



St. CATHARINE SCHOOL

Love of **God**. Love of **Learning**. Love of **Neighbor**.

Home and School Association

By-laws

September 7, 2021

St. Catharine's School

2865 Fair Avenue Columbus, OH 43209

ARTICLE I: NAME

- The name of this organization shall be the HOME AND SCHOOL ASSOCIATION (HASA) of St. Catharine School, hereinafter referred to as "HASA".

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 the Advisory Board.

ARTICLE IV: MEMBERSHIP

- Membership shall consist of fathers, mothers, and/or legal guardians of pupils of St. Catharine 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

Revised 1/27/2022

- The officers of the HASA Executive Board shall consist of a President, Vice President, and Secretary/Treasurer.
- The President will serve a two-school-year term. The first year will be served as the Vice President, with serving as President in the second year.
- The Vice President will serve a two-school-year term. The first year will be served as the Vice President, with serving as President in the second year.
- The Secretary/Treasurer will serve a two-school-year.
- The Vice President and Principal will serve as primary recruiters for the open Officer Positions of HASA.
- If more than one individual volunteers for a specific position, the 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.
- Each Officer shall communicate with and deliver to his/her successor all official materials pertaining to that position no later than July 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 August 1-July 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 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 general HASA meetings.
 - Perform such other duties as may be prescribed in these Bylaws or assigned to him/her by the Advisory Board.
 - Be an ex officio member of all committees.
 - 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 general HASA meeting agendas whereby providing topics, lectures, and guest speakers as needed.
 - Assist the Treasurer in setting up the budget as defined in “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.
- **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).
 - Assist Treasurer in setting up budget as defined in the “Treasurer Section” of Bylaws.
- **The Secretary shall:**
 - Record all minutes of all general HASA meetings and make these minutes available to the community via the St. Catharine’s School website (<http://stcatharineschool.com/get-involved/home-school/meeting-minutes/>).
 - 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 HASA.
- **The Treasurer shall:**
 - Receive all 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.
 - Make all deposits to the HASA bank account within 5 working days of any fundraising function.
 - Present a financial statement at every HASA meeting and at other times when requested by the Officers.
 - Work with the HASA Officers to create a yearly budget, if necessary, after consulting with the Principal.

ARTICLE VII: MEETINGS AND COMMITTEES

- HASA will meet the second Tuesday of each month during the school year (September through May) and will meet as needed June, July and August.
- Notice of meetings will be made available on the schools’ website and in the Irish Insider.
- The President will reach out for updates from Committee Chairs one week prior to that month’s meeting.
- HASA Officers will create 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, the Secretary will make a summary note of such report.

- HASA Officers has the authority to approve/disapprove (depending on supporting data/funding) proposals submitted to HASA and has the power to approve necessary emergency expenditures within the limits of the budget.

ARTICLE VIII: CHAIR POSITIONS OF COMMITTEES

- Chair/Co-Chair of a Committee is responsible for finding his or her replacement.
 - If a replacement is unable to be found HASA Officers will reach out to the School's parent community to fill open positions.
 - In the event either party is unable to find a person to fill the open position, HASA Officers will assume Co-Chair rule or suspend Committee until a replacement can be found.
- 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 setup and operation of events and advise as necessary.

ARTICLE IX: FUNDS

- Purpose for which Funds may be used. HASA funds shall be used for programs, events and items, approved by the HASA Executive Board and the Principal, that directly benefit the students, their families and the staff of the School.
- The Parish Office Administrator generates all payments and reimbursements from the HASA account. A monthly statement and Account QuickReport of HASA bank account activity will be sent to the HASA Treasurer electronically by the Parish Office Administrator. Reports should be provided to the HASA Treasurer at least 2 days prior to the monthly HASA meeting. The HASA Treasurer is responsible for reconciling all payments and deposits, and reporting the information to the HASA Executive Board and membership.
- HASA shall maintain a maximum end of the school year budget of \$12,000. The Principal will use his or her discretion on how to use funds over this dollar amount for the School, students or staff. In the event HASA is planning a large purchase/project notification should be given to the Parish Office Administrator to ensure excess funds are not turned over to the school.

ARTICLE X: CHANGES TO BY-LAWS

- By-laws will be reviewed annually.
- Any changes to the By-laws will be made by a majority vote of the Officers of HASA made at a special meeting.
- All changes are subject to approval by the Principal.