



Home and School Association Bylaws

Article I – Name

The name of the organization shall be the St. Bernadette Home and School Association.

Article II – Purpose

The association is organized for the purpose of supporting the education of children at St. Bernadette Catholic School by fostering relationships among the school, parents, and teachers.

Article III – Members

Any parent, guardian, or other adult standing in loco parentis for a student at the school may be a member and shall have voting rights. The principal and any full time employee at the school may be a member and have voting rights.

Article IV – Officers and Elections

Section 1. Officers. The officers shall be a chairperson, co-chairperson, secretary, and treasurer.

a. **Chairperson.** The chairperson shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served.

b. **Co-Chairperson.** The co-chairperson shall assist the chairperson and carry out the chairperson's duties in his or her absence or inability to serve.

c. **Secretary.** The secretary shall keep all records of the organization, take and record minutes, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the

minutes book, mission statement, bylaws, rules, school directory, and any other necessary supplies, and brings them to meetings.

d. **Treasurer.** The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year. Except for routine business as outlined in the annual budget, no funds from the association's account shall be expended without authority of the executive board.

Section 2. Nominations and Elections. Elections will be held at the last meeting of the year. Nominations shall occur at the April meeting and voting shall occur at the May meeting. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

Section 3. Eligibility. Members are eligible for office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate.

Section 4. Terms of Office. Officers are elected for two-year terms, with no limits to terms. Each person elected shall hold only one office at a time. Chairperson and secretary shall be elected in odd calendar years, while co-chairperson and treasurer shall be elected in even calendar years.

Section 5. Vacancies. If there is a vacancy in the office of chairperson, the co-chairperson will become the

chairperson. At the next regularly scheduled meeting, a new co-chairperson will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting.

Section 6. Resignation, Termination, and Absences. Resignation from the board must be in writing and received by the chairperson. A board member shall be terminated from the board due to excess absences, generally more than two unexcused absences from regularly scheduled meetings in a year. Absences will be considered unexcused if advanced notice is not given to the other executive board members prior to a scheduled meeting. Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.

Article V – Meetings

Section 1. Regular Meetings. The regular meeting of the organization shall be monthly, at a time and place determined by the executive board set at the beginning of the school year. These dates shall be published at the beginning of the school year on the school website and to parents in their SBHS Welcome folders.

Section 2. Special Meetings. Special meetings may be called by the chairperson or any two members of the executive board. Notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by email, Thursday Announcements and phone calls.

Section 3. Quorum. The quorum shall be seven members of the organization.

Article VI – Executive Board

Section 1. Membership. The Executive Board shall consist of the officers and principal.

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary

committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. Meetings. Regular meetings shall be held at the beginning of the school year and as needed throughout the school year.

Section 4. Quorum. Half the number of board members plus one constitutes a quorum.

Article VII – Committees

Section 1. Membership. Committees may consist of members and board members, with the president acting as an ex officio member of all committees.

Section 2. Standing Committees. The following committees shall be held by the organization:

a. **Finance Committee.** The finance committee shall audit the treasurer's books annually.

Section 3. Additional Committees. The board may appoint additional committees as needed.

Article VIII – Finances

Section 1. A tentative budget shall be drafted by the executive board, presented at the first meeting of the year and approved by a majority vote of the members present, assuming a quorum.

Section 2. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3. The executive board shall approve all expenses of the organization.

Section 4. Two authorized signatures, different than the payee, shall be required on each check. Authorized signers shall be the chairperson, treasurer, and principal.

Section 5. The fiscal year shall coordinate with the school year and St. Bernadette Parish fiscal year.

Section 6 Expenses not in the budget and greater than \$200 shall require a majority vote of the members, assuming a quorum.

Section 7. The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Finance Committee.

Section 8. The Treasurer shall open the books of account for inspection to any member of the executive board at all reasonable times. The right of inspection includes the right to copy and make extracts of documents.

Section 9. The treasurer's books shall be audited before being presented to the incoming treasurer.

Section 10. The Treasurer shall assure compliance with all applicable government regulations, including but not limited to, St. Bernadette Parish's non-profit status under Section 501(c)(3) of the Internal Revenue Code and assist the parish in providing required records and documentation for submission of the appropriate IRS 990 form and the filing of the Charitable Registration with the office of the Ohio Attorney General.

Section 11. The chairperson shall appoint a Finance Committee as set forth in Article VII to audit the books or enlist the services of an outside accountant approved by the executive board for an Agreed Upon Procedural Engagement.

Section 12. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills of the Home and School Association and, with the membership's approval, spent for the sole benefit of the school.

Article IX – Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

Article X – Standing Rules

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

Article XI – Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting.

Article XII – Amendments

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the organization by the secretary. Notice may be given by postal mail, e-mail, or fax. Amendments will be approved by a two-thirds vote of those present, assuming a quorum.

Reviewed/Revised 1996, 1997, 1998, 2010, 2014, 2016