

**Amended and Restated
Bylaws
Of
St. Cecilia Home and School Association
(as of October 3, 2018)**

Article I: Structure

Membership: The Membership or Members consists of all parents or legal guardians of students currently enrolled at St. Cecilia Catholic School.

Executive Offices: The Executive offices (also referred to as the “Offices”) of the St. Cecilia Home and School Association (hereafter referred to as H. S. A.) shall be President, Vice President, Secretary, and Treasurer. Auxiliary and Tandem Offices, if any, will be treated as Executive Offices.

Executive Officers: The Executive Officers (also referred to as the “Officers”) of this Association may be individual Members of the H.S.A. or two (2) Members sharing the Office as Co-Officers.

Auxiliary or Tandem Offices: Auxiliary Offices (such as Chaplain, Parliamentarian, and the like) or Tandem Offices (such as Correspondence Secretary, Reporting Secretary, Cash Management Treasurer, Budgetary Treasurer, and the like) may be added and deleted from time to time at the discretion, and upon a majority vote. The Auxiliary Officers and Co-Officers, if any, for any particular school year will be voted upon and treated for all purposes as part of the Executive Offices (as set forth in these Bylaws).

Committees: The H.S.A. is comprised of two (2) types of Committees: (i) the special purpose elected or appointed Executive Committees (i.e., Budget, Nominating) and (ii) the functional or Standing Committees.

Committee Chair: A Committee Chair for each Committee shall be appointed by the President. The Committee Chair of each Committee may be filled by co-chairs or individuals. Previous experience with the Committee is desirable but not required. Each Committee Chair is required to update the H.S.A. Board monthly about activities.

Standing Committee Members: Each Standing Committee of the H.S.A. shall have one (1) or more Members, and the duties of each Committee shall be shared by such Committee Members. Some Committees may be comprised of one (1) single person and other Committees may have several. There is no set number of Committee Members for any of the H.S.A. Standing Committees.

Ex-Officio Members: The School Principal and the Pastor of St. Cecilia Catholic Community (“Parish”) are ex-officio members of the H.S.A.

Budget Committee: The Budget Committee is an Executive Committee comprised of the Executive Officers, one (1) representative of the Ways and Means Committee as selected by the President, and two or three H.S.A. Standing Committee Chairs appointed by the President.

The role of the Budget Committee shall be to (i) present and implement an Operating Budget for the following School year and (ii) present and implement a proposal for various gift expenditures chosen by the Budget Committee.

Standing Committees: The six (6) major duties or functions to be served by the Association shall set the framework for the Standing Committees. These duties or functions are as follows: Communication; Ways and Means; Catholic Action; Academic / Cultural Enrichment; Volunteer Coordination; and Hospitality / Social Activities. The following outline is one suggested way of organizing the Committees under each function:

Communication

Parent Communications via St. Cecilia Catholic School Insider Directory

Ways & Means

Field Day
School Supplies
Uniform Resale
Misc. / Additional Income-Generating Programs

Catholic Action

Caring
Catholic Families
Parish Liaison (including Fall Fest, Donut Sunday, Edge/Life Teen refreshments, and pastor gifts for birthday and ordination anniversary)

Student Enrichment

Cultural Enrichment
STREAM Enrichment

Volunteer Coordination

Workroom Volunteers
Room Parent Coordinators
8th Grade Coordinators
Carpool
Lost and Found
Nursery Coordinator

Hospitality / Social Activities

Opening Day Coffee and May Luncheon
Welcoming (Ambassador)
H.S.A. Meetings
Teacher Appreciation

Article II: Duties of Executive Officers

President: The President shall preside at all meetings of the H.S.A. and of the Executive Officers. The President shall select Committee Members, appoint Committee Chairs, and perform such duties as are incumbent upon this office. The President shall attend the meetings of the St. Cecilia School Board as an ex-officio member.

Vice President/Pres. Elect: In the absence of the President, the Vice President shall perform all the duties of the President. The Vice President shall have the right of first refusal regarding the assumption of the office of the President upon the expiration of the current President's term. The Vice President shall reserve (through the Parish office) the facilities needed for all H.S.A. functions on the School calendar and assist the President with various duties, as needed.

Secretary: The Secretary shall prepare the official Minutes of all general and special meetings of the H.S.A., provide a copy of such to the President, and make them available for distribution to Members. A copy of the Minutes from all H.S.A. meetings will be kept on file in the School office for one (1) full year. The Secretary shall also take minutes at each meeting of the Executive Officers and the Budget Committee. The Secretary shall perform such other duties as are incumbent on the office, including handling all personal correspondence addressed to the H.S.A. All Minutes, notes, reports and correspondence handled by the Secretary shall be retained in a separate notebook or file in the custody of the Secretary for five (5) years and archived as deemed reasonable by the Executive Officers.

Treasurer: The Treasurer shall receive and safely keep all funds of the H.S.A. Funds will be encumbered in the school bank accounts for H.S.A. The Treasurer receives all funds of the H.S.A., deposits such funds with the School Business Manager, and oversees the disbursement of all H.S.A. funds. The Treasurer shall keep a written record of all receipts and disbursements and shall provide a written report of such transactions to the Members and the School Principal at each H.S.A. Regular Meeting. At the H.S.A. meeting held in May of each year, the Treasurer shall make available to the Members a forecast of the H.S.A.'s finances for the concluding school year, with a final annual report available at the first meeting following the fiscal year-end close. All Treasurer reports must be filed with the Secretary and retained for five (5) years.

Auxiliary Officers: The duties of any Auxiliary or Tandem Officers will be outlined more specifically by the Executive Officers at the time of the nominations for such Offices.

Article III: Duties of Committees

A. Standing Committees

The names, duties and organization of the various Standing Committees of the H.S.A. are subject to change from time to time. Generally, the committee structure and functions are considered to be as follows:

1. Communication Committees:

a. **Directory Committee:** The Directory Committee shall be responsible for collecting and compiling data for the School directory. This Committee shall make arrangements for printing the directory. Directories will be sold by the Committee to help cover the expense of publishing it.

2. Ways and Means Committees:

a. **Field Day Committee:** The Field Day Committee shall plan, organize, and coordinate all Field Day activities. Field Day will be held yearly each spring and the date will be determined each year. In addition to Field Day being a day of fun and enjoyment for the entire School community, it is traditionally a primary fundraiser for the H.S.A.

b. **School Supplies Committee:** As a primary fundraiser for the H.S.A., this Committee shall arrange for the mass purchase of required school supplies for each grade level, giving parents of St. Cecilia students the opportunity to buy “packaged” supplies for the upcoming school year.

c. **Uniform Resale Committee:** As one of the fundraisers for the H.S.A., and a major convenience to the students of the School, the Uniform Resale Committee shall be responsible for the collection and cleaning of used uniforms. The uniforms are to be brought to the School for collection by the Committee and sold at the Used Uniform Sale and, if deemed necessary by this Committee, a mid-year sale to be scheduled and arranged for by this Committee. Exchanges or nominal fees as proposed by the Uniform Resale Committee and approved by the Executive Committee are requested for these items but are not mandatory.

d. **Misc. / Additional Fundraising Programs Committee (if any):** Supplemental fundraising activities or programs, if any, deemed desirable by the

Budget Committee and approved by the School Principal may be coordinated by this Committee.

3. Catholic Action Committees:

a. **Caring Committee:** The Caring Committee shall be responsible for getting volunteers to help with food, clothing, money or other items necessary to help in an emergency or crisis with a School family. The Committee may choose to sponsor a cooking club to prepare meals for School families needing assistance. They shall also send cards for illnesses, deaths, or any other occasion as notified and determined by the Committee. The committee chair will work with the Schools Caring Team.

b. **Catholic Families Committee:** The Catholic Families Committee shall be a liaison between the School and its families at home. The Committee will be responsible for decorating the bulletin board at the east entrance of the School, providing occasional handouts with information on strengthening the beliefs and traditions of the Roman Catholic Church at home, and coordinating with the Parish Director of Religious Education for various seasonal activities such as the Living Rosary, Advent, Lenten, and May Crowning programs. This committee will also work in conjunction with the School to provide additional support if needed for Faith In Action projects.

c. **Parish Liaison Committee:** The Parish Liaison Committee works to support volunteer needs that involve communication and efforts between both the School and Parish. This committee will coordinate the H.S.A. booth for the annual Parish Fall Fest, purchase and send cards for our School and Parish clergy in celebration of Birthdays and ordination anniversaries, including purchasing a gift for the Parish Pastor. They may also coordinate with the Parish EDGE team to offer support as needed.

4. Student Enrichment Committees:

a. **Student Enrichment Committee** The Student Enrichment Committee shall be responsible for coordinating and making arrangements for enrichment programs that includes EPK through 8th Grade, and in some cases to be attended only by certain grade levels. Programs may incorporate Cultural Enrichment or STREAM (Science, Technology, Religion, Engineering, Art & Math). This committee may arrange for corporate “partners” for these programs and obtain parent volunteers. All programs and dates are to be approved by the School Principal prior to booking them.

5. Volunteer Coordination Committees:

a. **Workroom Volunteers Committee:** The Workroom Volunteers Committee shall be responsible for securing volunteers for the Teacher Workroom. The Chair of the Workroom Volunteers Committee shall plan training sessions, as needed, at the beginning of the school year for this committee.

b. **Room Parent Coordinating Committee:** This Committee is responsible for the selection of Room Parents for each grade level, Pre-K3 through Eighth. The persons named to be Room Parents are selected from volunteers who have submitted their name to the Committee. Priority for Room Parents will be given to those persons that have not served previously as Room Parents; however, the Room Parent Coordinators shall select persons most able to fulfill the duties of Room Parent. As soon as possible after the first day of the school year, the Room Parent Coordinators shall conduct an informational meeting for all Room Parents and prepare and distribute a packet for each Room Parent, including guidelines and information regarding field trips, classroom parties, Field Day, and other Room Parent responsibilities. Room Parents will select a Grade Level Room Parent. This parent will be in direct communication with the Room Parents Coordinators. In addition to these duties, the Room Parent Coordinators also organize the Faculty Christmas Gift and Faculty End-of-Year Gift collections for the teachers and staff, if and when those collections are deemed desirable. Both the collection and the disbursement of funds are coordinated by the Room Parent Coordinating Committee and the H.S.A. Treasurer.

c. **Eighth Grade Coordinating Committee:** The Eighth Grade Coordinating Committee organizes numerous additional activities that are related to the Eighth Grade class which occur during the School year (such as class trips, graduation activities, Auction projects and the like). The Committee coordinates all such activities with the approval of the School Principal.

d. **Carpool Committee:** The Carpool Committee shall be responsible for giving each carpooling family a carpool number and assigning carpool areas. Upon request and when possible, the Carpool Committee shall assist School families with finding other families for carpooling opportunities.

e. **Lost and Found Committee:** The Lost and Found Committee shall be responsible for organizing and returning labeled items in the lost and found area of the school. This committee may work in conjunction with volunteers and school groups to facilitate the process. Any non-labeled items may be donated to the Uniform Resale committee to be sold at the Used Uniform Sale or will be donated to an outside organization after remaining in the Lost and Found for more than two(2) weeks.

6. Hospitality / Social Committees:

a. **Back to School Coffee & May Luncheon Committee:** This Committee organizes the Back-to-School Coffee for all School parents on the first day of the School year or unless specified otherwise. It also organizes the End-of-Year H.S.A. luncheon for current and incoming H.S.A. Committee Members.

b. **Welcoming Committee:** The Welcoming Committee shall contact each new family, welcome them to School and provide them with a liaison, or “ambassador”, family who should contact the new family and maintain this contact throughout the School year to provide information on an “as needed” basis. This Committee also organizes a social gathering to welcome new families to our school (grades Pre-K through 8) before each school year begins.

c. **School Receptions & H.S.A. Meetings Committee:** The School Receptions & H.S.A. Meetings Committee shall be responsible for coordinating the refreshments for H.S.A. meetings. It shall also be responsible for refreshments for any other special events as deemed necessary by the President.

d. **Teacher Appreciation Committee:** The Teacher Appreciation Committee plans and coordinates special events or treats for the teachers approximately once per month.

i. **Teacher Appreciation Lunches:** There are four lunches provided for teachers per year and dates are scheduled by the principal. There is also a Sweets and Treats Bar prior to the Christmas Holidays.

ii. **Teacher Appreciation Week:** The dates for this week will be given by the School Principal. This committee will plan special events, treats or meals during the week.

B. Executive Committees

The duties of the Budget Committee are more fully described in Articles I and IV of these Bylaws.

Article IV: Governing Procedures

A. General

1. **Meeting Procedures:** The purpose of H.S.A. meetings is to inform those present of the workings of each Committee and the upcoming School events, as well as to create camaraderie among the Members, solicit volunteers, and recognize Members’ efforts.

All meetings of the H.S.A. shall follow the agenda set by the President. Committee Chairs wishing to present matters to the H.S.A., or any other Member wishing to discuss matters at a Regular Meeting, shall submit to the President a written request to be on the meeting's agenda. Those present at the meetings must be cooperative and respectful of the President's efforts to work through business efficiently, allowing time for the creative exchange of ideas during the social portion of the meeting.

At the end of each Regular Meeting there shall be time allocated as an "Open Forum" period during which any Member may make comments.

2. Voting: When the determination of an issue requires the vote of the Members, the President will conduct the vote, and it shall be carried by the vote of a majority of those Members present at the meeting designated for such vote.

Votes shall be cast orally or when deemed necessary in writing by all Members present at such meeting and shall be counted by the Secretary and noted in the Minutes for such meeting.

Proxy votes of Members who are absent will be counted if they are submitted to the President or Vice President in writing prior to the start of the meeting designated for such vote.

When the determination of an issue requires the vote of an Executive Committee, the Chair for such Committee will conduct and memorialize the vote and it shall be won by the majority vote of that Committee's Members. In lieu of a meeting, the Chair for such Committee may poll the Members of that Executive Committee in person, by phone or by email, so long as the votes cast in that manner are followed up by written votes.

When required by the Bylaws, any vote requiring the advance publication of the matter to be voted upon shall be considered to be "published" if published and/or posted in the weekly School Newsletter, the School's website, a public bulletin board in a specified location within the School, or any other method that makes the information available to the entire Membership for review.

3. Reporting: All Executive Officers and Committee Chairs will report their activities to the H.S.A. as needed. All Executive Officers and Committee Chairs are to keep a record of their actions in a binder to be passed on to succeeding years' Officers and Committee Chairs.

The Minutes of each Regular Meeting shall be available to parents.

The Secretary shall also take notes at each meeting of the Executive Officers and the Budget Committee and shall include in the notes the votes cast at, or in connection with, such meetings.

The Chair of the Nominating Committee shall count all votes cast by such Committee and shall keep such vote in confidence.

4. Nominating Procedures:

The current President will serve in an advisory capacity during the nominating process, but will not have a vote in the selection of the slate of officers unless needed to break a tie.

In the event that the current Vice President declines to assume the office of President, nominees will be gathered for the Office of President.

In the event of a vacancy in an Executive Office before the end of a term, the membership shall nominate one or more candidates for such office. The vacant office shall be filled by the majority vote of the membership.

All nominees for the Executive Offices must have served the H.S.A. for at least one and one-half (1 ½) years as either a Committee Member or Committee Chair, or some combination of the two positions.

The slate of Officers for the following School year will be presented to the Members at the March meeting and published for the entire Membership within (10) days of that presentation.

From the slate presented, the Executive Officers for each succeeding School year will be voted on and elected as a slate by a majority vote of the Membership present at the April meeting of the H.S.A.

B. Budgeting and Financial Procedures

1. Budgeting: The Budget Committee shall be comprised of seven to eight Members. (See “Budget Committee” in Article I of these Bylaws.) The President shall appoint a Chairperson, or may act as the Chairperson when necessary.

Budget Committee members must have served at least one and one-half (1 ½) years as a Committee Member.

Budget Committee members will serve a one-year term from July to June in conjunction with the School’s fiscal year. H.S.A. funds shall be used for matters consistent with, and that further the goals and objectives set forth in, the Mission Statement for the H.S.A.

The Budget Committee shall meet as often as deemed necessary by the Budget Committee Chair, with the goal of presenting to the Membership (i) an Operating Budget for the following School year and (ii) a proposal for various gift expenditures chosen by the Budget Committee.

Expenditures for amounts within the approved Operating Budget, or for amounts of \$300 or less, may be approved and executed by the Treasurer without a vote of the Budget Committee or the Membership.

Operating expenses of individual Committees do not require approval by the Budget Committee so long as those expenses are within the approved Committee Operating Budget or in the amount of \$300 or less.

All requests for expenditures of amounts in excess of a Committee’s Operating Budget, or for funds to be spent outside the approved Committee Operating Budget, must be submitted to the Budget Committee in writing.

Expenditures for amounts in excess of the approved Committee Operating Budget, or for an amount in excess of \$300 that is to be expended for new, unbudgeted activities, may be approved and executed by the Budget Committee with a majority vote of the Budget Committee Members.

All Budget Committee decisions must be the result of a majority vote of the Members of the Budget Committee. In lieu of a meeting, the President may poll the Budget Committee in person, by phone or by email, so long as the votes cast in that manner are followed up by written votes.

The Secretary will take notes at all Budget Committee meetings.

2. Cash Management

a. **Deposits:** All funds collected or earned by the H.S.A. and its Committees shall be detailed by the submitting Ways and Means Committee on the Deposit Transmittal Form and given to the Treasurer for approval. The Treasurer shall deliver the funds and approved Deposit Transmittal Form to the school Business Manager for deposit. All cash deposits must be counted, and a record of the amount shall be signed by at least two (2) Committee Members upon completion of the cash-generating event. The funds shall be given to the Treasurer as soon as possible for deposit.

b. **Withdrawals:** Funds held in the H.S.A.'s name may be withdrawn via Check Request/Reimbursement Form with supporting invoice documentation only with the signature of either the Treasurer or the President. Withdrawals greater than \$500 must be approved and initialed by both the President and the Treasurer.

c. **Expenditures:** Funds received by the H.S.A. shall be principally spent to benefit the School and its Students. All expenditures must be reported by the Treasurer at the next Regular Meeting following the date of such expenditure. Expenditures greater than \$500 must be approved and initialed by both the President and the Treasurer.

3. Reporting Procedure: The Treasurer will provide a copy of the current month's balance of activities to the President and School Principal at each H.S.A. meeting, but in no event less frequently than monthly. The Treasurer shall provide a report of the most recently closed monthly income and expenditures to the Members at the Regular Meeting. The books and records of the H.S.A. may be made available for review by the membership upon written request to the President and with the approval of the Executive Committee.