



**HOLY SPIRIT  
CATHOLIC SCHOOL**

*Home and School Association*

## **Holy Spirit Home and School Association By-Laws**

### **Article I – Name:**

The official name of this organization shall be the Holy Spirit Catholic School Home and School Association. The organization may be referred to as the “Holy Spirit 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 Holy Spirit 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**

#### **Membership:**

All parents/guardians of students attending Holy Spirit School are considered members of the Holy Spirit HSA. Attendance at general meetings is encouraged. If members are unable to attend meetings, email correspondence and/or votes are considered a part of attendance.

### **Article IV– Officers:**

#### **Section I – Defined Officers and Duties:**

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

The full board shall consist of two Co-Chairs, Secretary and Treasurer.

#### **A.) Co-Chairs:**

Serve as the primary contact for the Principal, represent the HSA at meetings outside the organization, and coordinate the work of the officers. Meeting agendas should be set 1 week prior to scheduled meetings. The meeting agenda will be shared with the principal and board prior to the scheduled meeting.

#### **B.) Incumbent Co-Chair:**

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

#### **C.) Newly Elected Co-Chair:**

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

succeeds the Incumbent Co-Chair the following year.

D.) Secretary:

The Secretary makes a copy of the meeting agenda from Co-Chairs and documents meeting minutes. The Secretary shall share minutes of the monthly HSA meetings to the Officers and principal for review immediately following the meeting. The secretary shall make any necessary revisions to the minutes and shall request that these minutes be posted to the school website. The secretary shall keep a cumulative record of meeting agendas/minutes for future reference.

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 quarterly 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 that includes a balanced statement with year-to-date actuals against budgeted items. The HSA shall present a financial statement from the previous year and the current school year budget at the first general meeting.

Section II – Nominations and Elections:

All interested parties will notify the HSA officers of their interest, and nominations are made at the following HSA. Election or appointment votes 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 Holy Spirit 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 at a minimum 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 term or 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 any 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 monthly. There is no scheduled meeting in December. Meetings shall be held September through June (meeting in August optional). The location of the meetings shall take place at Holy Spirit School. The meetings shall follow an agenda established by the Co-Chairs, and shall be open to all HSA members, and business shall be conducted in a “timely manner.” The Principal or his/her representative and 2 Teacher representatives shall be present at the meetings.

Section II – Special Meetings/Minutes/Votes:

The HSA may hold a special meeting as determined by the Co-Chairs. A vote for Minute Approval and/or special votes via

electronic communication may be held prior to the next regular meeting. The votes will consist of all members present at the previous meeting. Any members not present need to express interest in being included in votes via written format.

### Section III – Voting Members:

Voting members are defined as all HSA officers and parents/guardians of students attending Holy Spirit 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. The Principal shall not vote.

### Section IV – Quorum:

The quorum shall be defined as a minimum of 50% +1 of voting members present, with a minimum number being 5 voting members. A quorum may not be challenged once the minimum has been established. A quorum can also be conducted via email. This group will include anyone present at the most recent meeting, if that meeting had a minimum of 5 voting members. It will also include anyone requesting addition to voting permission in written format.

### Section V - Meeting Minutes:

The monthly meeting minutes will be presented at the following month's meeting or via email immediately following the meeting. The Co-Chairs, Secretary, and Principal will make initial edits. At the monthly meeting or via email following the officers initial review, any additional edits and suggestions shall be noted and the minutes updated. The monthly meeting minutes shall be formally approved pending any minute revisions and the presence of a quorum.

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

### **Section I – Membership:**

Committee chairpersons/roles shall be volunteer positions held by members in good standing of Holy Spirit 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.

### **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 Representatives:**

Acts as a communication link between the HSA and the staff. Allowed to submit funds requests via principal.

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

**Section I –** A tentative budget shall be drafted in the spring for each upcoming school year and approved by a quorum of the members present at the last HSA meeting of the school year. 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. The treasurer shall present a quarterly statement at the board meetings. These statements shall be reviewed and approved pending any revisions and the presence of a quorum. The treasurer shall present a summary of the previous school year HSA activities and also a budget for the current school year at the first meeting of the school year.

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 Co-Chairs and Treasurer. These requests must not exceed \$100.00.

Section V - Authorized check-signers shall be the Treasurer and the Co-Chairs. 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 VI – The fiscal year is July 1<sup>st</sup> through June 30<sup>th</sup>.

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

Section VIII – 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 bylaws 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.

## **Article X - Contact list:**

HSA Co-Chairs: [HolySpiritSchoolHSA@gmail.com](mailto:HolySpiritSchoolHSA@gmail.com)

Secretary: [HSASecretary@gmail.com](mailto:HSASecretary@gmail.com)

Treasurer: [HSASATreasurer@gmail.com](mailto:HSASATreasurer@gmail.com)

BY- LAWS COMPOSED August – November 2014

Edit completed 8/14/18

Reviewed 9/3/2021

Reviewed 9/20/2023

Approved 10/9/2023