

ST. CLARE CATHOLIC SCHOOL HOME AND SCHOOL ASSOCIATION
FIRST AMENDED AND RESTATED BYLAWS
Adopted August 1, 2016

Article I
Name

The name of this organization is the St. Clare School Home and School Association (the “HSA”).

Article II
Authority

The HSA operates under the authority of the pastor of St. Clare Parish and the principal of St. Clare Catholic School (the “School”), and shall function only with the consent of the pastor and School principal.

Article III
Purpose; Limitations

1. **Purpose.** The purpose of the HSA is to:
 - (a) Encourage active parent involvement in volunteer service that benefits the School;
 - (b) Work with and advise the School’s board regarding fund-raising activities;
 - (c) Support the School’s interest and policies in the community, and engage in activities that benefit the School;
 - (d) Promote community among the School’s families and the Parish; and
 - (e) Promote cooperation between the home and School to enhance each student’s Catholic education.
2. **Limitations.** The HSA shall neither direct the School’s administrative activities nor control its policies.

Article IV
Membership

1. **Membership.** Membership shall consist of the parents and/or guardians of children currently attending the School, and those members of the School community such as faculty, staff and parish members (the “Membership”). The pastor and the School principal shall be ex-officio members of the HSA and shall not be required to pay the Membership Fee.
2. **Requirements.** The Executive Board shall establish the number of volunteer hours required for the succeeding School year, for which each family is required to complete. Volunteer hours will include hours worked on School-related matters, regardless of where the volunteer services is provided, i.e., at home, School or a field trip. Volunteer hours are only applicable to the family performing the service and are non-transferable.

3. **Membership Fee.** The HSA shall charge an annual membership fee (the “Membership Fee”). The Executive Board shall establish the Membership Fee annually for the succeeding School year. The Membership Fee is due at the beginning of each School year.

Article V
Executive Board

1. **Executive Board.** An executive board (the “Executive Board”) consisting of the President, Vice President, Secretary, Treasurer and one Member-at-Large shall manage the affairs of the HSA. The pastor, School principal and two teachers (one from grades K-5 and one from grades 6-8) selected by the School principal shall be ex-officio non-voting members of the Executive Board. Any teacher who has a child enrolled at the School cannot serve on the Executive Board.
2. **Quorum.** A majority of the Executive Board’s members shall constitute a quorum.
3. **Voting.** Each voting Executive Board member shall have one vote, and any motion shall be carried by a simple majority of the Executive Board members present. A tie vote shall be deemed decided in the negative.
4. **General.** Officers and chairpersons are expected to use their best efforts to participate with the HSA and attend all meetings so that the HSA can effectively carry on its business. Failure to attend at least two meetings in any year or the consistent failure to perform any duties assigned by the President may result in removal from the office or committee. A resolution passed by two-thirds of the disinterested members of the Executive Board shall effect such removal. Any officer or chairperson who is subject to removal shall be informed of the basis of such action before the vote. A person selected by a simple majority of the remaining officers shall fill any vacancy occurring on the Executive Board or any committee, and shall serve the remainder of the unexpired term.

Article VI
Officers and Duties

1. **Officers.** All officers must be in good standing with the HSA. The HSA shall have the following officers:
 - (a) President
 - (b) Vice President
 - (c) Secretary
 - (d) Treasurer
 - (e) Member-at-Large
2. **Duties.** The duties of the officers are as follows:
 - (a) **President.** The President shall:

- (i) Preside at and administer all general, special and Executive Board meetings;
 - (ii) Form standing and “ad hoc” committees;
 - (iii) Appoint the chairpersons of all standing and ad hoc committees after consultation with the School principal;
 - (iv) Serve as an ex-officio member of the School’s Advisory Board; and
 - (v) Perform such other duties as required by this office.
- (b) **Vice President**. The Vice President shall:
- (i) Assume the duties of the President in the President’s absence;
 - (ii) Assist in the formation of all committees; and
 - (iii) Perform additional duties assigned by the President.
- (c) **Secretary**. The Secretary shall:
- (i) Record and make available to the HSA membership copies of the minutes of all general, special and Executive Board meetings;
 - (ii) Conduct all correspondence for the HSA;
 - (iii) Maintain the HSA’s reports, records and correspondence;
 - (iv) Record, correct and maintain the HSA’s bylaws; and
 - (v) Perform additional duties assigned by the President.
- (d) **Treasurer**. The Treasurer shall:
- (i) Collect and deposit in the School’s HSA bank account the Membership Fee and all other monies received through fund-raising. All checks written on this account shall require the signature of the pastor or principal and either the President or Treasurer;
 - (ii) Maintain records of all HSA receipts and expenditures;
 - (iii) Provide a written accounting at all meetings of the HSA income and expenditures; and
 - (iv) Perform additional duties assigned by the President.
- (e) **Member-at-Large**. The Member-at-Large shall:
- (i) Prepare the meeting place for all general, special and Executive Board meetings;
 - (ii) Arrange for clean up after all general, special and Executive Board meetings; and
 - (iii) Perform such other duties assigned by the President.

Article VII
Election of Officers; Term

1. **Nominations.** Nomination forms for each open office shall be provided to the Membership in April of each year. The nomination forms must be returned by the date determined by the Executive Board. All nominees must be members in good standing with the HSA and approved by the Principal to be eligible for office.
2. **Election.** All officers shall be elected by the Membership via confidential ballot. Official ballots shall be delivered to the membership by the means determined by the Executive Board. Ballots will also be available at the School. All ballots must be returned by the date set forth by the Executive Board. Nominees receiving a simple majority of the eligible votes cast shall be elected. Election results will be communicated as soon as practicable, but no later than the HSA's last general meeting of the academic year.
3. **Term.** Officers shall each serve two-year terms with the President, Secretary and Member-at-Large elected in odd numbered years and the Vice President and Treasurer elected in even numbered years.
4. **Vacancies.** A vacancy occurring in the office of President shall be filled for the remainder of the unexpired term by the Vice President. A vacancy in any other office shall be filled by the Executive Board from the members in good standing with the HSA and approved by the Principal.
5. **General.** A person may hold different offices in different terms. No person shall be eligible to hold the same office for more than two consecutive terms.

Article VIII
Meetings

1. **General Meetings.** The HSA shall hold four general Membership meetings each year for the purpose of transacting business as may properly come before the HSA. The meetings shall be held at a time and place determined by the Executive Board in consultation with the School's principal and in coordination with the School's master calendar.
2. **Special Meetings.** The President or School principal may call a special meeting of the HSA with no less than 48-hour notice to the Membership.
3. **Meeting Notice.** Written notice of all general and special membership meetings shall be provided by the HSA. The notice shall (i) state the place, date and time of the meeting, and (ii) be distributed to the Membership in a reasonable time frame through the means determined by the Executive Board.

Article IX
Committees

1. **Standing Committees.** There shall be specific standing committees (the "Standing Committees") designated by the President with the approval of the Executive Board as may be required to further the objectives and interest of the HSA.

2. **Chairpersons.**

(a) The President shall, in consultation with the School principal, appoint the chairperson of each Standing Committee. Each Standing Committee chairperson must be a member in good standing with the HSA and shall report to the Executive Board regarding his or her Standing Committee's charge and activities.

(b) The chairperson of each Standing Committee shall serve for a term not to exceed two years and shall not serve more than two consecutive terms.

3. **Meetings.** Each Standing Committee shall keep regular minutes of their meetings and shall make such minutes available to the Executive Board upon request.

4. **Authority.** Standing Committees shall not enter into any contracts or incur any indebtedness for financial obligation of any kind, except as permitted by the Executive Board.

5. **Ad Hoc Committees.** There shall be such Ad Hoc Committees designated by the President, with the approval of the Executive Board, as may be required to further the objectives and interest of the HSA that are not within the province of a Standing Committee. The chairperson of each Ad Hoc Committee must be in good standing with the HSA and shall be appointed by the President in consultation with the School principal. Each Ad Hoc Committee chairperson shall report to the Executive Board regarding his or her Ad Hoc Committee's charge and activities. The chairperson of each Ad Hoc Committee shall serve for a term not to exceed two years, and shall not serve more than two consecutive terms. Upon completion of its charge, the President shall dissolve the Ad Hoc Committee and the chairperson shall present its final report to the Executive Board.

Article X
Procedure

The rules contained in "Roberts Rules of Order, Revised" shall govern the HSA in all cases not otherwise governed by these bylaws.

Article XI
Amendments

Amendments to these bylaws shall be proposed at a Membership meeting and voted on at the next Membership meeting. A two-thirds vote of the members attending the meeting at which the vote is being taken is required to amend these bylaws.