

ST. JUDE HOME AND SCHOOL ASSOCIATION BYLAWS

Mission Statement

St. Jude Home and School Association is dedicated to helping promote spiritual growth, a quality education and a safe environment for the children, staff, and educators. St. Jude Home and School Association is committed to implementing activities that will encourage participation by children, parents, teachers, and staff.

ARTICLE I. Name

The name of the organization shall be the St. Jude Home and School Association, of Chattanooga, Tennessee (hereafter called "HASA"). It has been referred to as the Home and School Association since it began.

ARTICLE II. Purpose

The objectives of HASA shall be:

- A. To encourage and cultivate high standards of Catholic family life and Catholic education.
- B. To promote open communication among the parents, faculty, and administration.
- C. To provide parents and teachers with the information to aid in all aspects of education, growth and development.
- D. To promote good will and cooperation between parents, faculty, administration, school board, and the parish of St. Jude.
- E. To direct and coordinate parental support to St. Jude School through volunteer activities.
- F. To promote clearer understanding of the primary educational responsibilities of parents and the supporting role of teachers.
- G. To encourage families in the involvement and participation in spiritual, intellectual, social, and physical programs of the parish and the school.
- H. To be available to offer support and assistance to the Pastor, Principal, and the school board members on policies and improvements designed for the enrichment of school life.

ARTICLE III. Membership and Fees

- A. Members shall consist of the parents and guardians of the students of St. Jude School and the faculty and administration of the school.
- B. The membership fees shall be determined by HASA by September 1, prior to the registration for the following school year or as needed.
- C. Payment of dues will be included with registration fees. Members of the faculty and administration are exempt from payment of dues. HASA will reimburse faculty and administration the amount of the dues they paid (currently \$15 per student) after book bills have been paid.

ARTICLE IV. HASA Board of Directors

The HASA Board shall conduct HASA's business affairs: form committees as deemed necessary and appropriate; review all committee recommendations and report on their final

disposition; recommend to and actively seek input from the Pastor, Principal, Faculty and Staff as to the needs of the school in order to set priorities of HASA for disbursements of money collected from dues, fundraising events, and contributions before notification of and discussion with HASA members. The Executive Committee shall consist of the HASA officers and any ex-officio officers.

ARTICLE V. Officers and Duties

A. The HASA officers shall consist of:

1. Executive Committee

- a. President
- b. Vice President
- c. Recording Secretary
- d. Corresponding Secretary
- e. Treasurer

2. Ex-officio members (non-voting)

- a. Past President
- b. Principal
- b. Pastor

3. Any positions other than President may be combined. Other board positions may include but are not limited to:

Hospitality/Newcomers Chair

Teacher (Faculty) Liaison

Fundraising chair or a chair for each of the fundraisers such as SCRIP chair, Box tops/ Campbell's, Used Uniforms, Spirit Sales

Field Day Chair

Volunteer/Special Events coordinator

HASA Herald (if one person is serving as both Recording and Corresponding Secretary)

and any members at large.

B. The duties of the officers shall be defined as follows:

The President shall:

1. Preside at and administer all regular, special, and Executive Committee meetings.
2. Call special meetings of HASA's Executive Committee.
3. Have co-signature authority with the Treasurer for payment of HASA's bills.
4. Serve as an ex-officio member of all HASA committees.
5. Perform such duties as are incumbent of this office.
6. Serve a two (2)-year term.
7. Solicit and appoint chairpersons of standing committees.
8. Be accountable to the Principal in all matters of procedure and finance.
9. Collect record books from Secretary and Treasurer and all committee chairpersons.
10. Serve on School Committee.
11. Maintain a current file of HASA reports, records and correspondence using a binder for safety and preservation.
12. Meet with Executive Committee to prepare the agenda for each meeting and send to entire board in advance of meeting.

13. Serve as an ex-officio officer (Past President) for one year or as needed after term ends. This is a non-voting board position unless a tie breaker is needed (as when there are only 4 members on the Executive Committee or an even number of voting board members present at a meeting).

The Vice-President shall:

1. Serve a two (2)-year term.
2. Assume the duties of the President in his/her absence.
3. Perform additional duties as designated by the President.
4. Coordinate the Room Parents.
5. Assist in the formation of all committees and serve as an ex-officio member.
6. Assure that committees meet their goals and report their results and recommendations to the Association.
7. Assess parent satisfaction with the function of HASA through a membership survey distributed at the end of the school year.

The Recording Secretary shall:

1. Record and send to the HASA board, copies of the minutes of all board meetings. This is to be done two weeks prior to the next meeting.
2. Make minutes of the previous meeting available to the general membership within two weeks of meeting (such as providing a copy to the school secretary).
3. Serve a two (2)-year term.

The Corresponding Secretary shall:

1. Conduct the correspondence of HASA for events such as faculty birthdays, welcome back to school, Christmas cards, etc.
2. Maintain a current file of HASA correspondence to pass along to successor.
3. Be responsible for recording, and correcting as amended, the HASA bylaws.
4. Publicize meetings and functions in the school menu and other parent communications.
5. Keep the general membership informed through the creation and distribution of the HASA Herald if this position is not combined with another.
5. Perform additional duties as designated by the President.
6. Serve a two (2)-year term.

The Treasurer shall:

1. Collect and deposit all dues and other moneys received through fundraising and contributions.
2. Be appointed to all fundraising committees as an ex-officio member to coordinate and help prepare fund raising reports.
3. Maintain records of all receipts and expenditures.
4. Review and recommend payment of bills to the President (or the Pastor or Principal).
5. Have co-signature authority with the President for payment of HASA's bills.
6. Prepare and present quarterly reports showing "Budget v. Actual" income and expenses in a month-by-month format as well as financial statements showing opening and current account balance and income and expenses for that quarter only in a format that is easy to read and understand for each board meeting.

7. Provide a written monthly cash accounting at the general membership meeting of all income and expenditures.
8. Provide copies of quarterly written financial reports of all income and expenses at all general membership meetings.
9. Prepare, with the Executive Committee, the annual budget following the fiscal year of the school and showing month-by-month income and expenses to be approved, by majority vote, at the spring general membership meeting and the board meeting immediately prior to that.
10. Maintain an emergency fund not to exceed \$2000 for immediate needs as requested by the school that affect or enhance the students' educational experience. Approval of the Principal, and a majority approval of the HASA board is required for disbursement of these funds.
11. Maintain a technology fund for future replacement of computer systems. A majority approval of the HASA board and approval of the Principal is needed for disbursement of these funds.
12. Ensure that any expenditure not covered in the approved budget receives approval by majority vote of the board and the Principal and the signatures of the Treasurer and President.
13. Perform additional duties designated by the President.
14. Serve a two (2)-year term.

The Hospitality/Newcomers Chair shall:

1. Serve as a liaison between the parents and HASA.
2. Maintain full and complete records of all personal correspondence between HASA and the parents.
3. Inform parents of local, state, and national issues or programs of interest to the well being and education of children.
4. Seek input for a wish list of needed items for the school based on responses from parents, administration, faculty, and students, and share at general meetings.
5. Coordinate the "Welcome Back" breakfast for the faculty, any Newcomers events, Teacher Appreciation Week, and similar events.
6. Perform other duties as designated by the President.
7. Serve a two (2)-year term.

The Faculty Liaison shall:

1. Be appointed by the principal (should not be the same person as is appointed to the School Committee).
2. Seek input for a wish list of needed items for the school based on responses from faculty and share with the board.
3. Serve a two (2)-year term.

ARTICLE VI. Election and Tenure of Officers

- A. All officers of HASA shall be nominated yearly in the Spring. When more than two candidates compete for an office, a ballot shall be distributed to the general membership. All nominees will be placed on the ballot. If there is only one nominee for each office, the HASA Board elects the board members.
- B. The ballots shall be counted by the HASA President, Past President, Treasurer and the Corresponding Secretary.

- C. The results of the election shall be published in the school menu.
- D. If an officer is unable to complete the term of office, the Executive Committee shall publicize the opening and appoint a replacement.
- E. New officers shall assume their office at the closing meeting of the school year, at which time a board training shall also take place covering the bylaws, board member expectations, and roles and responsibilities.

ARTICLE VII. Meetings

General membership meetings of the Association shall be held in the Fall and Spring as determined by the President of HASA and shall avoid conflict with the school committee and parish meetings. A special meeting of HASA may be called at any time by the President, with no less than 48 hours advance notice to the membership.

ARTICLE VIII. Rules of Order

- A. All HASA meetings shall be conducted according to Robert's Rules of Order, Revised, when not inconsistent with these bylaws.
- B. For the purpose of HASA, the parliamentary authority specified in Article VI, paragraph A of Robert's Rules of Order, Revised, shall be amended as follows:
 - 1. For HASA board meetings, a quorum shall consist of a majority of the voting members. For general or specific HASA meetings, a quorum shall consist of 75 members or fifteen percent of the membership, whichever is smaller. One vote per family shall be allowed. Absentee and proxy votes are not allowed.
 - 2. Unless otherwise specified in these bylaws, tallies of votes taken in general, special, board, and Executive Committee meetings shall be based on the total votes cast. For example, in a meeting containing 50 members, in which 40 members vote, a count of 21 is a majority.
 - 3. Unless exempted by the presiding officer, members' speeches shall be limited to three minutes.
 - 4. Regular, special, or Executive Committee meetings that adjourn and are recalled to order within a 72 hour period are considered to be a single session.
 - 5. Working Executive Committee meetings are exempt from parliamentary procedures.

ARTICLE IX. Committees and Functions

- A. All HASA members are eligible to be members of the committees. The HASA president shall call for volunteers for the committees and appoint them no later than the spring general membership meeting. New committee members shall be nominated to committees by the President if too few nominees emerge. The term of service shall be one calendar year. Each committee's members shall choose offices from within the committee. Each committee shall be responsible for a monthly report to the board.
- B. The Association shall maintain the following standing committees:
 - 1. The **Fundraising Committee** shall consist of the chairpersons of the various fundraisers and shall secure funds to help HASA meet its financial goals. The HASA treasurer shall be an ex-officio member of this committee.
 - 2. The **Hospitality/Newcomers Committee** shall make arrangements for events and assist the Vice Principal and Director of Development when the school hosts events.

3. The **Room Parents** shall inform new parents or guardians of the upcoming activities and requirements throughout the school year.
4. The **Field Day Committee** shall make arrangements for the refreshments and schedule parents to assist with the preparation and the events.
5. The **Used Uniform Committee** shall be responsible for making arrangements for the sale and scheduling parent volunteers.
6. The **Spirit Committee** shall be responsible for purchasing, promoting, and selling items such as apparel and accessories that promote school spirit.

ARTICLE X. Amendments

Amendments to these bylaws can be proposed by a majority vote of the members at any regular meeting. Within 10 days following the meeting in which the resolution is adopted, the President shall give written notice of the proposed amendment to all HASA members. Final approval of the amendment shall be made by a 2/3 majority of the members at the next regular meeting.

Revised February 4, 2015