Bylaws

We, the members of the Nativity of Our Savior Home and School Association (HSA), in order to promote the interests and well being of children in the home, school, church, and community, shall work to bring a closer relationship between the home and school. Parents and teachers must work cooperatively to develop the academic, physical, social, and spiritual education of the child.

Article I. Name

The name of this organization shall be the Nativity of Our Savior Home and School Association.

Article II. Policies

Section 1. Politics and Commercial Involvement

This organization shall be noncommercial and nonpartisan. Neither commercial enterprise nor political candidates shall be endorsed by it. The name of the organization and of its officers in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or for other than the regular work of this organization.

Section 2. HSA Role Within the School

This organization shall not seek to direct the technical activities of the school, or to control its policies. This organization may advise the principal on policy matters through the Executive Board, with the Principal and Pastor having final authority on such matters.

Section 3. Use of Funds

No funds of the association may be used for projects other than those necessary to further the mission of the organization.

Section 4. Non-Profit Organization

The HSA is organized exclusively for charitable, religious, education, and/or scientific purposes under section 501 (c) (3) of the Internal Revenue Code.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public

office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Under the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Article III. Membership

Section 1. Parent Members. All parents, grandparents, or guardians of children enrolled at Nativity of Our Savior School shall be members with voting privileges in General Meetings.

Section 2. Faculty Members. The Faculty of Nativity of Our Savior School shall be non-voting members. *The Faculty Representative to the Executive Board shall be a voting member of the Executive Board.*

Section 3. Alumni Members. All alumni who have graduated from Nativity of Our Savior Catholic School shall be non-voting members.

Section 4. Parishioner Members. All registered members of Nativity of Our Savior Catholic Church shall be non-voting members.

Article IV. Officers and Their Election

Section 1. Officers and Eligibility. The officers shall be a: President, President-Elect, Vice President, Secretary, Treasurer, Athletic Director, and Bingo Director. The Vice President, Secretary and Treasurer shall each have an assistant, who shall also be a voting member. The Principal, Teacher Representative and Pastor or Pastor's Representative shall complete the voting members of the Executive Board. Any Home and School Parent member may run for President-Elect, Vice President, Treasurer, Secretary or Assistant to any of the three officers. Any current Nativity teacher is eligible to serve as the Teacher Representative. Only the current sitting officers may run for President. However, if none of the current board members choose to run for President, then any Parent member who is not currently employed by the school shall be eligible to run. These officers shall perform the duties as prescribed by these bylaws and by those delegated to the same by the Executive Board and/or the General Membership. In the event that a President-Elect is not established for a school year, the immediate Past President is eligible to fulfill the duties of the President-Elect.

Section 2. Nomination. Nominations for officers shall be obtained by the Nominating Committee. Nomination season for officers shall begin at the March General Meeting.

Section 3. Term and Succession of Office. The elected officers of this organization shall be elected for a term of one year. The term of office shall begin at the close of the annual election meeting.

Section 4. Election. The annual election meeting shall be the May General Meeting. In case this is prevented by unusual circumstances, a special meeting will be held before the end of the school year, with a seven-day notice given. Election shall be by secret ballot when there is more than one nominee for an office. The Teacher Representative shall be elected by the current Nativity teaching staff. The Bingo Director and Athletic Director shall be selected by the Executive Board (as defined in Article VIII Sections 5 and 6). The remaining officers shall be elected by the Parent members of the organization (as defined in Article III, Section 1). In the event that there is but one candidate for an office, the secretary will be instructed to call for a voice vote to accept the slate unanimously.

Section 5. Vacancies. In case a vacancy occurs for any position other than President, the office shall be filled by an appointment of the Executive Board with the consent of the Pastor. In the event that a vacancy occurs in the position of President, the Vice President shall automatically assume the position of the President. For positions other than the President, succession is defined in Section 8 of this article.

Section 6. Removal. In the event that an Executive Board Member fails to perform his/her duties as a member of the Executive Board, violates any school policy, or demonstrates a lack of support of the school, its philosophy or policies, that Executive Board Member may be removed from the Board. Complaints or charges that an Officer or Chairperson did not satisfactorily complete his/her duties shall be submitted to the Governance Committee, whose decision is final. Before an Executive Board Member shall be removed, he/she shall be notified in writing of the decision of the Board.

Section 7. Succession Plan.

(a) In the event that officers are removed, voluntarily cease serving their term of office, or are unable to continue holding office for any reason, this section will govern the succession of duties for the absent officer.
(b) If the President is no longer in office for any reason found in part (a) of this section, the Vice President will succeed to the powers and duties of the President. If the Vice President is no longer in office for any reason found in part (a) of this section, the Secretary will succeed to the powers and duties of the Vice President. If the Secretary is no longer in office for any reason found in part (a) of this section, the Treasurer will succeed to the powers and duties of the Secretary. In the event two or more officers are no longer in office for any reason found in part (a) of this section, the remaining officers will succeed to the powers and duties to the highest office vacant above that officer.

(c) Officers assuming the powers and duties of offices left by vacancies shall continue to perform the duties of their prior office until such time as a replacement office can be appointed to complete the term of office.
(d) The Past President is not immediately eligible to assume the duties of a vacant Executive Board office. However, at the request of a majority of the voting members of the Executive Board, the Past President may be selected to fulfill the duties of any unoccupied office, if the Past President is available to fulfill the duties of the vacant office until such time as a replacement officer may be installed to the Executive Board.

Article V. Duties of Officers

Section 1. President. The President shall:

- Preside at all general and special meetings of the organization and of the Executive Board.
- Be a member ex-officiate of all committees except the nominating committee.
- Appoint special committees.
- Perform all other duties pertaining to the office.
- Has the authority to approve up to a $500.00 emergency expenditure without the Executive Board approval.

Section 1.5 President-Elect. The President-Elect Shall:

- Partner with the President in the duties of the office.

Section 2. Vice President. The Vice President shall:

- Act as an aid to the President.
- Perform the duties of the President in his/her absence.
- Receive committee reports from Committee chairs for all committee meetings.
- Manage the annual HSA Grand Raffle

Section 2.5 Assistant Vice President. The Assistant Vice President Shall:

- Partner with the Vice President in the duties of the office.

Section 3. Secretary. The Secretary shall:

- Keep a current record of all general, special and executive meetings of the organization and Executive Board.
- Keep a record of service hours performed by the parents or guardians of each family with children attending the school and issue quarterly reports to those families to allow for accurate tracking of service hours by each family.

- Perform other duties as may be delegated.

Section 3.5 Assistant Secretary. The Assistant Secretary Shall:

- Partner with the Secretary in the duties of the office.

Section 4. Treasurer. The Treasurer shall:

- Assist the Church office in the receipt of all money and funding of the organization.
- Track the receipt and payment of funds in conjunction with the church office to ensure that funds are used in such a manner as authorized by the organization.
- Present a statement or report at executive meetings to account for flow of funding into and out of the organization account(s).
- Keep a record of fundraising for each member family and issue quarterly reports to those families to allow for accurate tracking of mandatory fundraising by each family.
- Perform other duties as may be delegated.

Section 4.5 Assistant Treasurer. The Assistant Treasurer Shall:

- Partner with the Treasurer in the duties of the office.

Section 5. Family Event Coordinator. The Family Event Coordinator Shall:

- Be a non-voting member of the board.
- Be responsible for the coordination of family outing events and activities.
- Report to the board events planned and await board approval prior to coordinating execution of events.
- Chair the Annual Parents Night Out event in October.
- Track the event sales and funds used toward events and report to the board.
- Schedule the school year's Dine to Donate fundraisers and report to the board.
- Report to the board results of Dine to Donate fundraisers.

Section 5.5 Assistant Family Event Coordinator. The Assistant Family Event Coordinator Shall:

- Partner with the Family Event Coordinator in the duties of the office.
- Be a non-voting member of the board.

Section 6. Teacher Representative. The Teacher Representative shall:

- Present the view and needs of the teaching staff and of the school.

Section 7. Officer Responsibilities.

- At the first executive board meeting (June) the officers shall approve the events and fundraising for the school calendar for the following school year.
- The Officers shall select the events and fundraisers that they will manage and oversee for the following school year.
- Officers may recruit and appoint General Members to direct the various fundraisers and events.

Section 8. Past President

The immediate former President, or "Past President", may attend general or executive meetings, fill-in for other officers, and perform duties as assigned by the Executive Board. Other special duties of the Past President are described in these bylaws.

Article VI. Executive Board

Section 1. Composition. The Executive Board shall consist of the Pastor (or his representative), the Principal of the school, the Teacher Representative, and the officers described in Article V. unless noted as a non-voting member. Each of the Executive Board members shall be authorized to vote on all matters before the Board.

Section 2. Powers and Duties. The duties of the Executive Board shall be:

- To exercise all of the powers and privileges and perform all duties and obligations of the organization as set forth herein.
- To approve the work plans for the standing committee chairpersons including budgets for said committees.
- To present a report at the general meetings of the organization.
- To determine the calendar of the general meetings and organization events.
- Have the right to authorize payment of bills out of organization funds to cover expenditures of the organization.
- To oversee and manage all HSA events and fundraisers.

Section 3. Quorum. Seven members shall constitute a quorum for an executive board meeting.

Section 4. Incentive Program. The officers as listed in Article IV Section 1 shall each have their fundraising/profit requirement, service hour requirement, and Bingo obligation fulfilled as an incentive to serve on the Executive Board. Additionally, the individual appointed to serve as an "Assistant Athletic Director" shall have the same incentive package. The Bingo Director, by nature of the position, must continue to attend and operate the Bingo program.

Article VII. Meetings

Section 1. General Meetings. General Meetings of the organization shall be held as set by the Executive Board, with a minimum of one general meeting per quarter during the school year.

Section 2. Executive Board Meetings. Executive Board Meetings shall be held on a monthly basis on a date to be determined by the Executive Board.

Section 3. Special Meetings. Special meetings of the Executive Board may be called by the President or by a majority of the Board with seventy-two (72) hours notice given.

Section 4. Agenda. General meetings of the organization shall follow an agenda written by the Executive Board. Agenda items may be announced in the school newsletter (also online).

Section 5. Continuity of Operations Plan (COOP). In the event that a local or national emergency (pandemic, widespread power outage, tornado, etc.) prevents regular meetings of either the Executive Board or the general membership, the Executive Board shall issue a statement canceling the in-person meetings. The President and/or Executive Board shall coordinate with the Principal, Pastor, and technology coordinator for the parish to determine if technology can be used to conduct virtual meetings in order to keep the members informed of the organization's status.

Article VIII. Standing Committees

Section 1. Standing Committees. Standing Committees are constituted to perform a continuing function and are intended to remain in existence permanently or for the life of the organization. These are to include at least a Bingo Committee and Scrip Committee.

Section 2. Nominating Committee. The Nominating Committee shall consist of the Past President presiding over volunteers from the General Members who are not nominated for officer positions during the current election. Nominations for the Home and School Officers may be submitted after the March Executive Board meeting until the April Executive Board meeting. The committee shall present nominations for officers in the school newsletter prior to the May general meeting.

Section 3. Governance Committee. The Governance Committee shall consist of the President, the Principal and the Pastor or Pastor's Representative. This committee shall receive and adjudicate all complaints or concerns regarding Officer/Chairperson performance and/or receipt of Stipend (under Article IV Section 6) of sitting Officers/Chairpersons in order to ensure officers are performing duties assigned. In the event that the President is the subject of such a complaint, the Past President shall take the place of the President.

Section 4. Alumni Committee. The Alumni Committee shall consist of former students, parents, and grandparents of Nativity of Our Savior graduates. The function of this committee is to allow for

continued support from alumni to Nativity of Our Savior School through continued support and guidance. The Alumni Committee shall be directed by the current Officers and may hold meetings or perform functions for the HSA according to the level of interest in the committee.

Section 5. Bingo Committee. The Bingo Committee shall be directed by the Bingo Director. The Bingo Director shall be appointed by the HSA Executive Board. The Bingo Committee shall consist of bingo volunteers who regularly work bingo shifts. This committee shall be in charge of all bingo related matters including but not limited to preparing all necessary documentation, submitting reports of bingo workers, and preparing financial reports relating to bingo.

Section 6. Athletic Committee. The Athletic Committee shall be directed by the Athletic Director. The Athletic Director shall be appointed by the HSA Executive Board with the advice and consent of the Principal. All volunteer coaches are members of the Athletic Committee and any General Member of the HSA may serve on the Athletic Committee. The Athletic Committee shall be in charge of, and support all CYO athletics and activities sanctioned by the Diocese or the Nativity Principal.

Article IX. Amendments to Bylaws

Section 1. Authority and Voting. These bylaws may be amended at any general meeting by a two-thirds vote of the voting members present provided notice of the proposed amendment was given at the previous general meeting. All proposed amendments shall be submitted in writing.

Section 2. Initiation. Any voting member, the Executive Board, or the Governance Committee may initiate an amendment proposal.

Article X. Rules of Order

The rules contained in the current edition of Robert's Rule of Order shall govern this chapter in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Last Amended in May 2023