

BY LAWS OF THE SAINT JOHN PAUL II  
HOME AND SCHOOL ASSOCIATION

Article I. Name

The name of the organization shall be the Saint John Paul II Regional Catholic School Home and School Association. Saint John Paul II Regional Catholic School shall hereinafter be referred to as “JPII” and the JPII Home and School Association shall hereinafter be referred to as the “HSA”.

Article II. Organizational Authority

- A. The HSA is organized exclusively for charitable, literacy, or education purposes within the meaning of Section 501(c)(3) of the Federal Internal Revenue Code or corresponding section of any future Federal Internal Revenue Code.

Article III. Purpose

The objectives of the HSA shall be:

- A. To promote open communication among the parents, teachers and administration.
- B. To provide parents and teachers with the information to aid in all aspects of education, growth and development.
- C. To promote good will and cooperation between and among parents, faculty, administration, the School Board and the Deanery parishes.
- D. To direct and coordinate parental support to JPII through assistance with activities, social functions and fundraisers.
- E. To provide financial assistance for JPII programs and for the purpose of school equipment as deemed necessary by the principal.
- F. To foster the political action of parent as advocates regarding national, state and local legislation that affects Catholic schools as well as the lives of students and parents.
- G. The HSA shall adhere to the mission statement of JPII.

Article IV. Membership and Fees

- A. Membership shall consist of the parents and guardians of the students of JPII and the faculty of JPII.

- B. All parent members are encouraged to volunteer throughout the year for events and activities approved by the HSA. At the beginning of each school year, a list of events and/or activities will be provided to the members. All parent members should make every effort to support these events and/or activities through any means possible, such as chairing an event, volunteering at an event, providing monetary support for an event and/or participating in an event.
- C. Beginning with the 2015-2016 school year, the membership fee shall be an amount recommended by the HSA and assessed by the administration of JPPII.

#### Article V. Executive Committee

The Executive Committee shall consist of the four (4) voting officers of the HSA and any ex-officio officers. The Executive Committee shall conduct the HSA's business affairs; provide general meeting programs of interest; form committees as deemed necessary and appropriate; review all committee recommendations and report on their final disposition; and review and recommend disbursements of money collected from fund raising events and contributions after discussion with the administration of JPPII.

#### Article VI. Officers and Duties

A. The officers of the HSA shall consist of:

- 1. President
- 2. Vice President
- 3. Secretary
- 4. Treasurer

The President and Vice-President may, at their discretion, choose to serve as Co-Presidents of the HSA. Should the President and Vice President decide to serve as Co-Presidents, the duties of both the President and Co-President (as defined below) shall be carried out by the Co-Presidents.

Non-voting, ex-officio officers shall include but not be limited to the principal of JPPII and the spiritual leader of JPPII. Additional ex-officio members may be appointed by the Executive Committee of the HSA. At the discretion of the principal of JPPII, any officer may be removed from his/her position for misconduct.

B. The duties of the officers are defined as follows:

- 1. The President shall:
  - A. Preside at and administer all regular, special and executive committee meetings.

- B. Call special meetings of the HSA's Executive Committee.
  - C. Serve as the official spokesperson for the HSA to the School Board.
  - D. Have co-signature authority with the treasurer for payment of the HSA's bills.
  - E. Serve as an ex-officio member of all HSA committees.
  - F. Perform such duties as are incumbent of this office.
2. The Vice President shall:
- A. Assume the duties of the president in his/her absence.
  - B. Perform additional duties designated by the President.
  - C. Assist in the formation of all committees and serve as an ex-officio member.
  - D. Assure that committees meet their goals and report their results and recommendations to the HSA.
3. The Secretary shall:
- A. Record and make available to the members copies of the minutes of all Executive Committee and general meetings.
  - B. Conduct the correspondence of the HSA.
  - C. Maintain a current file of reports, records and correspondence of the HSA.
  - D. Be responsible for recording and correcting as amended the Bylaws of the HSA.
  - E. Publicize meetings and functions.
  - F. Service as an ex-officio member of the Communications Committee.
  - G. Perform additional duties designated by the President.
4. The Treasurer shall:
- A. Collect and deposit all monies received through fund-raising, events and contributions.
  - B. Be appointed to all fund-raising committees as an ex-officio member to coordinate and to help prepare fund-raising reports.
  - C. Maintain records of receipts and expenditures.
  - D. Review and recommend payment of bills to the President.
  - E. Have co-signature authority with the president for payment of the HSA's bills.
  - F. Provide a written monthly cash accounting at the general membership meeting of all income and expenditures.
  - G. Perform additional duties designated by the President.

Article VII. Election and Tenure of Officers

- A. The President shall appoint a committee of three (3) HSA members to serve as the Nominating Committee. The Nominating Committee, having been approved by the Executive Board and the principal, shall distribute survey forms to the membership to seek out those interested in serving on the Executive Board or to seek out nominations of other members.
- B. The Nominating Committee shall collect all surveys from the parent membership. The Nominating Committee shall first seek approval of the nominees from the principal before seeking approval/consent from those nominated to be listed on the ballot. After obtaining such approvals, the Nominating Committee shall draft a ballot listing each nomination and corresponding office. The ballot shall include a short paragraph on each nominated member, including the grade(s) of their children. One ballot per family will be distributed to the parent membership. The ballot: (1) must be signed by one parent and returned in a sealed envelope marked “Nominating Committee”, or (2) if made available by the administration, submitted electronically. The Nominating Committee shall collect these ballots within one school week. The Nominating Committee shall count these ballots and report the results to the Executive Committee and the principal within twenty-four (24) hours. The Executive Committee and the principal shall report the results of the election to all of the HSA members via written notice within five (5) school days.
- C. The term for each office shall be one year and new officers shall assume their office at the close of the June meeting. If an officer is unable to complete the term of the office, the general membership shall choose a replacement at the next general meeting from a slate of nominees submitted by the general membership.

#### Article VIII. Meetings

General membership meetings of the HSA shall be held monthly, September through May, as determined by the President and the principal, and shall avoid conflict with the School Board meetings. A special meeting of the HSA may be called at any time by the President, with no less than 48 hours advance notice to the membership.

#### Article IX. Committees and Functions

- A. Upon recommendation of the Executive Committee, the principal and/or the membership, the President shall designate standing and ad hoc committees of the HSA. There shall be the following standing committees of the HSA: Home Room Parent Committee and the Nominating Committee. The President shall fill all vacancies occurring on any of the standing committees.

1. Home Room Parent Committee: This committee shall consist of at least one parent per class and shall represent the class and perform such duties as necessary. The Home Room Parents shall be responsible for communicating between the teachers the other parents.
2. The Nominating Committee: This Committee shall consist of three members and shall survey the parent membership for those interested in serving on the Executive Committee.

Further details about the role of the Nominating Committee are outlined in Article VII above.

- B. Ad hoc committees shall be formed for special needs as they arise and will be disbanded when the need has been fulfilled.
- C. Each committee shall have an Event Chairperson. The Event Chairperson shall report a financial accounting of the concluded event and turn over all monies to the Treasurer or JP II Business Manager for deposit within one week of the scheduled event. If money is not turned over within the week, the principal shall be notified in writing of the anticipated date by which the monies will be turned over. No monies shall be exchanged with the Treasurer or JP II Business Manager or member of the Executive Board without proper receipt for reimbursement of any funds extended on behalf of the HSA at the event.
- D. The President and Vice President shall submit to the principal a projected schedule of events by the opening of the school year.

#### Article X. Amendments

Amendments to these bylaws can be proposed at any regular meeting. These bylaws may be amended at any regular meeting by a quorum present and voting, provided that notice has been given in writing at the previous regular business meeting. A quorum shall consist of fifty (50) members. The principal does not have voting privileges; however, the principal shall break any ties in a vote of the membership relating to the bylaws.