

# **Constitution and By-laws of the Home and School Association of Our Lady of the Assumption (OLA) Catholic School**

## **ARTICLE I – Name**

The name of the organization is Our Lady of the Assumption Home and School Association herein referred to as HSA, the Association or Home and School.

## **ARTICLE II – Purpose**

The purpose of the Association is to support the school, faculty and staff, carry out its mission, while adhering to the Archdiocese guidelines and maintaining the integrity and reputation of the school by:

- Fostering cooperation and communication between parents and faculty;
- Developing faith and community among parents, faculty and students;
- Encouraging parent involvement with the school and providing the leadership and coordination to carry out these activities;
- Raising funds to enhance the educational opportunities provided by the school.

## **ARTICLE III – Membership; Voting Right; Dues**

Section 1. Membership: The members of this Association are the parents or guardians of the students attending Our Lady of the Assumption School, the faculty, the principal, and the pastor of Our Lady of the Assumption Parish.

Section 2. Voting Rights: Each member who is current in the payment of dues and adheres to the school handbook is entitled to cast one vote on any insure presented for a vote. For voting purposes, a member is defined as a family, and therefore, each family is entitled to only one vote.

### Section 3. Dues:

- (A) Membership dues are established annually by the Home and School Board, subject to final approval by the Principal.
- (B) Membership dues, per family, are payable prior to the opening of school each year are collected by the school business manager. Dues for families admitted after the start of the school year are payable at the time of admission.
- (C) The pastor, principal and all teachers who do not have a student in the school are exempt from the membership dues.

## **ARTICLE IV – Officers and Duties**

### Section 1. Officers:

- (A) The officers of this Association are a President, President Elect, six Vice-Presidents, a Secretary, and a Treasurer.
- (B) The officers of this Association must be dues paying members and adhere to the school handbook of Our Lady of the Assumption Home and School Associations.
- (C) A married couple may serve jointly in one capacity as co-officers.
- (D) Two parents may serve jointly in one capacity as co-officers.

### Section 2. Term of Office:

- (A) The term of office for each elected position is two years, except the President and President-Elect, who each serve a one year term. No one may serve two consecutive terms as an officer.
- (B) The terms of office for VP Communications, VP Spiritual Life, VP Community & Hospitality, and VP Enrichment Services will end in odd numbered years for the end of the school year (example; June 2009). The terms of office for VP Fundraising, VP Volunteer & Administrative Services, Treasurer, and Secretary will end in even numbered years for the end of the school year (example; June 2010).
- (C) All officers assume their duties on the last day of the school calendar year after their election.

Section 3. Duties: Officers attend all Board meetings. An officer who is absent from three consecutive regular meetings of the Board automatically relinquishes his or her office unless absence is due to valid reasons as determined by the Board.

(A) The President:

- (1) presides at all Board and general membership meetings.
- (2) Appoints the chairs of all committees after consultation with the appropriate Vice-President
- (3) Distributes budgets and job descriptions to all Vice-Presidents for distribution to committee chairs
- (4) Is responsible for adhering the Association's By-laws.
- (5) Is responsible for adhering the Association's budget.
- (6) Keeps all records, including keeping the President's binder up-to-date.
- (7) Is responsible for the implementation of voting procedures used by the general membership.
- (8) Provides a transition meeting for new officers at the end of the school year.

(B) The President-Elect:

- (1) serves as a chair of the Nominating Committee.
- (2) presides in the absence of the president.
- (3) Accompanies the President as an observer as required.
- (4) Assumes the office of President at the conclusion of the present term of office.

(C) The Vice-President for Volunteer and Administration Services:

School Contact: Assistant Principal

- (1) coordinates overall HSA volunteer promotion, maintenance, hours, tracking, and volunteer appreciation/recognition activities.
- (2) oversees the Administrative Support Volunteers committee.
- (3) oversees the Room Parent coordinators.
- (4) distributes a budget and job description to each chair.
- (5) responsible for coordinating the following support services committees: Used Uniform and School Supplies.
- (6) serves as a member of the Executive Board.

(D) The Vice-President for Fund Raising:

School Contact: Principal

- (1) prepares a master plan which coincides with school strategic plan for fundraising for the upcoming year.
- (2) obtains the President's and the Principal's approval for all income generating activities.
- (3) coordinates and supervises all fundraising committees.
- (4) consults with the President in selecting chairs for such committees.
- (5) distributes a budget and job description to each chair.
- (6) serves as a member of the Executive Board.

(E) The Vice-President for Community and Hospitality:

School Contact: Principal/Development Director

- (1) coordinates and supervises all hospitality/community building committees.
- (2) Assists and supports the OLA community in school led endeavors.
- (3) Increases family participation within the OLA school community through "family-focused" activities.
- (4) Considers families' needs from all backgrounds when planning social and community building activities.
- (5) Consults with the President in selecting chairs for all such committees.
- (6) Distributes a budget and job description to each chair.
- (7) Serves as a member of the Executive Board.

(F) The Vice-President for Spiritual Life:  
School Contact: Religious Education Coordinator

- (1) enhances classroom Catholic faith based support to the OLA faculty as they challenge each child to grow spiritually and morally through Christ and our Church.
- (2) Offers family Catholic faith based support through prayer, fellowship, and enrichment opportunities for parents.
- (3) Organizes community Catholic faith based support for outreach ministries, offering many service opportunities for students and their families.
- (4) Serves as a member of the Executive Board.

(G) The Vice-President for Enrichment Services:  
School Contact: Grade Level Faculty Coordinators

- (1) oversees the Cultural Arts and Field Trips Committees.
- (2) conducts research with curriculum enrichment program and activities for faculty review/approval.
- (3) provides field trip information/alternatives to faculty for review/approval.
- (4) serves as a member of the Executive Board.

(H) The Vice-President for Communications:  
School Contact: Technology Coordinator

- (1) compiles Home and School information and reports and writes the publication in the monthly newsletter or as deemed necessary.
- (2) Maintains the content of the Home and School website.
- (3) Serves as a member of the Executive Board.

(I) The Secretary:

- (1) records the minutes of all Executive Board and General Membership meetings.
- (2) maintains the records of the HSA.
- (3) provides copies of the prior meeting's minutes to all officers before the next Board meeting.
- (4) distributes copies of the agenda for each Board meeting to all Board members prior to the meeting.
- (5) handles correspondence as necessary.
- (6) serves as a member of the Executive Board.

(J) The Treasurer:  
School Contact: Business Manager

- (1) submits a Financial Report at all Board meetings.
- (2) maintains committee/project level financial records.
- (3) publishes a financial report to the general membership once a year.
- (4) serves as a member of the Executive Board.

(K) The School Principal:

- (1) informs the Association and the Pastor of the accomplishments, objectives, and needs of the school
- (2) authorizes fund raising activities.
- (3) authorizes ear-marking and disbursement of monies raised through these activities.
- (4) performs such other tasks as will facilitate the achievement of the Association's goals.
- (5) attends HSA Board and General Assembly meetings.
- (6) approves all HSA written communication.
- (7) serves as an ex officio, non-voting member of the Executive Board.

## **ARTICLE V – Board (Officers)**

- (A) The affairs of this Association are governed by the Board whose voting members are the officers. The Principal serves on the Board as an ex officio, non-voting member.
- (B) The Board is the administrative body of the organization, authorized to transact all business and supervise all activities between meetings of the general membership. The Board holds regular monthly meetings. It holds special meetings when called by the President. The board determines the date, time and place of regular or special meetings deemed advisable.
- (C) All actions taken by the Board must be by majority vote of the entire Board, subject to approval by the Principal.
- (D) By approving the proposed budget at the June meeting, the Board authorizes expenditures, avoiding indebtedness beyond the funds of the Association.
- (E) Expenditures in excess of \$100 not approved as part of the budget process must be authorized by the Board, subject to final approval by the Principal.
- (F) The full board may, upon approval by the Principal, act in the best interest of the Association in all matters not specifically denied it by the By-Laws, except, it may not endorse political candidates or enter into commercial enterprises.
- (G) No activities will be conducted for private gain of any individual or group of members.

## **ARTICLE VI – Committees**

The participants must adhere to the school handbook.

Section 1. Special Committees: Special committees may be established by the President with the approval of the Board for special Home and School activities, such as fundraising, auditing, social. These special committees are automatically dissolved at the end of the fiscal year.

### Section 2. Duties of Committee Chairs:

The Committee Chairperson:

- (A) is responsible for securing members to serve on his/her committee.
- (B) Keeps accurate records of his/her committee activities, volunteer hours, expenses, and/or income.
- (C) Is given a budget and responsibility for adhering to it. If the chairperson determines that this is not possible, he/she obtains approval from the appropriate Vice-President prior to any expenditure of funds.
- (D) Submits a written report of the committee project to the appropriate Vice-President within two weeks of completion of the project. These reports are to be kept in this organization's permanent files.
- (E) Submits a final report of committee activities to the President at the end of the fiscal year.

## **ARTICLE VII – Meetings**

### Section 1. General Membership Meetings:

- (A) At least two general membership meetings are to be held each year. Dates of these meetings are determined by the Executive Board and shall appear on the school calendar.
- (B) Additional general membership meetings may be called by the Board as deemed necessary to Association functions.

### Section 2. Board Meetings:

- (A) A majority of officers is the quorum necessary for conducting the business of the Board.
- (B) The Board meets monthly unless a meeting is deemed necessary by the President. Dates of these meetings are determined by the Executive Board and appear on the school calendar.
- (C) The President of the Association may call additional Board meetings if the need arises.
- (D) The May Board meeting will include both the incoming and the outgoing Board members. Incoming and outgoing committee chairs will also be invited. All records will be turned over to new Board members and committee chairs at this time.

## **ARTICLE VIII – Voting**

Section 1. Voting by Members: A majority vote of the Board shall be construed to mean a majority vote of those on the Board. Co-officers, those positions that are filled by more than one person, are entitled to only one vote per position.

Section 2. Voting by the General Membership:

- (A) Voting by the general membership is conducted by ballot (paper and/or email).
- (B) Ballots are sent to all current dues paying members of this organization via the youngest or only child in the family attending Our Lady of the Assumption School.
- (C) Ballots must be marked and returned to the school within ten calendar days of the distribution to be valid.
- (D) Majority vote by the general membership means a majority vote of those ballots returned within ten calendar days.
- (E) The Secretary is responsible for implementation of voting procedures.
- (F) In the event of a tie, the election will go to the Executive Board which will decide by majority vote.

## **ARTICLE IX – Election and Installation of Officers**

Section 1. Nominating Committee:

- (A) This committee shall be composed of the President Elect, who will act as chairperson, immediate Past President if available, and their members from the membership at large.
- (B) Members from the membership at large wishing to serve on this committee should submit their name to the President on, or before, November 1. The President will select three members from the list. If there are not enough names submitted, the President will recruit the required number.
- (C) The President will submit a slate of officers to the Principal for approval.

Section 2. Duties of the Committee:

This committee:

- (A) meets for the purpose of selecting officer candidates for the coming year.
- (B) Solicits candidates from the general membership.
- (C) Informs each nominee in writing of the duties of the office for which they are nominated.
- (D) Provides each nominee a copy of the By-Laws of the Association.
- (E) Insures that nominations are made only with the prior consent of the nominee.

Section 3. Ratification: By March 1, the Chairperson of the Nominating Committee presents a slate of nominees for the following year. This slate of nominees is ratified by the general membership by application of the procedures described in Article VIII, Section 2.

Section 4 Installation of Officers: The officers are installed at the second pre-scheduled general membership meeting.

## **ARTICLE X – Vacated Offices**

Section 1. Removal from Office:

- (A) When it is judged to be in the best interests of the Association, and with Principal approval, the Board may remove an officer or committee chair for cause. However, before doing so, that person shall have the opportunity to defend him/herself at a meeting of the Board. He/she will be given at least 10 days advance notice of the meeting.
- (B) The Board must meet to decide on the person they will appoint to fill an officer position, with final approval from the Principal.

Section 2. Resignation:

- (A) In the event of the resignation of an officer, the Board must meet to decide on the person they will appoint to fill this vacancy.
- (B) In the event of the resignation of a committee chairperson, the President may appoint a person to fill the vacancy after consulting with the appropriate Vice-President in charge.

## **ARTICLE XI – Funds**

### Section 1. Authorization of Purchases and Expenditures:

- (A) Members of this Association shall not recommend purchases or disperse monies except as approved by a majority vote of the Board, and upon final approval from the Principal.
- (B) All requests for Board approved purchases and amount of expenditures must be confirmed in writing by the President, Principal, or one of the six Vice-Presidents prior to payment, and subject to final approval from the Principal.

Section 2. Monies: All monies belonging to this organization are to be deposited or held in accounts specifically authorized by Our Lady of the Assumption School.

## **ARTICLE XII – Fiscal Year**

This Association will operate on a fiscal year beginning July 1 and ending June 30.

## **ARTICLE XIII – Parliamentary Authority**

- (A) Robert's Rules of Order, Newly Revised, are the authority of parliamentary questions not covered by these By-Laws. Should a conflict arise these By-Laws supersede Robert's Rule of Order.
- (B) All meetings of the Association are to be conducted according to these rules.
- (C) It is the duty of the presiding officer at all meetings of the Association to see that these rules are followed.
- (D) If the President chooses, he/she may appoint a parliamentarian to assist at meetings. However, the parliamentarian would not be entitled to vote as a member of the Executive Board.

## **ARTICLE XIV – By-Laws**

### Section 1. Amendments and Voting:

- (A) A majority vote of the Board is necessary to appoint a committee to formulate and submit amendments to these By-laws.
- (B) These By-laws may be amended or changed only by majority vote of the general membership, or as required by the Archdiocese of Atlanta, and subject to final approval from the Principal.
- (C) Written notice of all proposed changes or amendments must be given to the members along with ballots and voting procedures as outlined in these By-laws, Article VIII, Section 2.

Section 2. Distribution of By-laws: These By-laws will be available upon request.

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