



OUR LADY *of*
the LAKE SCHOOL

CONNECTING *on a* HIGHER LEVEL

Our Lady of the Lake Home School Association Bylaws



Our Lady of the Lake School · 26 Lakeside Ave. · Verona, NJ 07044

Preamble

The Our Lady of the Lake School Home School Association is a group of parents, teachers and administrators dedicated to providing quality programs addressing the spiritual, social and educational needs of students, parents, faculty and staff as well as providing interaction between the home and school. In providing a cooperative support system, the Our Lady of the Lake Home School Association will encourage and coordinate the developmental formation of a Catholic community centered on our Lord Jesus Christ.

Article I: Name

The name of this organization shall be Our Lady of the Lake Home School Association, hereinafter "The Association".

Article II: Purpose

The Association has been organized to:

Section 1: Promote Catholic education at Our Lady of the Lake School in the attainment of objectives stated in the Mission Statement.

Section 2: Form and strengthen, through the personal involvement of parents, teachers, administrators and students, the necessary spiritual and material support, to ensure a quality Catholic education.

Section 3: Publicize and celebrate the School's accomplishments in an effort to recognize same and to raise awareness of the general public and surrounding communities of the School.

Section 4: Act as a fundraising entity to support the mission, operation and development of the School, its curriculum, extra-curricular activities, physical plant and in any other way in keeping with the School's Mission.

Article III: Existence

The Association is to have perpetual existence.

Article IV: Membership

Section 1:

- a. General Members. All parents or guardians of students enrolled at Our Lady of the Lake School are eligible to be General Members of the Association.
- b. Ex Officio Members. Full time faculty members and the School Principal shall be Ex Officio Members by virtue of their employment. The Pastor of Our Lady of the Lake Parish shall also enjoy Ex Officio membership in the Association. Ex Officio Members will not have voting rights.

Section 2: Each General Member of the Association shall be a member in good standing unless he/she shall fails to conduct themselves in a manner consistent with the by-laws of the Association.

Section 3: Protecting God's Children. All General Members are encouraged to complete the course Protecting God's Children and to renew their certification as required. Those General Members who engage in volunteer roles which require them to work with children in any manner are required by the Archdiocese of Newark to fill out a volunteer application, sign the Archdiocesan Code of Conduct, have a criminal background check and take the course Protecting God's Children.

Article V: Executive Officers

Section 1: Executive Officers

The Executive Officers of this Association, hereinafter, the "Executive Board", shall be the President, First Vice-President, Second Vice President, Secretary, and Treasurer. Only General Members in good standing of the Association shall serve on the Executive Board.

Section 2: Elections and Terms of Service

1. The Executive Board will be elected at the last general meeting of the school year. If for any reason a timely meeting cannot be held, a mail/email vote of all General Members of the Association in good standing shall be held.
2. At the general meeting where the election is to be held, the majority of those present shall be designated a quorum and voting shall elect. In the event of a mail/email vote, (distribution of ballots through school mailing system or by email is permissible) a majority of votes cast before the clearly stated deadline of 3:00pm the stated day and date of the election shall elect. The First Vice President, Secretary, and Chairperson of the nominating committee shall count the votes. Results shall be distributed to the Membership of the Association within one calendar week.
3. Officers shall assume their official duties at the close of the Executive Board meeting in June, hence effective July 1st.
4. The term of office shall be two years from July 1st of the first year to June 30th of the second year.
5. The President and Second Vice President shall be elected during odd number years while the First Vice President, Secretary, and the Treasurer shall be elected during even numbered years.
6. No person shall be elected to serve more than two consecutive terms in the same office.

Section 3: Vacancy

A vacancy occurring in the Presidency shall be filled by the First Vice President for the remainder of the President's unexpired term. A vacancy occurring in any other Executive Board position shall be filled pro-tem by a majority vote of the Executive Board until the next scheduled general meeting. At the next general meeting, the members of the Association shall hold an election in accordance with the provision of these by-laws for the purpose of filling the vacant position for the remainder of the officer's unexpired term.

Section 4: Duties and Powers of Executive Officers

1. **President:** The President shall conduct all meetings of the Association according to simple parliamentary procedure, appoint chairpersons of all committees unless it is especially provided for under the bylaws and shall exercise supervision over all affairs of the Association. The President shall be an ex-officio member of all committees of the organization. In addition, this position serves as a liaison to the School administration, the Our Lady of the Lake Parish and local communities. The President is responsible for ensuring that the by-laws of the Home School Association are adhered to.

2. **First Vice President:** Shall serve as an assistant to the President. The First Vice Presidents shall perform the duties of President in the absence or inability of that officer to serve. He/She shall coordinate the general activities of any special committees created by the Executive Board, including oversight of fundraising initiatives and the nominating committee. The First Vice President shall convene the Nominating Committee.

3. **Second Vice President:** Shall also serve to assist the President and support the First Vice President. The Second Vice President will oversee the Volunteer Coordinator and the Class Parent Coordinator, as well as any other responsibilities assigned by the President.

4. **Treasurer:** Shall be responsible for and have all custody of funds for Our Lady of the Lake Home School Association. The Treasurer shall keep accurate financial records of all receipts and disbursements concerning the Association activities. The Treasurer shall work with the Principal and Executive Board to develop a budget to be distributed and approved by the members of the Association. The Treasurer will make financial reports at all general meetings, board meetings, and at other times requested by the Executive Board. The financial books of the Association shall be submitted annually, or upon change of officers, for an audit by an auditor or an auditing committee. The Treasurer shall deposit all funds of the Association in such banks, trust companies as the Executive Committee may select and shall make such disbursements as authorized by the Executive Board in accordance with the budget adopted by the membership. All deposits and/or disbursements shall be made within a maximum of thirty (30) days from the receipt of the fund and/or orders of payment.

5. **Secretary:** Shall be responsible for maintaining complete records of all proceedings and correspondence of the Association. Including:

- a. Recording minutes at each general, board, and executive board meeting; distributing to those present in a timely manner and maintaining physical and electronic copies of all approved minutes.
- b. Ensure that the agenda for all Association meetings is typed and distributed to the General Membership in a timely manner. All agendas shall be maintained in a physical and electronic format.
- c. Maintain a list of the current Board, their title and contact information for use by the Board Members and for distribution to the General Membership.
- d. In the event of a balloted election, the Secretary along with the nominating committee must ensure that all ballots are counted and recorded.
- e. Records Retention. By June 30th each year, the Secretary must reconcile all minutes and update the physical and electronic files. The Secretary shall maintain a binder for each year which will include all Meeting Agendas, all Minutes, any handouts or materials provided during a meeting, copies of any and

all licenses secured by the Association, copies of all event flyers, a list of the Board and contact information for the year and any other information that would be relevant to the Association's activities that year. The Secretary will provide that binder to the Principal to be archived at the Our Lady of the Lake School.

Past President

- a. The immediate past President shall remain on the Board and Executive Board in an advisory capacity for one year following his/her term. The Past President shall have no vote during Board meetings.

Article VI: Committees, Chairs and Coordinators

Section 1: The standing committees of the Association and their functions are as follows:

a. **Activities Committee:** The Activities Committee will be comprised of a Chair elected by the General Membership and such volunteers from the General membership who wish to serve on the Committee. The Chair will serve to support individual event chairs in planning and staffing extra curricular and after-school functions and events for the students and families of the Our Lady of the Lake School. The Activities Chair shall serve as the liaison between event chairs and the Board, will report to the Executive Board on the status of events and recommend other activities they deem appropriate.

b. **Class Parents Committee:**

i. The Class Parents Committee will be comprised of a Chair elected by the General Membership and such volunteers from the General membership who wish to serve on the Committee. The Chair will coordinate with teachers to serve and assist the teacher in the classroom. Responsibilities include, among others, recruiting and scheduling volunteers to assist with activities; plan holiday parties or other celebrations; facilitate communication among parents, collect and record class dues not to exceed a set amount determined by the principal per student, to support such functions. The class parent is responsible for submitting receipts and logs to the executive board at the end of the year. Expenditures outside the normal course of business require preapproval from the Association Executive Board 45 days in advance. There is at least one class parent per grade.

ii. There will be a Class Parent Chairperson to coordinate any school wide teacher appreciation programs; to act as a liaison between the class parents and the Executive Board and to support the efforts of the class parents in any way the Executive Board deems necessary.

c. **Hospitality Committee:** The Committee will be comprised of a Chair elected by the General Membership and such volunteers from the General membership who wish to serve on the Committee. The Chair will coordinate the purchase, set-up, preparation and clean-up for all Association Meetings, Open Houses, Catholic School week activities, orientation and new student events. Maintains proper inventory levels in the Hospitality Cabinet for the Association.

d. **School Environment Coordinator:** He / She is responsible for ensuring that the cafeteria, cafeteria bulletin board and hallways are decorated to reflect holidays, seasons and events in the school. The Coordinator will work closely with the Principal, faculty and staff to design and facilitate themes and

generally work to keep the school looking great. The Coordinator will be assisted by volunteers as needed and may secure funds from the Treasurer by submitting a written request no less than 15 days in advance. The Coordinator will have access to materials already on hand at the School and will be allotted a small budget each year. The Coordinator will report monthly during Board Meetings and by request.

e. Fundraising Coordinator: He/She is responsible for the development of new fundraising initiatives, the continuation of existing fundraising initiatives, coordination with the parish of any joint fundraising initiatives and securing volunteers for the fundraising programs at the School.

Section 2: Committee Chairpersons

a. Committee Chairpersons/Coordinators shall be elected by the Association at the last general meeting of the year or by mail/email vote, when necessary.

b. The term of office for chairpersons shall be one year with the option of serving a second year.

c. In the event it is deemed necessary and appropriate a committee may have more than one Chairperson or there is need for more than one Coordinator the positions may be bifurcated. but there shall be no more than two Chairpersons or Coordinators. The bifurcation of any Chairperson or Coordinator position shall be approved by motion before the election for the position. The terms of the co-Chairpersons and co-Coordinators shall be co-terminus.

d. The Executive Board shall fill a vacancy in a committee chair in the same manner set forth in Article V, Section 2.

Section 3: Special Committees may be appointed by the Board as it deems necessary. The President, if not otherwise specified in the by-laws, shall appoint the chairperson. The committee is formed for a specific purpose and term and shall cease to exist when that time or task is completed. A report shall be given to the Board periodically during the course of the Committees existence and final report must be submitted to the Executive Board for consideration and review no later than 30 days following the sunsetting of the committee.

a. Nominating Committee –The Nominating Committee shall consist of three General Members of the Association. These General Members shall be nominated from the floor at the January/February general meeting and if more than three (3) are nominated a voice vote shall be taken. The First Vice President of the Association shall convene and serve as an advisor to the committee. In the event, less than three members seek election to the committee, the Executive Board shall appoint the remaining members of the committee.

The three-member committee shall self-select a Chairperson from among themselves and notify the Vice President and Secretary in writing. The Secretary shall include the name of the Chair and the committee members in the minutes of the General Meeting.

Section 4: Committee Membership – Each General Member of the Association shall make every effort possible to service on at least one committee. Every effort shall be made to form committees by the first general meeting of the year.

Section 5: No General Member of the Association shall have any power to legally bind or financially obligate the Association, or Our Lady of the Lake School/Parish, or expend any sums expecting reimbursement without the express written approval of the Executive Board.

Article VII: The Board of Committees

Section 1: The Board of Committees, hereinafter the “Board”, shall consist of the Executive Officers of the Association, the chairpersons of Standing Committees, the Principal, and the Priest Moderator.

a. The Board shall have general supervision of the affairs of the Association between general meetings, meet prior to each general meeting, fix the hour and place of meetings, make recommendations to the Association, and shall perform such other duties as are specified in the by-laws and/or job description. The Board shall be subject to the orders of the Association, and none of its acts shall conflict with the action taken by the Association.

b. At Board meetings, each Chairperson, Coordinator and Officer shall have one (1) vote with a maximum vote per committee or office of two votes. In the event that a committee has more than two committee members attending a meeting, the President shall allow time for a committee caucus before a vote if the committee requests to do so.

Section 2: Special meetings of the Board may be called by the President or by a majority of the members of the Board on at least 24 hours’ notice.

Section 3: General Members may observe Board Meetings or bring an issue before the Board by notifying the President or Secretary at least 24 hours before the meeting.

Section 4: The Executive Board and the Principal may act on behalf of the Board between meetings, if so decided by the Board at the first Board meeting of the school year, and may meet at least monthly.

Article VIII – Finances

Section 1: The fiscal year shall be July 1st to June 30th.

Section 2: Approval. Unless the funds are dispersed in the approved budget or through an approved fund, the Board must specifically review and approve all expenses in excess of \$500.00, unless there is an emergent need at which point the President, in consultation with the Principal, will review and approve such expenses. Any major expenditure that exceeds \$2500 will be presented to the General Membership either at the General Meetings or at a special meeting of the General Membership called for by the President.

Section 3: Finance Committee: The Finance Committee shall consist of the Treasurer and two General Members of the Association appointed by the President with the approval of the Board. Members of the Committee shall serve a two – year term with terms commencing in the year opposite that of the Treasurer’s term.

Section 4: Budget: Plans for the budget shall begin in May with a joint meeting of the Finance Committee and the Board. The initial process will include a consultative meeting with the Board and the Principal to guide the formulation of objectives. Included at this meeting will be a review of all finances for the current year to date including income from events, raffles, games of chance, dues, class dues, donations, interest, investments and any other income not specifically enumerated here; expenses, in kind donations in and out of the Association, and net proceeds should any exist. A formalized list of objectives and accompanying budget line items will then be submitted to the Board and Principal for consideration. The proposal must include a detailed review of the prior years' income and expenses, including but not limited to all fundraising income and expenses, interest on accounts, and donations. The ending balance from the June bank statement will be the beginning balance for the incoming Association. The proposed budget will be submitted to the general membership for approval at the first meeting of the School Year.

Section 5: Committee/Event Budgets. Proposed budgets submitted by the various committee chairperson, coordinators, class parents and faculty members shall reflect approximate costs of items requested and closely adhere to prior years' costs, unless a compelling reason exists to modify such expenses upward or downward. Receipts for all purchases will be submitted to the Treasurer within 30 days of the event.

Section 6: Audit/Accounting. The Executive Officers shall ensure that an annual, independent disclosure of the Association's finances is conducted, which shall be made available to members upon their request.

ARTICLE IX – Meetings

- a. Association Meetings – there shall be a minimum of three general meetings of the Association each year with dates published to the membership in September.
- b. Special Association Meetings may be called by written notice at the request of the President of the Board, the Executive Board, or the Principal of the School or the Priest Moderator.
- c. Rules governing all Board and Associations meetings:
 - i. All those in attendance must sign in at the entrance to the meeting and indicate whether they are a General Member, Student Member, Ex Officio Member or attendee. The Secretary shall ensure General Members sign in and shall maintain sign in sheets as part of the Association's records.
 - ii. The President shall preside over all Association and Board meetings unless unable to attend, in which case, the duty will be performed by the First Vice President.
 - iii. There shall be a written agenda submitted to the appropriate membership prior to each meeting, prepared by the Secretary, or other Executive Board member, stating the date, time and place of the meeting. The agenda will identify any item to be discussed at the meeting in sufficient detail so that members may be prepared. The Secretary shall distribute the agenda along with the minutes from the previous meeting in a timely manner in advance of the meeting.

iv. All questions, suggestions and ideas raised at a meeting will be referred to the appropriate Committee, Coordinator, Officer as determined by the President for investigation and report.

v. Those present shall constitute a quorum.

vi. Votes shall be cast in accordance with the rules stated in these by-laws and a simple majority of those voting shall carry, unless otherwise stated in these by-laws. The President shall determine if a vote shall be by voice, show of hands, or ballot. The First Vice President and Secretary shall assist in the counting of votes. Any contested election shall be by paper ballot.

vii. Motions can be made and seconded by any General Member in attendance. A motion can be tabled by a majority vote of those present. The President shall vote only to decide a tie vote. The President shall allow sufficient discussion to fully explore the issue, but may limit the time for each speaker and rebuttal if deemed necessary. A General Member at any point in the discussion can call the question. The President may limit General Members to three opportunities to speak if a lengthy discussion ensues. The President, as a guide to further define the rules for meetings, can use Robert's Rules of Order.

viii. Members with matters they wish to be considered by the Association shall present those matters to the board at any meeting preceding the next general meeting. Upon Board approval, the matter shall be added to the agenda of the next general meeting. Should the Board fail to approve the matter for consideration, a member may force an item onto the general meeting agenda by obtaining approval of 25% of the full membership of the Association in writing, which approval shall be furnished to the Board in time for said matter to be on the next general meeting agenda.

d. All items considered at Meetings must be school related.

Section 5: Nominations and Elections

a. In January, the Nominating Committee shall be notified of elected positions that shall be vacated for the following year. The First Vice President shall not be a voting member of the Nominating Committee but shall serve as an advisor as needed. The Nominating Committee shall be responsible for receiving all suggestions for persons to serve as officers or chairpersons.

b. At the first general meeting following January 1st, the Committee shall seek nominations for the positions. The Nominating Committee shall contact all persons nominated to confirm their willingness to serve. A written notice of available positions shall also be sent to the membership.

c. The Nominating Committee shall meet to determine nominations for elected positions by April 1st, allowing time for the process herein described.

d. Candidates must be notified at least two weeks before the election of their status as a nominee and if there is a contested vote for that position.

e. The Nominating Committee listing those presented for election for each position shall produce the ballot. Others may appear on the ballot for an elected position if they seek the signatures of at least ten members of the Association and present it to the advisor of the Nominating Committee at least 10 days prior to the meeting. The ballot shall also provide for a contested election when appropriate and allow for write-in votes. All write-in votes must be received in the school office by 3:00pm on the day of the general meeting. Each candidate shall provide a brief summary of their background without exceeding

100 words. The list of nominees and their backgrounds shall be distributed to the membership before the meeting at which the election shall be held.

f. Elections shall be held at the last meeting of the year. Each Officer's position shall be individually listed, with provisions for contested elections and write-ins. The election, if non-contested may be by voice vote. Contested elections shall be by written ballot. The ballots shall be counted by the Chairperson of the Nominating Committee, Secretary and First Vice President, and announced at the close of the general meeting.

g. In the event that a meeting cannot be held, a school mail/email vote will be held in accordance with Article V, Section 1.c.

h. In the event of vacancy in a position, the President shall call on the Nominating Committee to convene and fill the vacancy accordingly.

Article IX – Amendments

These articles, as amended as of September 2016, may be further amended/alterd. The voting members at any regular or special meeting may adopt supplemented and new Bylaws.