

St. Mary Catholic School Home and School Association



Building the Faith; One child at a time

St. Mary Catholic School
Home and School Association
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St. Mary Catholic School – Home and School Association Bylaws

MISSION STATEMENT

The St. Mary Catholic School - Home and School Association (HASA) is an active organization that works to build a community connection between parents, teachers, staff and the students of St. Mary Catholic School.

The mission of HASA is to provide parents and teachers a means of sharing and creating experiences for the benefit of the child, the school, and the home. Because HASA places the highest priority on the spiritual and moral development of our families and on their service towards others, we will strive to assist in providing an environment which integrates academic excellence with Catholic values. The Archdiocese of Philadelphia supports the well-established Catholic philosophy of education and that parents have basic rights and duties in the education of their children.

ARTICLE I - NAME

The name of this organization shall be **St. Mary Catholic School – Home and School Association.**

ARTICLE II – OBJECTIVES

HASA is an adult education program for teachers and parents. It is an organization that provides teachers and parents, as well as all other members of the parish, with an opportunity to learn how to become effective teachers in the parish by bringing the home and school together so that both can share mutually their success and failures. HASA will:

- Section 1. Assist with the advancement of Catholic education and the welfare of the students at St. Mary Catholic School.
- Section 2. Enhance the parents' and the teachers' role in the education of the child by increasing their knowledge of education and its processes, by increasing their mutual understanding of children, and also by providing an opportunity for parents, teachers and administrators to work together for the good of the child.
- Section 3. To give parents and teachers a means of sharing experiences for the benefit of the child, the school and the home.
- Section 4. To promote parent-school activities and to increase interest in Catholic education and civic affairs.

ARTICLE III – AUTHORITY

The pastor has the responsibility for the management of the parish school and receives that power from the Archbishop. This association shall function only with his consent and receive its authority to act directly from the pastor who in effect delegates some of the responsibility he receives from the Archbishop.

ARTICLE IV - MEMBERSHIP

Section 1. Membership

1.1 The membership shall be open to all parents and guardians of children attending St. Mary Catholic School (the School) and all other individuals interested in the objectives of HASA and who express this interest by applying for membership and paying dues.

1.2 The Pastor, Principal, Faculty and Administrators of the School shall be non-voting members of HASA.

1.3 General meetings shall be open to all parent(s)/guardian(s)' of children of the School, faculty members, Administrators and members of the parish, but voting is extended only to dues paying members in good standing.

1.4 Members voting privileges will be considered as one "vote" per family, if the family has met all other requirements as outlined herein.

Section 2. Dues

2.1 The membership dues per family of HASA shall be fixed and determined each year by the Executive Board.

2.2 The annual membership dues of HASA shall be collected by the first meeting of HASA upon each new school year.

2.3 The Pastors, Principal, Faculty and Administrators of the School shall be exempt from payment of membership dues. They do not hold voting privileges and are not eligible for nomination to the Executive Board.

2.4 A member in good standing shall be defined as a paid member of HASA who subscribes to the objectives and purposes of this Association as set forth herein. Only practicing Catholics and members in good standing may be nominated to the Executive Board. However, a member of HASA may nominate someone to the Executive Board or participate in voting for the Executive Board.

Section 3. Meetings

3.1 General Home and School Association membership meetings shall be held a minimum of 3 times each year, a date of which shall be determined by the Executive Board in collaboration with the School Principal.

3.2 In order to fully accomplish the purpose for which HASA has been established, it is strongly suggested that the pastor, principal, teachers, and parent(s)/guardian(s) attend a minimum of two of the three general meetings.

3.3 The general meeting shall constitute a quorum of the membership.

3.4 Special meetings may be called during the school year at times, if needed, by the President or majority of the Executive Board.

3.5 The order of business for all General meetings of HASA, unless changes for a particular meeting by a vote of the Executive Board, shall follow the suggested format as follows:

- Opening Prayer
- Old Business: will include approval of the previous meeting's minutes; treasurer's report and items previously brought to the Executive Board.
- Committee Reports: the President , or if designated, the Committee Chairperson will provide HASA with an update of their committee's activities
- School Updates: Principal or Principal's designee will provide HASA with school updates, programs, activities, etc.
- New Business: any new items brought to the Executive Board for discussion
- Question/Answer Session: a time for any member to share their thoughts
- Closing Prayer/adjournment

3.6 Elections shall take place at the last membership meeting of the school year. Nominations will be sent home to the general membership prior to the election meeting and membership will vote by ballot, which will be secured by a member of the membership and nominating committee until votes are tallied.

3.7 The Home and School General Membership Meetings shall proceed in an orderly, Christian-like manner. The Principal and/or President have the right to end a meeting that is not being conducted in this way.

ARTICLE V – EXECUTIVE BOARD

Section 1. Administrative Body

1.1 The administrative body of this Association shall be known as the Executive Board. The Executive Board shall consist of the Pastors, the Principal, and the officers of HASA.

1.2 No parent who is a teacher and who has a child in the school in which he/she teaches may be elected to the Executive Board of that school. The Principal, or the teacher designated by the principal, shall serve as the representative body of the faculty.

1.3 Nominees for election to the Executive Board must be practicing Catholics who believe in the Mission of the Church.

1.4 Nominees for election to the Executive Board must be approved by the Pastor.

Section 2. Quorum

A quorum of the Executive Board shall be the majority of the members thereof.

Section 3. Meetings

Meetings of the Executive Board shall be held at the call of the President or any three members of the Executive Board

Section 4. Vacancies

The Executive Board shall have the right to fill any and all vacancies among the officers of HASA, subject to subsequent approval of the membership.

Section 5. Committees

The Executive Board shall have the right to add or delete permanent committees and shall have the power to appoint temporary chairpersons.

ARTICLE VI – OFFICERS

Section 1. Officers

The officers of HASA shall be a President, a Vice-President, a Recording Secretary, a Corresponding Secretary and a Treasurer.

Section 2. Terms

The term of office shall be for two years from July 1st to June 30th, and no person shall be eligible to hold the same position for more than two consecutive terms.

Section 3. The President shall:

3.1 Preside at all meetings of HASA and the Executive Board, receive notice of all meetings and exercise general supervision over HASA.

3.2 Plan the calendar for HASA's fiscal year and present a summary of the year's work at the final meeting of the year.

3.3 Formulate the agenda for HASA and Executive Board meetings.

3.4 Act as the representative of HASA at appropriate Parish and Archdiocesan functions or appoint a representative to act in his/her behalf.

3.5 Appoint committee chairs and be a member, ex-officio, of all committees.

Section 4. The Vice- President shall:

4.1 Perform the duties as outlined in Article VI, Section 3 in the absence of the President and assume the duties of the office of President until the next election if the office of the President becomes vacant.

4.2 Act as an aide to the President.

4.3 Schedule speakers for the general home and school meetings.

4.4 Coordinate the chairs of HASA's committees and report on any committee actions or needs at the Executive Board Meetings.

Section 5. The Recording Secretary shall:

- 5.1 Keep minutes of all meetings of HASA and Executive Board.
- 5.2 Prepare an agenda prior to the meetings, in conjunction with the President.
- 5.3 Provide a copy of minutes to the Executive Board and if requested, to HASA membership. Minutes shall be approved by the Executive Board before entered into record.
- 5.4 Send notices of regular meetings to members prior to said meetings.
- 5.5 Conduct meetings in the absence of the President and Vice-President.
- 5.6 Be responsible for all communications to appropriate persons and/or organizations as directed by the President.
- 5.7 Be responsible for assurances of a quorum representation and accurate accounting of all official votes at meetings.
- 5.8 Prepare a list of all Executive Board members and committee chairpersons and committee members.

Section 6. The Corresponding Secretary shall:

- 6.1 Distribute all Association correspondence to HASA Membership.
- 6.2 Help manage the email account and help in sending mass email communications.
- 6.3 Maintain a file of all documents pertinent to the work of HASA.
- 6.4 Manage the HASA directory and all that is involved with its publication and distribution.

Section 7. The Treasurer shall:

- 7.1 Receive all dues and other monies and make disbursements as directed by the Executive Board.
- 7.2 Make a verbal financial report at each General HASA meeting.
- 7.3 Provide a written financial report at all Executive Board meetings.
- 7.4 Keep an accurate account of all receipts and disbursements.
- 7.5 Prepare the budget in cooperation with the Executive Board and the Parish Business Manager.

ARTICLE VII – COMMITTEES

Section 1. Committees

Committees will be formed for HASA events on an as needed basis. A chairperson will be selected for each event and he/she will be asked to attend monthly meetings at the Executive Board's request. The Chair of each committee will be responsible for recruiting committee members and reporting to the Executive Board.

Section 2. Standing Committees

Standing committees of HASA currently include Fundraising. On an as needed basis further committees will be developed. Committee Chairpersons will also report updates on their activities at the General HASA meetings, as outlined in Article IV, Section 3.5.

2.1 Fundraising Committee – Responsible for investigating and recommending money-raising endeavors for HASA. The Committee shall plan with the President and Executive Committee the fundraising events for the fiscal year.

ARTICLE VIII- HOME AND SCHOOL BOARD

The Home & School Board shall consist of the Executive Board and the Chairperson for each standing committee.

ARTICLE IX- PARLIAMENTARY PROCEDURE

The rules contained in "Robert's Rules of Order, Revised" shall govern HASA and in all cases not otherwise covered by these Bylaws.

ARTICLE X – NOMINATIONS & ELECTIONS

Section 1. Nominations

Nominations for officers shall be made by the nominating and membership committee or any general member in good standing at least two months prior to the election meeting. The nominating and membership committee shall report at this meeting the names of candidates for each office to be filled. In the event a nominating and membership committee does not exist, the Vice President shall perform these duties. Additional nominations may be made from the floor at the nominating meeting. The consent of all nominees must have been obtained.

Section 2. Voting

Voting shall be by secret ballot by any members in good standing, as outlined in Article IV, Section 2.4, attending the election meeting or sent home to eligible members.

ARTICLE XI – AMENDMENTS

Amendments to these Bylaws shall be proposed at one membership meeting and voted on at the next. A two-thirds vote of the membership attending is necessary to amend.

September 29, 2014