

Bylaws

Article I: TITLE

The name of this organization shall be the St. Ann's School Home and School Association (hereinafter known as H&S) serving in the name of the parents of St. Ann School located in Stoughton, Wisconsin.

Article II: NATURE AND PURPOSE

Section 1: The H&S is an association to enhance collaboration and communication among parents/guardians, teachers, administration, and St. Cletus Pastorate. H&S strives as a family (parents and teachers together) with God as its guide, to help the children of St. Ann's School to grow in self-dignity and love for their fellow citizens. To that end, H&S coordinates efforts that support school activities and events related to the academic, social, and spiritual development of St. Ann School students and raises funds to finance those efforts.

Section 2: The mission(s) of H&S, in cooperation with St. Ann's School Principal and staff, include:

- Sponsoring parent meetings throughout the school year. The meetings are intended to keep parents informed regarding school progress and activities as well as provide informative speakers to enhance parenting skills.
- Coordinating and participating in fundraising and fellowship activities such as pancake breakfast, Soup-er Supper, Culver's Night, and book fair, Scrip gift cards, St Ann Garage Sales, and Just Coffee sales.
- Coordinating and participating in youth activities for St. Ann Parish School including Syttende Mai parade, Fall Gathering, Family Dance, and Grandparents Day.
- Providing support to St. Ann teachers to aid in meeting their teaching needs and supporting their efforts.
- Supporting the Mission of St. Ann School: We, as members of the St. Ann School family, aligned to the pillars of the Catholic Faith, are devoted to the Holy Father's mission of nurturing spiritual growth, academic excellence, and compassionate leadership. We live the Gospel message of Christ to be faith-filled, lifelong learners committed to teaching, praying, serving, and loving.



Article III: MEMBERSHIP AND FEES

Section 1: ELIGIBILITY - All parents/guardians with children attending St. Ann School are automatically members of H&S. All members are required to pay an annual fee, which is used to defray the costs of the activities of H&S.

Section 2: H&S FEES - Fees shall be determined annually by the Steering Committee prior to registration for the following school year or as needed. The membership fee schedule shall comply with the suggestions of the Principal and/or Administrative Pastor.

Article IV: FINANCES

Section 1: BUDGET - 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: FINANCIAL RECORDS - The Treasurer shall keep accurate records of any disbursements, income, and bank account information and report to the Steering Committee at the regular monthly meetings.

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

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

Section 5: CALENDAR - The fiscal year shall coordinate with the school year, starting with the first day of school.

Section 6: ADDITIONAL EXPENSES - Expenses not in the budget shall require a majority vote of the members, assuming a quorum.

Section 7: FINAL REPORTS - The treasurer shall prepare a financial statement at the end of the year, to be reviewed by the Steering Committee.

Section 8: ANNUAL BUDGET - An annual proposed budget for the upcoming school year shall be prepared by the Steering Committee at a special meeting to be held at the end of the current school year.



Section 9: INSPECTION - The Treasurer shall open the books of account for inspection to any member of the Steering Committee at all reasonable times. The right of inspection includes the right to copy and make extracts of documents.

Section 10: AUDITS - The treasurer's books shall be audited before being presented to the incoming treasurer.

Section 11: STATUS: The Treasurer shall assure compliance with all applicable government regulations, including but not limited to, St. Ann School'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.

Section 13: DISSOLUTION - 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 V: TAX EXEMPT STATUS

Section 1: TAX STATUS - The purpose for which the organization exists is to support St. Ann School which has been determined by the Internal Revenue Code to be a section 501(c)(3).

Section 2: LIMITATIONS - Notwithstanding any other provisions of these articles, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.

Article VI: GOVERNING BODY OF H&S

The Home & School Association will be governed by the Steering Committee.

The Steering Committee shall conduct the business of H&S; provide general meeting programs of interest; form committees and subcommittees as deemed necessary and appropriate; review all committee recommendations and report on their final disposition; review and recommend disbursements of money collected from dues and fundraising events and contributions after notification of and discussion with H&S members.



The Steering Committee shall act with the best interest of the H&S in mind. The Steering Committee members must be willing to contribute enough time to serve the H&S and further its work. The Steering Committee members must be willing to learn, grow, work well with others as part of a team, and have respect for each other and other members. They must be interested in all programs within the school, the education and the well-being of our children and our community.

The Steering Committee should be a diverse representation of the parents/guardians of St. Ann School students who are concerned about the relationship between home and school.

The Steering Committee shall consist of the following voting members: the Executive Committee (Chair, Vice-Chair, Secretary, Treasurer, and Vice-Chair Apprentice), the Past-Chair, ten (10) Parent Representatives (one for each grade 4K-8), Family Involvement Coordinator, and Communications Coordinator. The Steering Committee also includes the following non-voting ex-officio members: Principal, Administrative Pastor, and a Teacher Representative. Past Chair.

Article VII: STEERING COMMITTEE RESPONSIBILITIES

H&S serves as a valuable resource for St. Ann School administration, faculty and staff, as well as the general membership, and provides an important bridge between home and school. It is the H&S Steering Committee's role to provide structure and support to the organization and its committees. The Steering Committee functions as a team where all members work together to carry out this important role.

The primary responsibility of the Steering Committee is to determine the important matters that affect the vision and mission of the Home & School Association. The specific responsibilities of the Steering Committee include:

1. Developing, maintaining, and updating H&S's Bylaws including setting the strategic direction of the Home & School Association to meet or redefine its vision and mission.
2. Establishing and implementing policies that guide the practices of the Home & School Association.
3. Serve as the decision-making authority for the Home & School Association that includes, but is not limited to:
 - 3.1. Deciding on how the Home & School Association's monies will be spent.
 - 3.2. Determining which fundraising and social functions the Home & School Association will support and organize each year, including the specific dates that they will occur.
 - 3.3. Establishing, guiding, and dismantling ad hoc and standing subcommittees that are needed to meet the stated vision and mission of the Home & School Association.
 - 3.4. Establishing groups of volunteers to actively carry out the fundraising and social events set for the year including the designation of a chair for each group of volunteers.



4. Developing and monitoring the Home & School Association's budget including expenditures.
5. Assist other Parish organizations (i.e., Education Commission) where necessary to meet the overall needs of St. Ann's Parish School.

ARTICLE VIII: DUTIES OF THE STEERING COMMITTEE

The specific roles of the Steering Committee are as follows:

- **The Chair** leads the Home & School Committee, overseeing all activities, meetings, and initiatives. This role ensures alignment with the school's mission and vision, fostering a strong partnership between the school and the families.
 - Preside at and facilitate all regular, special Steering Committee, and Executive committee meetings ensuring that all committee members have the opportunity to contribute.
 - Collaborate with the principal and school leadership to align H&S activities with the school's goals.
 - Facilitate conversations for fundraising events, volunteer initiatives, and other school-wide activities.
 - Schedule regular Executive Committee meetings.
 - Serve as an ex-officio non-voting member and an advisor for one (1) year after term ends as Past Chair.
 - Perform such duties as are incumbent of this office.
 - The Chair shall act as liaisons to H&S Committees.
 - Qualifications for this position include:
 - Strong leadership and organizational skills.
 - Ability to foster a positive and inclusive atmosphere.
 - Good communication and interpersonal skills.
 - A commitment to the values of the school.
- **The Vice-Chair** supports the Chair and steps in for them in their absence. They may also oversee specific subcommittees or programs within H&S
 - Assist the Chair in all committee activities and duties and assume the duties of the Chair in his/her absence.
 - Take on leadership in specific events or initiatives as delegated by the Chair.
 - Assure that committees reach their goals and report their results to H&S.
 - Take notes and keep records of meetings in the absence of the Secretary.
 - Perform such duties as are incumbent of this office.
 - Support committee members and school administration and to all to H&S Committees.



- It is expected that the Vice-Chair will replace the Chair at the end of the Chair's term. If unable or unwilling to replace Chair, Chair position will be filled from the Steering Committee.
- Qualifications for this position include:
 - Strong organizational and leadership abilities.
 - Ability to take initiative and manage projects.
 - Effective communication and problem-solving skills.
- **The Vice-Chair Apprentice** supports the Vice-Chair and other members of the H&S Committee by assisting with various duties and learning the core aspects of the committee's leadership. This role is designed to provide hands-on experience in committee management, while gradually preparing the apprentice for a future leadership position.
 - Gain the knowledge to assume the position of Vice-Chair in the last year of the current Vice-Chair's term.
 - Work closely with the Vice-Chair, offering assistance where needed. Attend meetings, contribute to discussions, and observe how the Vice-Chair leads and manages various aspects of the committee.
 - Actively learn about the responsibilities and tasks typically handled by the Vice-Chair, including event coordination, volunteer management, and liaising with other committee members.
 - Take on smaller projects or initiatives to gain confidence in managing specific tasks (e.g., helping organize fundraisers or coordinating volunteers for events).
 - Step in to represent the H&S at meetings or events when the Vice-Chair is unavailable.
 - Act as a representative of the committee in various settings, helping to promote the committee's mission and values.
 - Perform such duties as are incumbent of this office.
 - The Vice-Chair shall act as liaisons to H&S Committees.
 - Qualifications for this position include:
 - Be the parent of a St. Ann School Student no older than 6th Grade.
 - Strong interpersonal and communication skills, with the ability to collaborate effectively with committee members, school staff, and parents.
 - A desire to learn and grow in a leadership position.
 - Organizational and time-management skills, as the role involves assisting with various tasks and events.
 - Ability to take initiative and work independently while still being part of a team.
 - Familiarity with or interest in the work of the H&S Committee (event planning, fundraising, volunteer coordination, etc.).

The Vice-Chair Apprentice is a voting member of the Steering Committee.

- **The Secretary** is responsible for maintaining accurate records of meetings and events, communicating with committee members, and ensuring information is shared effectively with the school community in partnership with the Communication Coordinator.



- Record minutes during H&S meetings and distribute them to committee members.
- Maintain accurate records of meeting attendance, decisions, and follow-up tasks.
- Work in collaboration with the Communications Coordinator to ensure information is shared in newsletters, event reminders, announcements, or other communication methods with the school community.
- Preserve reports and records committed to their care and ensure their availability to H&S members.
- Be responsible for recording and correcting as amended the Bylaws of H&S.
- Publicize meetings and functions of H&S.
- Coordinate the H&S calendar and scheduling of events. Formalize a process for new events to be submitted to inclusion (events added after the school year has started).
- Perform such duties as are incumbent of this office.
- Act as liaisons to H&S Committees.
- Qualifications for this position include:
 - Excellent written and verbal communication skills.
 - Strong attention to detail and organizational skills.
 - Ability to maintain confidentiality when needed.
- **The Treasurer** manages the financial aspects of the Home & School Committee, including tracking expenses, managing budgets, and ensuring the committee's financial integrity.
 - Ensure that all funds raised through dues, events, or donations are deposited and used in accordance with the committee's goals and Bylaws.
 - Assist committees, as needed, to prepare financial reports.
 - Maintain accurate records of all financial transactions and balances
 - Develop and track budgets for fundraising events and school programs.
 - Review and recommend payment of bills to the Chair.
 - As needed, provide consultation to subcommittees on the planning and financial aspects of their fundraising events, ensuring they are cost-effective and profitable.
 - Send check requests and deposit receipts to the Parish.
 - Prepare financial reports to be presented at Home & School meetings.
 - Perform such duties as are incumbent of this office.
 - The Treasurer shall act as liaisons to H&S Committees.
 - Qualifications for this position include:
 - Strong financial and budgeting skills.
 - Attention to detail and organizational ability.
 - Ability to work with discretion and maintain confidentiality.
 - Basic knowledge of accounting or bookkeeping preferred.
- **The Communications Coordinator** is responsible for overseeing the dissemination of information to the school community. They ensure effective communication between parents, the school, and the Home & School Committee.



- Manage any communications needed for H&S and work with the school's administrative assistant to ensure inclusion in various platforms (e.g., newsletters, emails, social media, flyers placed in the school, etc).
- Develop and implement a communications plan for the committee's activities and events.
- If needed, provide content and images to be placed in the school's social media platforms to assist in promotion of events.
- Be the H&S representative on the school Marketing & Communications Committee.
- Coordinate with the Secretary to ensure that meeting minutes and updates are shared in a timely manner with the school community.
- Work with the Parent Representatives to share messages or updates that they need to share with families in that class or grade level.
- Qualifications for this role include:
 - Strong written and verbal communication skills.
 - Proficiency with social media, email, and web platforms.
 - Ability to convey information clearly and effectively to various audiences.
- **The Family Involvement Coordinator** is responsible for recruiting, organizing, and supporting volunteers for various school events and initiatives.
 - Foster a positive relationship with volunteers, ensuring they feel appreciated and valued.
 - After the H&S event calendar is established, conduct an assessment of volunteer slots needed to fulfill events & activity needs.
 - Collaborate with the Executive committee to establish a process for collecting parent & family interest and assigning volunteer obligations to them.
 - After assignments are made, work with the Communications Coordinator to get assignments out to parents/families.
 - Work with the subcommittee heads to track family involvement. If there are families not fulfilling their volunteer obligations, provide the names and missed obligations to the Principal for follow up.
 - Organize volunteer training or orientation sessions, as necessary.
 - Meet with the Executive Committee at the end of the school year to reassess the volunteer structure and committees to determine any necessary changes or additions to bring forth to the Steering Committee for vote.
 - Perform such duties as are incumbent of this office.
 - Act as liaisons to H&S Committees.
 - Qualifications for this position include:
 - Strong organizational and interpersonal skills.
 - Ability to motivate and inspire others to volunteer.
 - Experience with volunteer management or event planning.
- **The Parent Representatives** serve as a bridge between the H&S Committee, the class they represent, and the wider school community. This could include helping to welcome and onboard new families.
 - Have a child in the grade they are representing.



- Create and foster relations with the parents within their particular grade level. Become a resource for parents within that grade to who have questions or concerns.
- Play a key role in promoting a positive and inclusive school environment.
- The 4K Parent Representative shall have a child enrolled in 4k as well as in grades K-8.
- Disseminate information from the Steering Committee to the parents of their grade level.
- As needed, help organize family engagement activities, such as welcome picnics or movie nights for that class room (if needed, connect with the teacher).
- Perform such duties as are incumbent of this office.
- Act as liaisons to H&S Committees.
- Qualifications for this positions include:
 - Friendly, approachable personality.
 - Strong communication and networking skills.
 - Passion for supporting school community engagement.
- **Parent & Family Members'** role is primarily to support the mission and activities of H&S while fostering a positive relationship between the school, parents, and teachers. As a general member, their involvement helps ensure the success of the school's community engagement efforts, fundraising initiatives, and various events.
 - Participate in general meetings to stay informed on H&S activities and upcoming events.
 - Engage in discussions, provide feedback, and contribute ideas for the betterment of the school and its programs.
 - Assist in organizing, setting up, and managing events activities such as fundraisers, social events, or family nights.
 - Volunteer your time to help with various tasks during events, ensuring their success.
 - Build relationships with other parents, staff, and administrators to help create a supportive and collaborative environment.
 - Promote school events and encourage community involvement from other parents.
 - Be non-voting parents/guardians of current St. Ann School students.
 - Actively coordinate and participate in H&S activities as requested by the Steering Committee.
- **The Teacher Representative** serves as a liaison between the school staff and the parent community. This position is designed to ensure that the voices and needs of teachers are represented in the activities, initiatives, and decisions of H&S. :
 - Works closely with both teachers and H&S Committee to foster collaboration and maintain open communication between parents and teachers.
 - Serve as a liaison between the teachers and the Steering Committee as a non-voting member of Steering.
 - Offer input on school-related activities or programs from the perspective of the teaching staff.
 - Advocate for the needs of the teachers, including resources, support, or classroom materials, in discussions with the Home & School Association.



- Share feedback from teachers about the effectiveness of H&S initiatives, especially as they pertain to student learning or teacher support.
 - Ensure that teachers are informed about H&S events, fundraising efforts, and initiatives that may impact the school or the classroom.
 - Advocate for initiatives that recognize and appreciate teachers for their hard work, such as Teacher Appreciation Week or staff recognition events.
 - Report Steering Committee business to faculty and staff.
- **The Principal** plays a critical role in bridging the gap between the school's administration and the parent community. Their involvement is essential for guiding and supporting H&S initiatives and ensuring alignment with the school's mission, policies, and goals.
 - Serve as an advisor to the Steering Committee as a non-voting member of Steering; however, the Principal observes the right to amend decisions that have an effect on the operations of St. Ann School or do not align with the vision and mission of St. Ann School.
- **The Administrative Pastor** plays a crucial role in bridging the gap between the faith-based aspects of the school community and the day-to-day operations of H&S.
 - Offers guidance on matters related to Catholic values, spiritual formation, and the integration of faith within the school environment.
 - Support the broader goals of the school and its connection to the parish community.
 - Encourage and promote faith-based programs or activities that enhance the spiritual growth of students, parents, and staff.
 - Advise, as needed, on how various committee initiatives, such as events or fundraisers, can reflect and promote the values of the Catholic faith, encouraging participation in faith-based activities like Mass, prayer services, or service projects.
 - Offer pastoral care to school families, faculty, and staff as needed, support, and spiritual guidance during challenging times.
 - Work closely with the Principal and other administrators to ensure that the spiritual and academic aspects of the school complement each other, helping to create a holistic environment for students.
 - Act as a connection point between the parish and the school community, ensuring that both entities work together harmoniously to support the spiritual and educational needs of students.
 - Be the spiritual advisor to the Steering Committee.



ARTICLE VIII: ELECTION AND TENURE OF STEERING COMMITTEE

Section 1: EXECUTIVE COMMITTEE

Terms shall be staggered to avoid annual turnover, i.e., only 1 or 2/4 of the members' terms expire per year.

Members of the Executive Committee shall be voted into their position by the previous Steering Committee at the regular Steering Committee meeting in May.

Candidates may be self identified or recruited by the Steering Committee.

Only those members who are in good standing with the school as confirmed by the school's office and who have paid their dues shall be eligible for nomination to an elected office.

Each person elected shall hold only one Steering Committee position at a time.

Executive Committee members shall serve a two (2) year term with the option to renew for a second two (2) year term. Executive Committees positions shall have a two (2) term limit.

The Vice-Chair shall replace the Chair at the end of the Chair's term. If unable or unwilling to replace the Chair, the Chair position will be filled from the Steering Committee and confirmed by a majority vote of the Steering Committee.

Section 2: VICE-CHAIR APPRENTICE

Candidates may be self identified or recruited by the Steering Committee.

The Vice-Chair Apprentice shall replace the Vice-Chair at the end of the Vice-Chair's term.

Vacancies shall be filled by volunteers and confirmed by a majority vote of the Steering Committee.

Only those members who are in good standing with the school as confirmed by the school's office and who have paid their dues shall be eligible for Vice-Chair Apprentice..

The Vice-Chair Apprentice shall hold only one Steering Committee position at a time.

Section 3: PARENT REPRESENTATIVES

Parent Representatives shall serve a minimum of one (1) school calendar year with the option to renew for another one (1) year term, with no limits to term.

Vacancies shall be filled by volunteers and confirmed by a majority vote of the Steering Committee.

Only those members who are in good standing with the school as confirmed by the school's office and who have paid their dues shall be eligible for Parent Representative..

Each Parent Representative shall hold only one Steering Committee position at a time.

Section 3: RESIGNATION, TERMINATION, AND ABSENCES

Resignation from the board must be in writing and received by the Chair.

A Steering Committee 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 Steering Committee members prior to a scheduled meeting.

Section 5: REMOVAL

Removal from office may occur by a majority vote of the Executive Board for failure to perform assigned duties, corruption, or any act that brings dishonor to the association or negates the objectives of the association. Removal shall take place after the board has reasonably discussed the problem and all attempts have been made to resolve the problem and has been discussed and approved by the principal.

Article VIII: MEETINGS

The purpose of the Steering Committee meeting is to manage the business of the Home & School Association.

Section 1: REGULAR MEETINGS - The regular meeting of H&S shall be monthly, at a time and place determined by the executive board and set at the beginning of the school year. These dates shall be published at the beginning of the school in the St. Ann School newsletter and added to the St. Ann School calendar. All regular meetings are open to H&S members and the faculty and staff of St. Ann School. Additional meetings may be scheduled by the President as needed. Change of date of any regular Steering Committee meeting shall be preceded by timely notification, of at least one week prior to the scheduled meeting.

Section 2: SPECIAL MEETINGS - Special meetings may be called by the chairperson, any two members of the executive board, Principal, the Administrative Pastor or at the request of a majority of members . Notice of the special meeting shall be sent to the members at least 10 days prior to the meeting, by email, the St. Ann School newsletter and/or phone calls. In the event of a last minute request by the school, a special meeting may be called and held within 24 hours via Zoom.

Section 3: EXECUTIVE COMMITTEE MEETINGS - The Executive Committee may hold closed meetings for discussion of personnel or other business when such discussions, if held in public, might be harmful to reputations, untimely, or restricted. Exceptions may be granted by the Executive Committee to invited guests representing official Executive Committee business. The presence of the majority of the Executive Committee shall constitute a quorum at an Executive Committee meeting and is required for a vote to occur. Executive Committee meetings may be called by the Chair, Principal, Administrative Pastor, or at the request of a majority of the Steering Committee.



Section 4: ATTENDANCE – Steering Committee members are to notify the Chair of H&S prior to the scheduled meeting if unable to attend.

Section 5: FREQUENCY – H&S shall meet monthly, September through May. Dates, location, and times for meetings shall be determined at the September meeting. Optional planning meetings and Executive Committee meetings may occur.

Section 6: QUORUM – To transact H&S business, a quorum of voting members must be present. A quorum shall be fifty (50) percent of the voting members of the executive committee members plus sixty (60) percent of the remaining voting members of the Steering Committee.

Section 7: OPEN MEETINGS – All regular meetings of the Steering Committee shall be open to all parents/guardians of children attending St. Ann School.

Section 8: ASSOCIATION MEMBERS - Association Members wishing to address the Steering Committee must submit their request for agenda items no less than one (1) week before the scheduled meeting. Length of presentation of items by Association Members shall be predetermined by Chair. At the close of each agenda item, comments by the public will be entertained. Action on the item may or may not be taken at that time, at the discretion of the Steering Committee.

Section 9: NON-MEMBER ATTENDANCE – Non-members wishing to address H&S must submit their request for agenda items no less than one week before the scheduled meeting. Length of presentation of items by non-members shall be predetermined by Chair. At the close of each agenda item, comments by the public will be entertained. Action on the item may or may not be taken at that time, at the discretion of the Steering Committee.

Section 10: CLOSED MEETINGS – The Steering Committee may hold closed meetings for discussion of personnel or other business when such discussions, if held in public, might be harmful to reputations, untimely, or restricted. Closed sessions may be called by the Chair, Principal, Administrative Pastor, or at the request of a majority of the Steering Committee.

ARTICLE IX: CONDUCT OF MEETINGS

Section 1: CONSENSUS – The Steering Committee will attempt to arrive at consensus in its deliberations. In the absence of consensus, the Steering Committee will utilize parliamentary procedures as outlined in Robert's Rules of Order.



Section 2: AGENDA – Steering Committee meetings will be run according to the agenda prepared by the Executive Committee.

Section 3: ORDER OF MEETINGS – Steering Committee meetings shall follow the following format (adapted from Robert's Rules of Order) to assure for a prompt and productive meeting:

- Call to order
- Prayer
- Reading and approval of minutes
- Reports
 - Treasurer's Report
 - Principal's Report
 - Teacher's Report
- Old/Unfinished Business
 - Committee Reports
 - Other
- New Business
 - Committee Reports
 - Other
- Announcements
- Adjournment

Section 4: SPEECHES - Unless exempted by the presiding officer, H&S member's speeches shall be limited to approximately three (3) minutes.

Section 5: POLICY RECOMMENDATION PROCESS – Proposed policy recommendations must be presented and discussed at two (2), separate meetings before being recommended for adoption. Each policy must undergo:

- 1) An initial reading and discussion and revisions
- 2) A second reading, discussion, and revisions
- 3) Consensus or vote to recommend or dismiss

Article X: SUB-COMMITTEES

At the discretion of the Steering Committee, Sub-committees shall be created, their responsibilities defined and/or delegated, suspend their mandate, or eliminated as necessary to promote the objectives and mission of H&S. Membership and chairs of these Sub-committees shall include any member of H&S. A liaison from Steering will be assigned to each Sub-committee.



The chairperson/s of all sub-committees shall present their plans to the Steering Committee for approval. No program may be undertaken without the consent of the Steering Committee and Principal.

The Sub-committees shall meet on a regular basis (or as necessary) to fulfill their mandate as provided by the Steering Committee.

Sub-Committees and their responsibilities shall be reviewed by the Steering Committee at the end of the academic year for inclusion in the upcoming year.

Article XI: CONFLICT OF INTEREST ARTICLE

Whenever a Steering Committee member has a financial or personal interest in any matter coming before the Steering Committee, the affected person shall (a) fully disclose the nature of the interest and (b) withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested Steering Committee members determine that it is in the best interest of H&S to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

Article XII: BYLAWS

Section 1: ANNUAL BYLAW REVIEW - The Steering Committee shall conduct an annual review of the H&S Bylaws in April of every school year.

Section 3: ADOPTION BY MAJORITY - The by-laws shall be adopted with a majority vote of the current Steering Committee members at the first regular meeting of the Steering Committee of the school year.

Article XIII: AMENDMENTS

Section 1: AMENDMENTS - Any suggested amendments must be presented to the Principal for approval and then to the Steering Committee members for approval. Amendments must be presented to the Steering Committee at least two (2) weeks prior to a vote. Proposed amendments must be presented and discussed at two (2), separate meetings before being recommended for adoption. Amendments must undergo:

1. An initial reading and discussion and revisions
2. A second reading, discussion, and revisions
3. Consensus or vote to recommend or dismiss

Section 2: CONFORMANCE - All amendments must be in accordance with the vision and mission of H&S, the vision and mission of St. Ann School, and the policies of St. Ann School.

Section 3: VOTE - Bylaws of H&S may be amended by a vote of two thirds of the voting membership present (excluding ex officio members), subject to approval by the Principal and/or Administrative Pastor.

Section 2: EFFECTIVELY IMMEDIATELY - Amendments to the H & S Bylaws shall immediately take effect at the conclusion of the general meeting in which the majority of the eligible (voting) members present approved the amendment.

Article XIV: DISSOLUTION

Section 1: DISSOLUTION - H&S 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. Ann School Home and School Association.

Section 2: VOTING FOR DISSOLUTION - Requests for dissolution must be presented to the Steering Committee at least two (2) weeks prior to a vote. The request for dissolution must be presented and discussed at two (2), separate meetings before being recommended for adoption. Request must undergo:

1. An initial discussion and recommendations for H&S asset disbursement.
2. A second discussion, and recommendations for H&S asset disbursement.
3. Consensus or vote to recommend or dismiss recommendation of dissolution.
4. If dissolution is accepted, assets shall be disbursed prior to dissolution.

Section 3: H&S ASSETS - In the event of dissolution of H&S, any remaining monies and assets will



SAINT ANN SCHOOL
— putting faith in education —

HOME & SCHOOL ASSOCIATION

become permanent property of St. Ann School to be used for the expressed needs of the students of St. Ann School, in accordance with the provisions of Section 501 (c)(3) of the Internal Revenue Code.



SAINT ANN SCHOOL
— putting faith in education —

HOME & SCHOOL ASSOCIATION

Proposed bylaws for the St. Ann Parish School Home and School Association – date – drafted by:
Steering members

Adopted on

St. Ann Parish School Principal

St. Cletus Pastorate Administrative Pastor

Home & School Association Chair

Website posting:

<https://drive.google.com/drive/u/0/my-drive>



SAINT ANN SCHOOL
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HOME & SCHOOL ASSOCIATION

Proposed bylaws for the St. Ann Parish School Home and School Association – date – drafted by:
Steering members

Adopted on

Amin A. Stano

St. Ann Parish School Principal

Fr. David Wamish

St. Cletus Pastorate Administrative Pastor

Sarah E. Barnes

Home & School Association Chair

Website posting:

<https://drive.google.com/drive/u/0/my-drive>