

St. Peter the Apostle Classical Catholic School

Home and School Association Bylaws

2023-2024

ARTICLE I

The name of this organization shall be the St. Peter the Apostle Classical Catholic School Home and School Association (HSA).

ARTICLE II

The purpose of the HSA is to provide a partnership between the school, parish, and families. The main objective is to support Catholic education through planned activities, spirit programs and fundraisers. With respect to the function of this organization, it shall be guided and directed as an integral part of the school operation fostering the community, school, parish, and the Fort Worth Diocese. The organization shall act in conjunction with the St. Peter the Apostle Classical Catholic School Advisory Council as representative and shall act as a liaison body among the school parents, teachers, student government, parish members, the community and school council. The organization is nonpartisan, non- sectarian, and non- political, therefore, neither this organization, nor its officers, nor any person supporting to act therefore shall participate in any matters of a sectarian, partisan or political nature while representing St. Peter the Apostle Classical Catholic School HSA.

ARTICLE III

Members

The general membership of this organization shall include parents or legal guardians of children enrolled in St. Peter the Apostle Classical Catholic School, the principal, staff, and faculty. All adult members registered in the St. Peter the Apostle Catholic Parish qualify for membership, but not counted for quorum purposes unless they are present at the meeting.

ARTICLE IV

The Executive Board

Section 1. The Executive Board of this organization shall be:

President

Vice President

Secretary

Treasurer

Communication Coordinator

Fundraising Coordinator

Section 2. Executive Board members are elected for a period of two years, or until their successors have been duly elected and installed. The newly elected officers shall be installed at the May meeting of the

school year with the retiring President as the installing officer. Newly installed executive board members shall assume their duties of office immediately following the election. No member may hold more than one office at a time. The Vice President serves a term of two years and automatically assumes the position of President the third year of the term. The Executive Board Members must attend 3 fundraising events and all HSA meetings.

Section 3. Nominations shall be presented at the June Nominating meeting made up of at least three volunteers. Additional nominations may be made from the floor. Where there is a single candidate for any office, a voice vote shall elect. Should there be more than one candidate for any office; the election shall be by secret ballot. A majority of votes cast shall elect.

Section 4. In order to ensure attendance and participation in HSA, a member must attend a minimum of three meetings during the school year to retain voting rights or to run for any position on the Executive Board.

Section 5. In the event of a vacancy of an unexpired term, a nominating committee shall be formed consisting of representatives from the HSA executive board and HSA general membership, and the Principal shall fill the vacancy until the position is filled.

Section 6. Standing Committee Chairpersons shall be appointed to serve as needed.

ARTICLE V

Membership Dues

Section 1. \$5.00 per year membership dues will be collected to become a voting member of the HSA.

Section 2. Dues are for the school calendar year and must be paid every calendar year in order to be a voting member.

Section 3. Non-paid members are still welcome to meetings and can participate in discussions and planning of events.

ARTICLE VI

Meetings

Section 1. General meetings shall be held monthly and additional meetings can be called as needed while school is in session.

Section 2. Special meetings may be called by the Principal. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least a three- day notice must be given.

Section 3. 3 officers and 4 voting members of the HSA shall constitute a quorum.

ARTICLE VII

Executive Board

Section 1. The Executive Board shall consist of the President, the Vice- President, the Secretary, Treasurer, Communication Coordinator, and the Fundraiser Coordinator.

Section 2. The Executive Board shall have general supervision of the affairs of the HSA between its business meetings, fix the hour and place of the meetings, make recommendations to the organization, and shall perform such other duties as are specified in these bylaws. The Executive Board shall be subject

to the orders of the organization, and none of its acts shall conflict with actions taken by the organization.

Section 3. The Executive Board shall meet monthly. Fifty percent shall constitute a quorum.

ARTICLE VIII

Committees

The Chairman of each committee shall be appointed by the HSA Executive Committee President for a period of one year. (Term can be renewed every year thereafter). The chair of the Standing Committees shall supervise the work to be done by the committee Chairs, make reports at Board meetings and general meetings when called upon and submit written reports of their years' work to the Secretary prior to the June meeting. All Committee plans for the next year are subject to the HSA Executive Board approval at that time for publication in the Annual Report to be given at the May meeting.

Section 1. The following are the specified committees of HSA:

- Piano Concert
- Room Parent
- Monthly Breakfasts
- School Festival
- School Annual Gala

All shall consist of a Chairman appointed for a one-year term by the President. Other committee members will be selected by the Chairman as needed. The committee organizes and coordinates the annual fundraising event and starts the coordination process for next year's event.

ARTICLE VIX

Accounting of Funds

The Home and School Associations funds belong to the school and are held in trust by the school. Fundraising projects require the approval of the president/principal, pastor and/or the local school advisory council. All money collected must be deposited in the school's operating account. Schools are required to perform a Credit Check for volunteers that handle money.

Section 1. Accounting of Funds. All funds collected and expenses paid shall be accounted for by the Treasurer in cooperation with the school's office staff and in accordance with the Accounting Standards identified by the Diocese of Fort Worth.

Section 2. Money Handling Procedures. To ensure consistent handling of all HSA monies in relation to HSA events, procedures are in place to protect the HSA volunteers as well as the HSA monies.

- a. All monies, be they cash or check, must always remain in a secure location and must be deposited into the schools operating account.
- b. When handling money, there should always be at least two unrelated current HSA members or two

school staff members present.

c. All committee members must adhere to proper money handling procedures as defined in the HSA By-Laws (which are aligned to the accounting standards policies provided by the Diocese of Fort Worth).

Article X Dissolution

Section 1. The association may only be dissolved with principal approval followed by a majority vote of the members present at a meeting called and publicized for the purpose of the dissolution of the St. Peter the Apostle Classical Catholic School Home and School Association.

Section 2. HSA Assets. In the event of dissolution of the association, all monies and assets will become permanent property of St. Peter the Apostle Classical Catholic School.

ARTICLE XI Amendment of Bylaws

The by- laws may be amended at any regular meeting of the organization by a two – thirds vote of the members in attendance, provided that the amendment has been submitted in writing at the previous regular meeting and has been approved by the Principal or his/her designated representative.

HSA Organizational Chart

President	Vice President	Secretary	Treasurer	Communication Coordinator	Fundraising Coordinator
School/Parent Liaison	Facilitate HSA meetings	Communication Information Flow	Bookkeeping	Communication Information Flow	Proposes Fundraiser
Facilitate HSA meetings	Fill Supporting Roles	Take meeting notes	Financials	Room Parent Chairperson	Schedules Social events
Fill Supporting Roles				Send out meeting reminders	Organizes fundraisers at local restaurants/venues