ST. MARY SCHOOL
HOME SCHOOL ASSOCIATION BYLAWS

Approved
HSA Board: February 6, 2026
HSA Members: President, Vice President, Secretary, and Principal

Article I - Name
The name of this Association shall be the St. Mary Home School Association (HSA) in the Diocese of Bridgeport, State of Connecticut.

Article II - Philosophy
The mission of the Home School Association (HSA) is to serve as the primary fundraising arm for the school and to promote a strong sense of school and community spirit. We accomplish this through a number of fundraisers throughout the course of the year as well as host events to bring the school and parish community together. Our end goal is to help St. Mary School be the best place to receive an outstanding education and to lay the foundation for our children to grow into faithful Catholic global citizens.

Article III — Objectives
The objectives of this Association shall be:
1. To serve as a liaison between the school families and the administration of St. Mary School.
2. To support the school by organizing, planning and implementing fundraising events in order to meet the annual HSA assessment fee needed to support the operating budget of the school.
3. To focus on building a sense of community by offering educational and social events that bring home and school together.

Article IV - Respect for School Policies
The Home School Association shall respect the established school policies and practices as set forth by the Pastor, the School Principal and the Diocese of Bridgeport.

Article V - Membership
Membership in this Association shall consist of the parents/guardians of the students of St. Mary School.

Article VI – Executive Board Officers
A. The officers shall be the President, Vice-President, Secretary, Event Ambassador, and the school principal ex-officio. The role of President and Vice-President can be shared amongst two individuals (co-presidents . . . or co-vice-presidents) as needed or appropriate.

B. The officers shall be announced at the last Open HSA meeting of the school year and assume office on July 1.

C. The term of office shall be two years. No officer shall hold the same office for more than two consecutive terms (or a total of four years).

D. In the event that the office of any Board member position becomes vacant, the Executive Committee by majority vote of its quorum shall designate a successor for the remainder of the school year.

Article VII – Board Positions Descriptions

A. The President

- Lead HSA Board Meetings and Open HSA Meetings
- Serve on Advisory Board
- Solicit and appoint Event Chairperson(s)
- Serves as a member ex-officio of all committees
- And perform duties as are incumbent on this office

B. Vice President

- Presides over meetings when President is unable to do so
- Coordinate fundraisers with corresponding chairperson(s)
- And perform duties as are incumbent on this office

C. Event Ambassador

- Oversee the chairs of all events
- Ensure pre-approval of all expenditures and plans with the Principal
- Maintain records post-events that document challenges and learnings for the following year
- Oversee the volunteer sign ups and database for all events

D. Secretary

- Record all meeting minutes and send to committee members
- Take attendance at meetings
- Design and send out the weekly newsletter from September-June
- And perform duties as are incumbent on this office

E. Principal – Ex-officio (or their designee).

F. Spiritual Advisor

- The Pastor, or a Priest appointed by him, shall be the Spiritual Advisor. In his absence, the Principal will act on his behalf.

Article VIII - Amendments

Any member of the Association can propose an amendment of the bylaws; any proposed Amendment shall be presented to the Secretary, who will submit it to the HSA Executive Board for approval at the next HSA Executive Board Committee meeting. The proposed amendment must be approved by a majority vote of the HSA Executive Board members present at that meeting (provided they constitute a quorum) to be eligible for submission to and voting by the general membership of the Association. This constitution may be amended at any general membership meeting by a majority vote of the members present.

Article IX - Quorum

The quorum of the HSA meeting shall consist of the majority of the members present. Majority of the voting members of the HSA Executive Board is also considered to be a quorum.

Article X - General Membership Meetings

The general open HSA membership meetings shall be held a minimum of three times during the school year.

Article XI— Fees

HSA fees shall be recommended by the School Advisory Board and the Principal and approved by the HSA Board each year and announced at the last open HSA meeting of the school year, prior to going into effect in the next academic year beginning July 1. Fees are required, unless explicitly waived by the board or principal, of all families attending St. Mary School.

Article XII - Committees

Committees are important to continue to advance the school's social and fundraising initiatives. Special Committees in keeping with the HSA objectives may be appointed by the President with the approval of the Executive Board.

Article XIII - Nominations and Elections

The HSA Executive Board Officers will bring forward all nominations for the HSA Executive Board for the next school year no later than the April HSA Executive Board Meeting. Anyone interested in becoming a board member, should contact the President or Principal for consideration of a nomination. If more than one candidate is nominated for an open office, the candidates shall be voted upon and each officer shall be elected by a majority of the votes of the voting members.

Article XIV – Voting

All action items on the agenda require a majority vote of the voting membership of the Executive Board of the HSA to be binding.

Article XV - Financials

- The HSA Executive Board works closely with the Principal and school accountant to comply with all financial policies and keep detailed records.
- All expenses must be pre-approved by the Principal.
- School financial records will be reviewed at all Open HSA Meetings.
- Members of HSA can request to review the financial records and can do so in the presence of the HSA Board at its next scheduled meeting.