



# Home School Association Constitution

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## Article I

### Organization Name

This organization shall be called the Saint Peter Academy Home School Association, hereafter the "H.S.A."

## Article II

### Organizational Authority

The H.S.A. is an independent association, but accepts the leadership role from the Pastoral Moderator and the Archbishop for the Archdiocese of Newark.

The H.S.A. will support, implement and advance the philosophy of Saint Peter Academy and will reflect Catholic principles while promoting spiritual, moral and intellectual education for its students by:

1. Bringing into closer relation the home and the school so that parents and teachers may cooperate in the spiritual and intellectual education of the children
2. Providing effective communication between the home and school in matters of mutual concern to parents, teachers, staff and the parishes of Saint Peter the Apostle (River Edge, N.J.) and Our Lady Queen of Peace (Maywood, N.J.).
3. Cooperating with the school to support the improvement of education through fundraising in ways that will not interfere with the administration of the school.
4. Acting as an advocate for parents and children.
5. Seeking legislation favorable to Catholic Schools.
6. Supporting any project requested by the Archbishop, Pastor and/or Principal.

## Article III

### Membership and Structure

#### Section 1 - Membership

The membership shall include the parents or legal guardians of every student enrolled at Saint Peter Academy. Each parent or legal guardian is a member of the H.S.A. and is entitled to vote in all general elections.

#### Section 2 - Fees

Fees will be collected from each family payable to the H.S.A. Fees will be paid based on Parent Agreement choice and will be due no later than the last day of the academic school year. This fee will be monitored by the Parent Agreement Coordinator and Principal. Delinquent fees could result in loss of membership voting privileges, late fee and/or dismissal from Saint Peter Academy.

#### Section 3 – Pastoral Moderators

The Pastoral Moderators of the H.S.A. shall be the pastors of Saint Peter the Apostle Church (River Edge, N.J.) and Our Lady Queen of Peace Church (Maywood, N.J.) or a designee of their choosing.

#### Section 4 – Executive Board

There shall be an Executive Board consisting of the following members: the Pastoral Moderator, the Principal, and elected officers, namely the President, the Vice President, Recording Secretary, Treasurer, Marketing Officer, Parent Agreement Coordinator. The position of Vice President may be shared by more than one individual.

#### Section 5 – Committees

There will be standing and temporary committees designated by the H.S.A. and the Principal. Standing Committee Chairpersons shall be appointed for a term of one year and serve at the pleasure of the H.S.A. and Principal. Temporary Committee Chairpersons shall be appointed for the duration of the task and serve at the pleasure of the H.S.A. and the Principal. The President and Vice President(s) shall be ex officio members of all committees of the H.S.A. All financial information associated with a particular event shall be provided to the Treasurer at its conclusion. All committee meetings, rosters and organizational notes shall be presented to the Recording Secretary either at the end of the school year or at the completion of the event for

archival storage. All advertising, public communications or similar must first be approved by the Marketing Officer and Principal prior to use.

## Article IV

### Roles and Responsibilities

#### Section 1 – Membership Responsibilities

Each family will be required to earn a fixed number of points that will be determined annually by the Parent Agreement Coordinator (PAC). The family, at the beginning of the year, may elect to pay an equivalent monetary fee in lieu of earning the mandated points. However, if the family fails to earn the required number of points by the end of the academic school year, they will be responsible to pay a fee for the difference between the points earned and the stated required monetary commitment. Families may discuss all fee payments directly with the Principal or Parent Agreement Coordinator, as needed.

#### Section 2 – Role of the Pastoral Moderator

The Pastor has the responsibilities of all activities within the parish, including the H.S.A. As such, the pastor may elect to be moderator or elect a priest or deacon to serve in his place. Together with the Principal he shall evaluate recommendations of the H.S.A. and therefore has the authority to approve or reject said recommendations. During the election of Executive Officers, the Pastor also has the authority to reject any nominated candidate prior to the announcement but must do so with explanation to the Principal and residing President to disprove bias.

#### Section 3 – Roll of the Principal

The Principal is the educational leader of Saint Peter Academy and acts as the primary facilitator who works with the teachers, students and parents of the betterment of the Academy. The Principal shall serve as advisor to the H.S.A. and be an active participant in H.S.A. meetings. The Principal shall act together with the Pastor in evaluating the recommendations of the H.S.A. and will support the approved activities of the school.

#### Section 4 – Role of the Executive Board

The role of the Executive Board is to organize parents so that volunteer help and support can be efficiently supplied in order to achieve the goals and objectives of the H.S.A. The Board should also serve as liaison between the families it represents and the Principal and Pastoral Moderators.

#### Section 5 – Role of the President

The President serves as the primary representative for school families to the Principal on all H.S.A. related issues. The duties and authority of the President include:

1. Presiding at all meetings of the H.S.A. and Executive Board.

2. Calling special meetings of the Executive Board.
3. Serving as the official spokesperson for the H.S.A.
4. Preparing meeting agendas and communicating agenda items to board members in advance of board meetings.
5. Appointing of chairpersons to all necessary standing committees, usually in consultation with other Executive Board members.
6. Serving as ex-officio member of all H.S.A. committees.
7. Ensure each board member receives the assistance and support needed to accomplish the Board's goals.
8. Maintain a President's manual or journal consisting of approved bylaws, procedures, agendas, reports, job descriptions and other information deemed appropriate for administering the H.S.A. Board. This manual at the end of tenure shall be handed down to the next elected President.

Additionally, the President, when he or she chooses or based on recommendation from the Executive Board, may choose to have a Co-President. This person will be his or her running mate in the election or if he or she ran unopposed someone of his or her choosing approved by the Pastoral Moderator, Principal and Executive Board by majority vote.

The term of the President will be two years with the option to run for a second consecutive two-year term.

#### **Section 6 – Role of the Vice – President(s)**

The Vice-President(s) will perform the duties of the President during the President's absence and other duties as requested by the President. Others responsibilities shall include:

1. Serve as ex-officio member of all H.S.A. committees, as needed.
2. Assure committees meet their goals and report results and recommendations to the Executive Board.
3. Act as Parent Agreement Coordinator, as needed.
4. Has the authority to remove or add additional committee chairpersons as needed to meet the needs of the organization.

Additionally, the Vice-President, when he or she chooses or based on the recommendation from the Executive Board, may choose to have a Co Vice-President. This person will be his or her running mate in the election or if he or she ran unopposed someone of his or her choosing approved by the Pastoral Moderator, Principal and Executive Board by majority vote.

The term of the Vice-President will be two years with the option to run for a second consecutive two-year term.

### **Section 7 – Role of the Treasurer**

The Treasurer shall keep an accurate account of all receipts and disbursements and render a verbal financial report at each general meeting. The Treasurer shall also:

1. Collect and deposit all monies from dues, fundraisers or donations. This procedure can be assigned to another individual associated with school operations. (i.e.: School Bookkeeper)
2. Review and recommend payment of bills to the President.
3. Provide written cash accounting of all income and expenditures on a monthly basis giving a copy of record to the school accountant, Principal and Bookkeeper.
4. Coordinate preparation of the H.S.A. budget with the President for the approval by the H.S.A. Board at the beginning of the school year.
5. Be included in all fundraising committees, as needed.
6. Perform additional duties assigned by the President.

It should be noted that the funds of the H.S.A. are part to the Parish and Schools funds and are dispersed with the approval of the Principal.

The term of the Treasurer will be two years with the option to run for a second consecutive two-year term.

### **Section 8 – Role of the Recording Secretary**

The Recording Secretary will keep all the minutes of all the H.S.A. Executive Board meeting and General Membership meetings. The Recording Secretary shall also:

1. Compile and send approved minutes to the school for online posting. It should be noted that confidential matters will not be included in meeting minutes for posting.
2. Conduct the correspondence of the H.S.A. and maintain a current file of minutes, reports and any other documentation related to fundraisers, events or charities.
3. Record and correct the bylaws of the H.S.A.
4. Work with the Executive Board to contact member families about meeting and elections.
5. Maintain a current list of families.
6. Collect meeting notes and correspondence from standing committee chairs and temporary committee chairs at the end of the school year or at the conclusion of the event.
7. Perform additional duties as assigned by the President.

It is the responsibility of the Recording Secretary to ensure all minutes, notes, correspondence, recommendations and event histories are packaged, as needed, for archiving at the end of the school year for reference for future use.

The term of the Recording Secretary will be two years with the option to run for a second consecutive two-year term.

### **Section 9 – Role of Marketing Officer**

The Marketing Officer is responsible for promoting the activities and achievements of Saint Peter Academy. He or she will also committee specific events designed to increase the presence of the school, including the annual Open House. Other responsibilities shall include:

1. Final approval of all content posted to the school website, Facebook, electronic media or newspaper advertising.
2. Final content approval of all correspondence mailed from the school with relation to H.S.A. events or fundraisers to parents, faculty, newspapers, media outlets or other informational services.
3. Any addition duties as assigned by the President.

The term of the Marketing Officer will be two years with the option to run for a second consecutive two-year term.

### **Section 10 – Role of Parent Agreement Coordinator**

The Parent Agreement Coordinator (PAC) will keep a detailed record of all Parent Agreement balances per school family. The PAC will send out quarterly statements to all families and inform parents in writing when their account is in arrears. The PAC must keep all of this information confidential and may share it only with the Pastor, Principal and President of the H.S.A. Executive Board.

The roll of the PAC may be designated to one of the Co Vice-Presidents when the situations exist.

### **Section 11 – Role of Standing Committee and Temporary Committee Chairs**

The standing and temporary chairpersons shall coordinate the activities of their respective committees and provide reports to the Executive Board as necessary.

1. Each Standing Committee Chairperson shall be appointed by the President with advice from the board for a term of one year and will serve at the pleasure of the President with the advice and counsel of the Executive Board.
2. Each Temporary Chairperson shall be appointed by the President with advice from the board for the duration of the event and will serve at the pleasure of the President and Principal with the advice and counsel of the Executive Board.
3. Chairperson appointments have no term limits.
4. The President and Vice-President(s) shall be ex-officio members of all committees of the H.S.A. except the Nomination Committee.

## Article V

### **Nomination, Election, Tenure, Removal and Resignation of Officers**

#### **Section 1 – Nomination**

For the office of the President, any parent or legal guardian in the general membership may be nominated as a candidate if they meet two the following requirements:

1. H.S.A. dues and all accounts are current.
2. The member has served successfully as a Vice-President, Treasurer, Recording Secretary, Marketing Officer, Parent Agreement Coordinator or Standing Committee Chairperson.
3. The member has served as an equivalent member on another school board or whose professional skill set warrants nomination to the position.

For the offices of Vice-President, Treasurer, Secretary and Marketing Officer, any parent or legal guardian in the general membership may be nominated as a candidate, so long as all H.S.A. dues and all accounts are current.

The Nomination Committee shall solicit nominations from the floor of the general meeting held in February. In addition, written nominations will also be solicited in the same time period by mail or other correspondence. The consent of all nominees must be obtained before his or her name is placed on the slate of candidates. The Nomination Committee will present the list of nominees to the Pastoral Moderator and Principal for review to ensure all requirements are met. In the event there are substantial nominations for a position, the Pastoral Moderator and the Principal will narrow the list to no more than four candidates. The approved list of candidates will be returned to the Nominating Committee for final Executive Board review and announcement.

#### **Section 2 – Election**

The Nominating Committee will hold a general election during which ballots will be sent to each parent or legal guardian starting in March. Each parent or legal guardian is entitled to one ballot vote with voting to be completed by April 15<sup>th</sup>. The results will be announced at the final general H.S.A. meeting of the academic school year.

New Officers will be elected by a simple majority vote. In the event of a tie, members of the current Executive Board not running for a position, the Pastoral Moderator, the Principal and the current PAC (if not a Vice-President position) and the current Standing Committee Chairpersons will cast the tie-breaker votes.

New Officers will begin their term immediately following their announcement to the Executive Board and after attendance at an orientation meeting.



### **Section 3 – Tenure**

The term of office for all elected Executive Board members will be two years. In the case where the President leaves office before the completion of a full term, the Vice-President or the Co Vice-Presidents will fulfill the responsibilities for the remainder of the term.

In the case where one member of the Co Vice-Presidential team leaves office before completion of the term, the remaining team member will fulfill their responsibilities for the remainder of the term. If the Vice-President, Treasurer, Recording Secretary or Marketing Officer leaves before the completion of his/her term, these vacancies will be filled, if needed, through a special election using the established nomination process but not to exceed a 45-day timeframe.

The terms of Executive Board members will be staggered, with half the Board positions up for election each academic year. This will ensure that experienced members are on the Executive Board at all times, to maintain continuity of activities and effective Board operations for the benefit of both the families and Saint Peter Academy.

### **Section 4 – Removal and Resignation of Officers**

All Executive Officers serve at the pleasure of the Pastoral Moderator of the Parish(s). Additionally, any Executive Officer may be removed from office for cause by a vote of two thirds of the Executive Board. An Officer whose removal is to be considered shall receive at least two weeks written notice of such proposed action and shall have the opportunity to address the Executive Board regarding the action prior to any vote of removal. Chairpersons may be removed for cause by the President with the advice and counsel of the Executive Board, Pastoral Moderator(s) and Principal.

An Executive Officer or any Chairperson may resign by submitting his or her resignation in writing to the Executive Board.

## **Article VI**

### **Meetings**

There will be a minimum of four (4) general H.S.A. meetings each academic school year, two in the fall term and two in the spring term. Dates for each meeting will be posted on the academic calendar at the beginning of the year. In the event of cancellation, a makeup date will be made and general members will be notified by best possible means.

General meeting minutes, handouts and any pertinent information will be posted to the school website following each meeting.

## Article VII

### **Amendments**

Amendments to these bylaws can be proposed by any Executive Member, Chairperson or general member. Proposed amendments must be made public within 10 days of the proposal in writing by the President of the Executive Board. Final approval of the amendment shall be made by simple majority vote of all members at the next general meeting. If the change has been adopted, written notification must be sent to the entire membership outlining the changes.