

**OUR LADY OF PERPETUAL HELP**  
**HOME & SCHOOL ASSOCIATION**

**Constitution**

**Article I** – Name: The name of the association shall be “Our Lady of Perpetual Help Home and School Association”, hereinafter referred to as “HSA”.

**Article II** – Objectives: The objectives of the HSA are to advise and assist the Pastor, the Principal, and the teachers in providing a Catholic educational environment and to increase the educational opportunities for the children of our school through the active participation and involvement of its members. The HSA will also provide opportunities for fellowship amongst its members.

The HSA is not a policy making body for the school.

**Article III** – Authority: The Pastor and the Principal have the responsibility for the administration of the school in accordance with the guidelines of the Diocese of Allentown. The HSA shall function only with their consent and within their guidelines.

**Article IV** – Respect for School Policies: The HSA shall respect the established school policies set forth by the Pastor and the Principal in accordance with Diocesan guidelines.

**Article V** – Membership: Membership shall consist of all parents and/or guardians of students attending the school. Members are considered in good standing provided all HSA fees are paid annually.

**Article VI** – Officers: The elected officers comprise of the Executive Board with the Pastor, Principal, and shall be President, Vice President of Fundraising, Secretary, Treasurer, Head Teacher, and Advancement Director.

The term of office shall be two years. Officers may choose to run for re-election of their current position or any vacant position.

The following offices will be open for election on alternating years: President and Treasurer, and Vice President of Fundraising and Secretary.

Nominations for the elected positions shall be distributed to all HSA members by the Nominating Committee (See Nominating Committee Procedures attached, which are a part of the Bylaws.)

To be eligible for any office, a member must be in good standing with all fees and quotas paid and up to date for the school year. The member should have children in the school for at least 2 more years to be able to fulfill their term commitment.

**Article VII – Spiritual Advisor:** The Spiritual Advisor for the HSA shall be the Pastor or one of his delegates.

**Article VIII – Rules of Order:** All meetings of the HSA shall be conducted in accordance with Robert’s Rules of Order Revised” when not consistent with HSA Constitution.

**Article IX – Amendments:** Any member who desires to amend this constitution shall present their proposed amendments in writing to the Executive Board. The Executive Board will add this request to their upcoming monthly meeting agenda and take a vote. The President will then inform the member of their decision within 3 days of that meeting.

## **BYLAWS**

### **Article I – Officer’s Duties**

**President –** The President shall preside at all meetings of the HSA and Executive Board, shall appoint, and oversee all chairpersons to the various committees, and set the agenda for all meetings. The President shall attempt to reconcile any concerns or complaints brought forth by HSA members. The President will fill in if any chairperson is unable to complete their duties. The President is, ex officio, a member of all committees except the Nominating Committee. The President organizes and oversees various school events as needed such as the New Parent Meeting, and the End of Year Volunteer Appreciation Event. The President acts as a liaison between principal and HSA Board, if ever needed.

**Vice President of Fundraising –** The Vice President of Fundraising attends all HSA meetings and Executive Board meetings and is responsible for developing and overseeing all fundraising activities (other than the Gift Card Program, Tricky Tray & Cougar Crawl). The Vice President of Fundraising solicits and supports chairpersons for each fundraiser and keeps a record of and reports results of all fundraisers to the Executive Board and general membership. In the event a chairperson cannot be obtained, the board will convene and determine the disposition of the fundraiser. In the absence of the President or appointed interim president, the VP of Fundraising is responsible for performing all the duties of the President.

**Treasurer –** The treasurer attends all HSA meetings and Executive Board meetings, receives all fees and payments to the HSA, keeps accurate accounts and provides monthly financial reports to the Board and Pastor, as well as pays all bills for the HSA.

**Secretary –** The Secretary attends all HSA meetings and Executive Board meetings, keeps minutes of all meetings, submits information to the school for the HSA portion of the OLPH website, keeps a list of all

HSA families and room parents, oversees the Room Parents, Teacher Appreciation luncheons, and McDonald's breakfast, and acts as a liaison between HSA families and the Executive Board.

If for any reason an office is vacated prior to the term expiration, the Executive Board shall appoint an interim officer to fulfill the officer's duties until the next election. A formal vote is not necessary; just an agreement between the remaining active board members and the person accepting the interim position.

**Article II – Standing Committees:** The Standing Committees of the HSA shall be Christ in Action, Nominating, Tricky Tray, Bingo (pending an appointed chair), Cougar Crawl, Room Parents (1 or 2 people per grade, depending on teacher preference). The President has the right to form a new Standing Committee if a need arises. Any Chair or Committee members must be an active HSA member in good standing. Any points a volunteer earns through volunteering may not be transferred to other families and stays solely with the family who worked the position/shift.

**Article III – Executive Board:** The Executive Board shall consist of all elected officers, appointed officers, the principal, and the Pastor. The Executive Board determines the schedule of general membership meetings.

**Article IV – Bylaws** may be amended and updated at any time as needed by the current Executive Board.

### **NOMINATING COMMITTEE PROCEDURES**

1. The Nominating Committee is a standing committee per HSA Bylaws.
2. The Nominating Committee will be comprised of the active HSA Board members that are not up for reelection, as well as two members of the school staff.
3. The Nominating Committee will send out a letter to all HSA Families in good standing asking for nominations for the available positions. A deadline for the return of nominations will be specified for 2 weeks later.
4. Once the nominations are received by the school and the names have been verified by the Finance Director, they will be forwarded to the nominating committee as well as the rest of the executive board. One of the remaining board members calls each nominated person to inform them of their nominations and ask if they are willing to accept the nomination. If an election is necessary, the nominee has the right to know who they will be running against and decide to decline or accept running in the election.

#### NOTES:

- Nominations are always anonymous.
- Nominated persons should not be informed of the number of nominations they received or who else was nominated (unless they are considering an election situation).

- Nominated persons may be informed of how many other people were nominated.
  - The nomination committee should be prepared to answer any questions (SEE POSITION DESCRIPTIONS).
  - Nominated persons should be made aware that if more than one person wants the position, an election will be held.
  - In the event that more than one nominated person wants the position, each interested person will be notified that an election must be held (See ELECTION PROCEDURE).
5. If only one person accepts the position, they are declared the winner and will be notified immediately.
  6. New officers are officially announced at the last HSA meeting of the year. However, if there is no public meeting, they will be announced in the school newsletter by May 1. New board members will be given the opportunity to shadow at the May Executive Board meeting. The June meeting will act as a handoff between current and incoming board members.

### **ELECTION PROCEDURE**

1. The nominated persons should write a brief paragraph about themselves and why they are interested in serving on the HSA Board.
2. A letter of explanation that includes the personal paragraphs and an anonymous ballot to vote will be sent to every HSA family in good standing.
3. Each family gets one vote. Ballots will be cast via an emailed electronic link sent to each family in good standing. The link will tally votes automatically and that information goes directly to the principal. The principal will call the President of the HSA to inform him/her of the outcome, and the President will contact the winners and inform the rest of the Board as well as the Director of Finance and Director of Advancement.

(Revised by Emily Moretti Oct 2023)