

**CARONDELET CATHOLIC SCHOOL  
HOME AND SCHOOL ASSOCIATION  
BY-LAWS**



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## **MISSION**

The mission of the Home and School Association is to support the Carondelet Catholic School community by successfully implementing projects approved by the Principal. Additionally the Home and School Association will work with classroom and grade representatives to provide support by organizing parent volunteerism and community in the classroom. As a working committee, the Home and School Association allocate association funds within the annual budget guidelines, promote and sponsor parent-school activities, enhance community connection of Carondelet Catholic School and build school spirit. Implementation of these objectives is critical to the successful operation of the school and the ongoing success of its valued educators and students.

## **VISION**

To build community among students, parents, faculty and staff.

## **Article I - NAME**

The name of the Association is Carondelet Home and School Association, also known by the acronym, "HSA".

## **Article II - MEMBERSHIP AND DUES**

- A. The members of HSA are made up of parent volunteers and all families automatically become members upon payment of dues.
- B. Dues will be set yearly by the Principal and included on the first invoice of the school year for all families.

## **Article III - MEETINGS OF MEMBERS**

- A. Meetings of the HSA's Executive Board shall be held at least 6 times per year at times to be fixed by the association officers. Special meetings of the officers may be called with two days notice.
- B. Respective officers shall provide a proposed agenda to each officer, a copy of previous meeting minutes, and a monthly budget report prior to any regularly scheduled meeting.
- C. Any member wishing to place an item on the meeting agenda must give the chair/ co-chairs one week's prior notice.
- D. All meetings of this association shall be conducted using a consensus model of decision making.
- E. Home and School will partner with Carondelet administration to plan and execute six or more meetings per year inviting the entire Carondelet parent, teacher and faculty community. These meetings will generally consist of any updates regarding Home and School activities, committee report, volunteer needs and an educational component beneficial to the parent community.

## **Article IV - ORGANIZATION AND STRUCTURE**

### **LEADERSHIP - EXECUTIVE BOARD OFFICERS**

The Executive Board Officers shall exercise authority over policies, services, programs and budgets of all committees. All positions are on year terms with no term limits.

- A. Chair  
The Chair shall preside at all meetings of the association and of the Executive Board, appoint chairpersons for committees, be a member ex-officio of all committees and perform all duties usually pertaining to that office.
- B. Co-Chair

The Co-Chair shall act as an aide to the Chair and perform duties of the Chair in the absence of that officer.

C. Treasurer

Work with Carondelet's Business Manager to manage Home and School Association finances, budgeting and reporting. Prepare monthly financial reports and present at monthly meetings. Facilitate in gathering donations for the annual teacher & staff Christmas and end-of-year gifts with oversight from the Chair and Co-Chair and in partnership with the Carondelet Business Manager.

D. Secretary

The Secretary shall manage, maintain and communicate all H&S administrative areas, including agendas, meeting minutes, member lists, committee descriptions/lists, Carondelet Home & School Gmail account, Google Drive electronic files, committee reports, etc.

E. Volunteer Coordinator

The Volunteer Coordinator will help identify/manage/distribute a list of interested volunteers and Room Representatives as identified from the Volunteer Opportunities forms returned on Back to School Night in August. They will also facilitate and manage the SignUp Genius website to schedule parent volunteers as needed for school /event volunteer needs.

F. Hospitality Coordinator

The Hospitality Coordinator will procure and keep an inventory of hospitality items at each campus. This person will help coordinate volunteers for the monthly supply of snacks in the teacher lounges, help arrange for dinner/refreshments for staff on nights where they are required to stay at school into the evening, and assist with Administrative Appreciation and Teacher Appreciation days at school.

G. Principal or their proxy

The Principal will serve as a guide and final decision maker on all Home and School Association projects and events. They will communicate their vision for Home and School and serve as a guide to the Executive Board.

## EXECUTIVE BOARD ELECTIONS

Elections will be run in May of every year for the upcoming school year.

Positions will be offered to all families that have paid their Home & School dues. The Home & School Association Executive Board will open nominations for Executive Board positions for the coming school year each April. Nominations can be submitted via the Interest/Nomination Form and can be self-nominations or nominations of others.

Individuals can nominate and run for as many positions as they would like.

All nominees will be asked to accept or decline the nomination(s) for each position prior to the May HSA meeting. All nominees will be listed for each Executive Board position on a paper ballot. Ballots will be distributed to all attendees of the May HSA meeting. Votes will be tabulated and new Executive Board officers for the following school year will be announced at the end of the meeting.

#### COMMITTEE(S)

An individual or group of parent volunteers to organize and execute a community building event or special project for the school. Committee members will be requested by Executive Board Officers in News & Notes, school events and Home and School community meetings. Committee member terms are determined based on the needs of the fundraiser, event or special project.

#### ROOM REPRESENTATIVES

Room Representatives and Middle School Grade Representatives are essential in realizing the mission of the Home and School Association to support the school through volunteerism and community building.

Role of Room Representatives includes, but is not limited to:

- A. Work directly with teachers to support them as needed. This includes recruiting volunteers to help in the classroom, coordinating projects, and parties.
- B. Communicate HSA events, programs, and volunteer sign-ups directly to families in the classroom as needed
- C. Attend Monthly Home & School meetings.
- D. Build grade-level parent community with an annual fall parent get-to-know meetup in September.

#### **Article V - FINANCES**

- A. HSA's fiscal year and program year shall run from July 1 to June 30. All funds under the control of the organization shall use the same fiscal year.
- B. HSA Executive Board Officers shall determine an annual budget for the fiscal year based on dues and any passive income that has been received within the school year.
- C. Funds allocated to the HSA annual budget includes, but is not limited to: annual dues, funds collected from Dining and Shopping events, school supply sales Amazon Smile, spiritwear as determined by Carondelet Administration, Box Tops, and excess funds from HSA planned events.

- D. All requests for expenditures from the Home and School Association funds shall be submitted to the Executive Board in advance of incurring the expense.
- E. Each committee shall be provided the budget amount and are required to adhere to that limit. Expenditures must be accompanied by the appropriate document to be reimbursed.
- F. All vendor contracts shall be vetted by Carondelet's Business Manager.
- G. All purchases, when possible, shall go through Carondelet's Business Manager to avoid sales tax.
- H. Any funds leftover at the end of the fiscal year may be dedicated to special projects determined by the Principal and Executive Board Officers or be allocated to Carondelet Catholic School's operating budget.

#### **Article VI - COMMUNICATION**

- A. To ensure the continuity of responsibilities and programs, a digital folder will be maintained by each subcommittee chair outlining their duties and summarizing all projects
- B. All communication distributed by the Executive Board Officers, committee chairs and room representatives will be approved by the Assistant Principal or his/her proxy before release.

#### **Article VII - RESTRICTIONS**

- A. This association shall respect the established school policies as set forth by the Board of Directors. They shall not seek to direct the administrative procedures established by the school administrator.
- B. This association shall be non-commercial and non-partisan. No commercial enterprise and no candidate may be endorsed by it.

#### **Article VIII - ADOPTION**

These by-laws will take precedence and authority over any previous by-laws of the Carondelet Catholic School Home and School Association.

#### **Article IX - AMENDMENTS**

These by-laws may be amended at any regular meeting of the Executive Board Officers by a two-thirds vote of the members present and voting, provided notice of the proposed amendment shall have been given one month prior to the meeting.