

HOME AND SCHOOL ASSOCIATION CONSTITUTION AND BYLAWS

June 2, 2016

Our Lady School

7215 St. Joe Road
Fort Wayne, IN 46835
(260) 485 -5289

MISSION STATEMENT

Our Lady School (OLS) Home and School Association (HASA) exists to promote a Christocentric community with our parents, school faculty and staff, and parish; to enhance the educational and spiritual possibilities for our children primarily through community building and service, and to always focus on the Eternal goal of each member of our School family.

ARTICLE I: NAME

- The name of this organization shall be the HOME AND SCHOOL ASSOCIATION (HASA) of Our Lady School in the Diocese of Fort Wayne-South Bend, Indiana.

ARTICLE II: PURPOSE

The purpose of this organization is:

- To supplement the school's resources with coordinated volunteer programs, community building and hospitality, Christian service, and if necessary, financial assistance.
- To promote open communication among school, home, and parish that fosters joyful cooperation.
- To enrich the academic, social and spiritual development of our students.

ARTICLE III: POLICIES AND PARLIAMENTARY AUTHORITY

- The Home and School Association shall respect the established school policies and practices as set forth by the diocese, pastor, school principal, and school board.

ARTICLE IV: MEMBERSHIP

- Membership shall consist of fathers, mothers, and/or legal guardians of pupils of Our Lady School, members of the faculty, pastor, and principal.
- Each enrolled school family unit automatically receives a membership in HASA at no additional cost to the family.

ARTICLE V: EXECUTIVE BOARD OFFICERS

- The officers of the HASA Executive Board shall consist of a President, Vice President, and Secretary/Treasurer.
- The President will serve a one-year term for the 2016-2017 school year. In subsequent years, the President will serve a two-year term.

- The Vice President will serve a two-year term for the 2016-2017 and 2017-2018 school years. In subsequent years, the Vice President will be elected every other year serving for a two-year term.
- The Secretary/Treasurer will serve a one-year term for the 2016-2017 school year. In subsequent years, the Secretary/Treasurer will serve a two-year term with the term beginning in alternating years of the Vice President.
- The Vice President and Principal will serve as primary recruiters for the open Officer Positions of HASA.
- In the 2016-2017 school year, all Officers will be appointed by the Pastor with the assistance of the School Board. Anyone wishing to be considered for the initial HASA Executive Board should complete a "HASA Officer Application" and submit it according to the directions on the application.
- In subsequent years, Officers shall be elected by majority vote of membership present at the election meeting that will take place at either the final HASA meeting of the school year, or by majority vote of the respondents via an online survey sent via email, to be determined by that school year's Executive Board.
- Each Officer shall communicate with and deliver to his/her successor all official materials pertaining to that position no later than June 15 and shall act as advisor to his/her successor for a transitional period of no more than three months.
- Official terms of office run from June 1-May 31.
- Officers may serve two consecutive terms but then must take one year off before serving additional terms.
- All Officers and Committee Chair/Co-Chair Positions will be protected from any financial responsibilities of the organization except for intentional or willful misconduct.
- All Officers shall perform the duties outlined in these Bylaws and those assigned as the need arises. Upon the expiration of the term of Office or in case of a resignation, each Officer shall turn over to the President, without delay, all records, books, and other materials pertaining to that office.
- If any Officer misses three consecutive Executive Board and/or general HASA meetings, he/she will be relieved of his/her duty and a replacement will be elected.

ARTICLE VI: DUTIES OF OFFICERS OF THE EXECUTIVE BOARD

- **The President shall:**
 - Preside at all meetings including Executive Board meetings and general HASA meetings.
 - Perform such other duties as may be prescribed in these Bylaws or assigned to him/her by the Association, Executive Board, or School Board.
 - Be an *ex officio* member of all committees except the Nominating Committee.
 - Be an *ex officio* member of the Our Lady School Athletic Association
 - Coordinate the work of Officers and Committees of the Association in order that the purposes of HASA may be promoted.

- Preside as the Program Chairperson. The Program Chairperson shall arrange all Executive Board and general HASA meeting agendas whereby providing topics, lectures, and guest speakers as needed.
 - Assist the Secretary/Treasurer in setting up the budget as defined in “Secretary/ Treasurer Section” of the Bylaws.
 - Be a liaison between all families of HASA, identifying individual families’ strengths and resources.
 - Serve as liaison to all Committees.
 - Serve as HASA’s liaison to the School Board and provide a report of HASA’s activities at monthly School Board meetings.
- **The Vice President shall:**
 - Serve as an aide to the President and shall in his/her designated order perform the duties of President in the absence or inability of that Officer to act.
 - Provide to the school community a monthly calendar of events.
 - Serve as HASA volunteer coordinator (when applicable) and Chair of the Nominating Committee.
 - Assist Secretary/Treasurer in setting up budget as defined in the “Secretary/Treasurer Section “ of Bylaws.
- **The Secretary/Treasurer shall:**
 - Record all minutes of all general HASA meetings and Executive Board meetings and make these minutes available to the community.
 - Maintain a current copy of all HASA Bylaws and membership list.
 - Handle all correspondence and be custodian of all communication, papers, and documents belonging to HASA including all thank you notes.
 - Perform such other duties as may be delegated to him/her by the Executive Board.
 - Receive all of the funds of the Association and reconcile them with the school bookkeeper.
 - Keep a full and accurate account of receipts and expenditures.
 - Request disbursements in accordance with the approved budget as authorized by the Executive Board.
 - Turn over all deposits to the school bookkeeper within 5 working days of any fundraising function.
 - Present a financial statement at every general HASA meeting and at other times when requested by the Executive Board.
 - Make a financial report available to the School Board monthly.
 - Work with the Executive Board to create a yearly budget, if necessary, after consulting with the Principal

ARTICLE VII: MEETINGS AND COMMITTEES

- At a minimum the Executive Board shall hold four published meetings per school year (early June, early August, November, April). A majority of the Executive Board members present shall constitute a quorum.
- At minimum three general HASA meetings should occur: one at Back to School Night, a second Fall Social, and a third near the end of the school year.

Notice of all general HASA meetings shall be included in the yearly school calendar.

- Any HASA members wishing to be placed on the agenda of either an Executive Board meeting or a general HASA meeting must submit the topic for discussion to the President one week prior to the meeting.
- Minutes of Executive Board meetings and general HASA meetings shall be open to all members of HASA and a copy of each meeting's minutes shall be available.
- The Executive Board creates Standing Committees as it deems necessary to promote the objectives and carry on the work of the Association.
- Special Committees may also be created and appointed for a specific purpose. A Special Committee automatically goes out of existence when its work is done and its final report is received. If such report is received verbally, a member of the Executive Board will make a summary note of such report.
- The Executive Board shall appoint individuals to Standing Committees in the capacity of Chair and, if necessary, Co-Chair, through recommendations to fill vacant positions.
- The Executive Board shall transact any business that may be needed between HASA meetings and report that business at the next general HASA meeting.
- The Executive Board also has the authority to approve/disapprove (depending on supporting data/funding) proposals submitted to the HASA Executive Board, and has the power to approve necessary emergency expenditures within the limits of the budget. (All expenditures over \$100 must be approved by the Principal.)

ARTICLE VIII: CHAIR POSITIONS OF COMMITTEES

- All Chair/Co-Chair Positions of Standing Committees are determined at Back to School Night.
- All Chair/Co-Chair Positions of Special Committees will be determined by the Executive Board as necessary.
- The duties of the Chair/Co-Chair Positions of the Standing Committees shall be:
 - To meet regularly as needed for continuity within that Committee.
 - To report to the HASA President on progress.
 - To assist successive Chair/Co-Chairs of Standing Committees in the set-up and operation of events and advise as necessary.

ARTICLE IX: CHANGES TO BYLAWS

Any changes to the Bylaws will be made by a majority vote of the Officers of the Executive Board made at either a special meeting or a regular meeting of the HASA Executive Board and ratified by the School Board by a majority vote at a regular meeting of the School Board.