

St. Francis of Assisi Home and School Association (H.S.A.)  
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**Article I – Name:**

The official name of this organization shall be the St. Francis of Assisi Home and School Association. The organization may be referred to as the “St. Francis HSA” or “HSA” in this document.

**Article II – Mission/Purpose:**

The purpose of the HSA is to support quality Catholic education for the children at St. Francis of Assisi School. The HSA works to promote the educational, spiritual, cultural, and social welfare of our schools. In addition, the HSA provides support for the administration and faculty of the schools.

Some specific roles of the HSA include:

Facilitating communication between the Home & School Association and faculty/administration.

Encouraging a sense of community through social activities.

Providing annually budgeted activities, programs, and materials for the enrichment of the students and staff.

Promoting and coordinating volunteers for enrichment activities, school activities, and fundraising activities.

**Article III– Membership/Dues:**

Membership:

All parents/guardians of students attending St. Francis of Assisi School are considered members of the St. Francis HSA. Attendance at general meetings is encouraged.

**Article IV– Officers:**

Section I – Defined Officers and Duties:

The officers of the elected board shall consist of two Co-Presidents (one incumbent, and one newly elected/appointed), Secretary and Treasurer.

The full board shall consist of two Co-Presidents, Secretary, Treasurer, Principal, Teacher Representative, and Church Liaisons (one from Resurrection Parish and one from St. Francis of Assisi Parish).

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A.) Co-Presidents:

Serve as the primary contact for the Principal, represent the HSA at meetings outside the organization, and coordinate the work of the officers.

B.) Incumbent Co-President:

Serving the second year in office, formulates the agenda for general meetings, and presides over the meetings of the HSA.

C.) Newly Elected Co-President:

Assists the Incumbent Co-President and carries out those duties in his or her absence or inability to serve. The Newly Elected Co-President succeeds the Incumbent Co-President the following year.

D.) Secretary:

The Secretary shall attend all meetings and record proceedings and votes of the HSA. The Secretary shall submit minutes of the monthly HSA meetings to the general membership for review within one week of meeting. The secretary shall make any necessary revisions to the minutes and shall request that these minutes be posted to the school websites.

E.) Treasurer:

The Treasurer shall receive all funds of the HSA, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the board. He or she shall present a financial statement at every HSA meeting and at other times of the year when requested by the board. The Treasurer shall make a full report at the end of the year which includes a balanced statement with year-to-date actuals against budgeted items. The HSA shall present a financial statement from the previous year at the first general meeting.

Section II – Nominations and Elections:

Nominations are made at the HSA meeting in March. Elections are held at the April meeting. Open positions are filled by proposed nominations made by the HSA Board or volunteers from the membership at large. Each officer shall be a parent/guardian of St. Francis of Assisi student(s) and/or a faculty member of the school. Only those persons who have consented to serve if elected shall be nominated for or elected to officer positions. Voting shall be by voice vote. If more than one person is running for an office, a ballot vote shall be taken. New officers shall work with the current officers starting in May to transition responsibilities and assist in establishing a budget and planning events for the following school year.

Section III – Terms of Office:

Officers are elected for two years. Once their term of office is complete, they may elect to run for another office on the Board. Each person elected shall hold only one officer/board role at a time.

Section IV – Vacancies:

If there is a vacancy in the office of the Incumbent Co-President, the newly elected/appointed Co-President shall become the Incumbent Co- President. At the next regularly scheduled meeting, a

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new Co-President shall be elected/appointed. If there is a vacancy in any other office, members shall fill the vacancy through an election/appointment at the next regular meeting.

Section V – Removal From Office:

Officers can be removed from office with cause by a quorum present at a regular meeting where previous notice has been given.

**Article V– Meetings:**

Section I – Regular Meetings:

The regular meetings of the HSA shall be on the first Monday of each month at 6:30 pm. If the first Monday of the month is a non-school day, the meeting shall be held on the following Monday. Meetings shall be held August through June. The location of the meetings shall take place at St. Francis of Assisi School, in the library. The meetings shall follow an agenda established by the Incumbent Co-President, shall be open to all HSA members, and business shall be conducted in a “timely manner.” The Principal or his/her representative and a Teacher representative shall be present at the meetings.

Section II – Special Meetings:

The HSA may hold a special meeting as determined by the Co-Presidents. A vote via electronic communication may be held prior to the next regular meeting.

Section II – Voting Members:

Voting members are defined as all HSA officers and parents/guardians of students attending St. Francis of Assisi School. If the parent/guardian is also an employee of the Rochester Catholic Schools, then he/she shall not vote on issues directly affecting or benefiting himself/herself. Each member at a meeting has one vote.

Section IV – Quorum:

The quorum shall be defined as a minimum of 50% +1 of voting members present. A quorum may not be challenged once the minimum has been established.

Section V – Robert’s Rules of Order:

All meetings of the HSA shall be conducted according to simplified parliamentary procedure per Robert’s Rules of Order.

**Article VI– Standing Committees/Roles:**

Section I – Membership:

Committee chairpersons/roles shall be volunteer positions held by members in good standing of St. Francis of Assisi School. All chairpersons are responsible for contacting and organizing volunteers for their respective committees. Any chairperson role not filled through the volunteer sign-up process will be filled at the invitation of the HSA co-chairs.

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Section II: – Additional Committees:

The board may appoint additional committees as needed.

**Article VII– Advisory Positions:**

Section I - Principal:

Presents school news at each meeting, submits funding requests, etc.

Section II- Teacher Representative:-:

Acts as a communication link between the HSA and the staff.

Section III: Parish Representatives:

Serve as a communication link between the HSA and St. Francis of Assisi and Resurrection parishes. Representatives also assist with organizing various HSA activities throughout the year.

**Article VIII– Finances (Fiscal Policies):**

Section I– A tentative budget shall be drafted in the fall for each school year and approved by a quorum of the members present. HSA monies will be spent on activities and materials that will provide educational opportunities to the student body, aid teachers in the classroom environment, or provide purchases necessary to meet the goals of the HSA.

Section II – The treasurer shall keep accurate records of any disbursements, income, and bank account information. All purchases/expenditures must have a receipt on file.

Section III – All expenditures in excess of \$100.00 (other than previously approved budget items) must be approved by a quorum of the HSA. Funding requests must be brought before the HSA.

Section IV – Emergency funding requests can be made to and approved by the president, president-elect, and treasurer. These requests must not exceed \$100.00.

Section V – Principal Discretionary Fund

The Principal will be given \$250 at the beginning of each school year to use to assist school families with need. The Principal may ask the Home and School Association to appropriate more funds should the need arise. The primary purpose of this fund is to allow the Principal to provide needed assistance as he/she becomes aware of a need. The fund shall be voted on as part of the budget approval process.

Section VI - Authorized check-signers shall be the Treasurer and incoming incumbent co-Chair. The incoming Treasurer and Co-Chair should accompany the existing Treasurer to the bank to fill out a new signature card before the start of the new fiscal year.

Section VII – The fiscal year is August 1<sup>st</sup> through July 31<sup>st</sup>.

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Section VIII – Independent financial review: the officers shall review the budget and expenditures at monthly meetings and an internal audit shall be conducted when a new treasurer takes office.

Section IX – Upon the dissolution of the organization, any remaining funds shall be used to pay any outstanding bills and, with the membership’s approval, spent for the benefit of the school.

**Article IX– Amendments:**

Section I – These by-laws become effective upon their acceptance by a quorum of the active membership members present at a general meeting.

Section II – These bylaws may be altered, amended, or replaced by the affirmative vote of the quorum at any general HSA meeting, provided written notice of this amendment has been sent to all members in good standing.

BY- LAWS COMPOSED 2011-2012

Article I - Approved on January 9, 2012

Article II – Approved on January 9, 2012

Article III – Approved on January 9, 2012

Article IV – Approved on March 5, 2012

Article V – Approved on March 5, 2012

Article VI – Approved on April 9, 2012

Article VII – Approved on April 9, 2012

Article VIII – Approved on April 9, 2012

Article IX – Approved on April 9, 2012