Home & School Association's bank account, or where applicable, investments, and all financial actions are subject to the ultimate discretion, approval and control of the pastor and principal.
- d. All monies received by the Home & School Association through membership dues and fund raising activities are to be deposited into the Home & School Association account within five (5) days after receipt.
- e. All monies (cash and check) received shall have a corresponding receipt which is given by the Home & School Association to the donor.
- f. The Home & School Association shall adhere to Diocesan Policy #3540 and its Appendix #3540: Items Purchased by School from Auxiliary Support Group Proceeds. The School, not the Home & School Association, purchases items for the School. Items purchased for the School with money raised or earned by the Home & School Association shall be recorded in the following manner:
 - 1) A check from the Auxiliary Support Group shall be written to the School;
 - 2) The School shall record the Auxiliary Support Group's check as a donation; and
 - 3) The item(s) shall be purchased by the School and recorded as an expense.
- g. All expenses not identified in f. above, and incurred on behalf of the Home & School Association are to be paid from the Home & School Association account.
- h. A detailed financial report of the account shall be provided by the Home & School Association treasurer to the principal, pastor and Home & School Association Executive Committee on a monthly basis.
- i. The treasurer shall maintain all statements, records, and books of original entry at a designated secure site to be made available at the School for inspection by the pastor, principal and Executive Committee when requested.
- j. Annual Report. The Home & School Association shall submit to the pastor and principal an account balance and statement of revenue and expenditures for each activity on an annual basis. The fiscal year is July 1st through June 30th. The financial reports shall be submitted by July 15th. The account balance shall show the June 30th balance in the bank account. The income statement shall show all revenues, all expenditures and the resulting net excess or loss for the year. The president shall provide copies of the financial reports to the Education Commission and/or Finance Committee as applicable.
- k. The Home & School Association is not authorized to enter into any contract on behalf of the Parish or School.
- l. All funds, other than a 90 day operating fund, raised during the fiscal year shall be allocated by the pastor and principal on or before June 30th of each year.
- m. All excess funds earmarked for projects exceeding the current fiscal year shall be transferred to DIAL.

- n. The Home & School Association is subject to Diocesan audits at the request of the Diocese.
- o. The Home & School Association shall be required to adhere to these Bylaws to continue to operate, and to use the School's/Parish's tax exempt number.

ARTICLE VII OFFICERS OF THE HOME & SCHOOL ASSOCIATION

The Officers of the Home & School Association shall be the president, vice president, secretary, treasurer, and parliamentarian. The principal shall serve as administrative officer and the pastor shall serve as ex officio moderator of the Home & School Association. The responsibilities of the Officers of the Home & School Association are as follows:

- To assist the principal and president in preparing the agenda for the monthly planning meetings;
- To participate in monthly planning meetings;
- To assist in coordinating the activities of various committees;
- To receive reports from various committees;
- To ensure that Home & School Association proceedings are communicated to all parents and teachers;
- To provide support for the principal; and
- To participate in and support all fundraising activities.

ARTICLE VIII EXECUTIVE COMMITTEE

The Home & School Association shall have an Executive Committee comprised of the pastor, principal, president, vice president, secretary, treasurer, and parliamentarian, and chairpersons of the standing committees.

ARTICLE IX VOTING MEMBERS

The members of the Executive Committee are the voting members of the Home & School Association. The membership of the Home & School Association is invited to attend all

meetings of the Home & School Association and express their views. All views expressed by the membership will be given consideration in formulating recommendations.

ARTICLE X NOMINATION OF OFFICERS

Officers of the Home & School Association shall be nominated by the membership in April of each year and will be appointed by the pastor in May of each year. Officers shall assume their position at the June meeting of the Home & School Association Officers meeting. Officers shall serve two-year terms and may be reappointed by the pastor to additional terms.

ARTICLE XI REGULAR MEETINGS OF THE HOME & SCHOOL ASSOCIATION

Regular planning meetings of the Home & School Association shall take place monthly during the School year. Special meetings of the Officers and/or the Executive Committee may be called by the pastor or principal.

- Quorum: For the purpose of transacting official business, it shall be necessary that a two-thirds majority of total members of the Executive Committee be present at a regular meeting and/or a special meeting, as applicable;
- A simple majority of the Executive Committee present and voting shall carry a motion which will become a recommendation to the pastor; and
- A written record of all acts of the Executive Committee shall be maintained and preserved by the secretary. They shall be available for inspection or reference by members of the Home & School Association at any time in the School office.

ARTICLE XII CONDUCT OF MEETINGS OF THE HOME & SCHOOL ASSOCIATION

1. Whenever an agenda item is presented for action at a Home & School Association meeting, the members will attempt to reach a consensus after careful consideration and discernment in a spirit of cooperation.

2. Formal votes and/or parliamentary procedure may be utilized at the discretion of the president. A simple majority of the voting members will carry motions which will become recommendations to the pastor and principal.

3. The agenda of meetings shall be:

- a. Opening prayer
- b. Calling of the roll
- c. Approval of minutes
- d. Treasurer's report

- e. Correspondence
- f. Committee reports
- g. Unfinished business
- h. New business
- i. Communications
- j. Closing prayer
- k. Adjournment

- 4. Meetings of the Home & School Association should normally not exceed ninety minutes.

**ARTICLE XIII
DUTIES OF OFFICERS**

- 1. The president shall:

- a. Preside at all regular and special meetings of the Home & School Association;
- b. Serve as the liaison between the Home & School Association and the pastor and principal;
- c. Appoint all committee chairpersons with the approval of the principal and pastor.

- 2. The vice president shall:

- a. Preside in the absence of the president;
- b. Chair ad hoc committees as requested by the president; and
- c. Perform the duties of the president when the president is unable to do so.

- 3. The secretary shall:

- a. Be responsible for recording the minutes of the Home & School Association Executive Committee and general meetings;
- b. Provide copies of minutes for all meetings after consultation with the president and principal;
- c. Maintain a permanent record of all minutes and resolutions;
- d. Forward a copy of all minutes to the Home & School Association president and principal;
- e. Keep a record of all incoming and outgoing mail;
- f. Respond to all social and business correspondence; and
- g. Report the previous month's activity to the Home & School Association.

- 4. The treasurer shall:

- a. Receive the monthly bank statement from the principal;
- b. Be responsible for maintaining and reconciling of the Home & School Association bank account and keeping correct and accurate records of all deposits and withdrawals;
- c. Report to the Home & School Association at each regular meeting;
- d. Prepare monthly written reports concerning the finances of the Home & School Association as may be requested by the pastor, principal and/or Officers;
- e. Make available for inspection at the request of the pastor or principal, any and all statements and books of original entry;
- f. Be responsible for receiving approval for all monies not budgeted for and expenditures in excess of \$200 and insuring that all reimbursements are paid by check, with receipts or invoices as documentation, and insuring adherence to Diocesan Policy #3540, including that purchases shall not be made directly by the Home & School Association.
- g. Be responsible for acquiring all receipts, bills or invoices that account for disbursements, and for keeping an up-to-date file of all receipts, bills, and invoices.

5. The parliamentarian shall:

- a. Assist the president as needed;
- b. Serve as parliamentarian of all meetings, and therefore be familiar with Robert's Rules of Order;
- c. Serve as a resource to various committees;
- d. Coordinate New Parent Orientation and Open House;
- e. Serve as chair of ad hoc committees, as needed; and
- f. Chair meetings if the president and vice president are unavailable or have a conflict of interest.

ARTICLE XIV STANDING COMMITTEES

The standing committees of the Home & School Association are:

1. Hospitality Committee, whose purpose is to provide hospitality for School events and to promote School community.
2. Nominating Committee whose purpose is to solicit suggestions from parents of people to

serve on the Home & School Association; to solicit from parents where they would like to serve on committees or on the Home & School Association; to utilize the room parents as a source for suggestions for committee members; and to present a slate annually of officers and committee chairs. The Nominating Committee shall consist of the president, the vice president, and the parliamentarian. Responsibilities of the nominating Committee are:

- a. To develop a questionnaire to solicit needed nominating information to fulfill the above stated purpose;
- b. To send the questionnaire to all School parents and to summarize the information received by April 30th;
- c. To select a slate of officers and committee chairs by May 30th;
- d. To place parents on committees by May 30th who have the skills to complete the committee responsibilities as stated in the committee charges; and
- e. To receive approval of the slate from the pastor and principal.

3. Parish Service Committee whose purpose is to promote Parish service and community, and provide parent education events for School parents and parishioners. Responsibilities of the Parish Service Committee are:

- a. To recruit and support subcommittee members to put on events;
- b. To recruit a volunteer to promote the Catholic identity of the School among the parishioners;
- c. To facilitate the working relationship between the School and Parish through communication with Parish council;
- d. To determine needs and develop ideas which build the faith community at the School; and
- e. To communicate School events and activities to the Parish Council.

4. Volunteer Services Committee whose purpose is to meet the needs of all Home & School Association committees relating to volunteers by coordinating parent volunteer services and maintaining records of the parent volunteer program. Responsibilities of the Volunteer Services Committee are:

- a. To coordinate service obligations and volunteer opportunities;
- b. To research and identify service and volunteer needs of the School, Parish, and Home & School Association committees;
- c. To identify and recruit volunteers;

- d. To compile and categorize a list of volunteer opportunities;
- e. To develop an email list for volunteers;
- f. To organize ways to recognize and thank volunteers;
- g. To ensure service records are maintained; and
- h. To evaluate and propose changes and policies for service.

5. Fundraising Committee whose purpose is to develop and coordinate the yearly Fundraising plan for the benefit of the School. Responsibilities of the Fundraising Committee are:

- a. To recruit and support chairpersons for each fundraising program or event;
- b. To evaluate and propose future changes for fundraising events and programs;
- c. To assist the principal in developing the fundraising plan for the School year in the spring;
- d. To coordinate and seek approval for all fundraising activities and their respective budgets;
- e. To establish goals, budget and criteria for each event; and
- f. To set yearly fundraising goals with the principal and Finance Committee.

The president of the Home & School Association shall appoint chairpersons for standing committees in May of each year, with the approval of the pastor and principal. Committee chairpersons shall serve annually and may be reappointed to additional terms by the president with the approval of the pastor and principal. The president of the Home & School Association shall provide a written charge for each standing committee annually.

ARTICLE XV SPECIAL COMMITTEES

Special committees shall be established by the president, with the approval of the pastor and principal.

ARTICLE XVI AMENDMENTS

Subject to all current provisions of the St. _____ Church and School of _____ and the Diocese of Rockford, the bylaws may be amended by a vote of two-thirds of the Home & School Association Officers, with the approval of the pastor.

These bylaws are duly approved by St. _____ Church of _____. When executed by the pastor, they shall become effective.

Dated this _____ day of _____, 2017

ST. _____ CHURCH OF _____

By: _____
Pastor