

St. Edward-Epiphany Home and School Association (HSA)

CONSTITUTION

ARTICLE I

Purpose and Objective

Section 1: The mission of the HSA is to further enhance the schools mission to develop compassionate, faith based leaders who will become purpose-driven problem solvers and will positively impact and inspire the world around them. This shall include:

- A. Providing spiritual opportunities and fellowship that develops a strong and meaningful Christian community among school families, faculty, and administration.
- B. Providing a vehicle of communication between parents and the school.
- C. Planning and coordinating fund raising activities.
- D. Providing interesting and informative programs relevant to the needs of the school community.

Section 2: The membership of the Home and School Association shall consist of each parent or legal guardian of the students (this may include additional family members as determined by the HSA Board), the faculty at St. Edward-Epiphany School, and the HSA Board members. Students shall be non-voting members.

Section 3: The Home and School Association shall follow the established school policies and practices set forth by the School Advisory Board and by the school Principal.

ARTICLE II

Board Members

Section 1: The Board of the HSA shall consist of the officers, events chairs, and a faculty representative.

Section 2: The officers of the HSA shall consist of a Chairman of the Board, President, Vice President, Treasurer, Recording Secretary, Small Fundraising Coordinator, Volunteer Coordinator, Room Parent Coordinator, and Faculty Representative.

Section 3: We are replacing the Grade Level representatives with a Room Parent Coordinator in order to be efficient and streamline communication.

Section 4: All Board members of the HSA shall attend monthly meetings (dates to be distributed at the beginning of the school year).

ARTICLE III

Duties of Board Members

Section 1: The Principal of the school shall fill the office of Chairman of the Board. The Chairman of the Board shall have the privilege of voting as a tie-breaker.

Section 2: The President position is a one-year commitment. The President shall:

- A. Present a report of the conditions of the HSA, a statement of objectives and an agenda for the HSA for the new school year at the first General HSA Meeting of the new term.
- B. Preside at all meetings of the HSA and its Board.
- C. Represent the HSA as a member on the School Advisory Board and apprise the HSA Board of its activities.
- D. Appoint all special committees with the assistance of the Vice President.
- E. Monitor and document attendance and send a request for resignation for any member who fails to meet the attendance requirements.
- F. Serve as ex-officio of and resource for all event committees.
- G. Notify all Board Members of regular and special meetings of the HSA Board.

Section 3: The Vice President position is a two-year commitment (his/her first year shall be served as Vice President, and second year shall be served as President). The Vice President shall also:

- A. Perform the duties of President in the absence of that officer, and assume the role of President should the President have to step down.
- B. Participate in planning (with the President and Chairman of the Board) of the HSA Board.

Section 4: The Treasurer is a three-year commitment, and he/she shall:

- A. Maintain and reconcile a general checking account in the name of the Home and School Association.
- B. Keep accurate account of all receipts and disbursements, and obtain a financial summary from all event chairpersons.
- C. Maintain control of HSA funds to include fundraising events.
- D. Prepare and read a financial report at all regular meetings of the Board.
- E. Prepare a summary report (after the end of his/her term of office) for the fiscal year ending June 30th with the assistance of the newly elected Treasurer.
- F. Serve as a member of the school Finance Committee, and undergo audits per Finance Committee policy.

Section 5: The Recording Secretary is a one-year commitment, and he/she shall:

- A. Keep an accurate record of all meetings of the HSA and its Board, and deliver minutes to the President for approval.
- B. Deliver approved minutes to Board members via email within one week of the meeting date.

Section 6: The Room Parent Coordinator is a one-year commitment, and he/she shall:

- A. Attend and participate in the meetings of the HSA Board, and serve as voting members.
- B. Serve as liaison between the Board and the Room Parents, including distributing Board Meeting minutes to respective grade levels within three days of receiving the minutes from the Recording Secretary. The President and Vice President of the HSA shall be copied on this email as well.
- C. Collaborate with grade level Room Parents on HSA events (eg. Fall Festival carnival games, Secret Santa Shop craft making, Teacher Appreciation Week, etc.).
- D. Coordinate activities specific to their particular grade level, namely:
 - First Communion Chair(s) organize celebration and Rosary making in May.

- 8th Grade Lunch/Dance Chair(s) organize the 8th Grade Memory Books in the Spring and the Graduation Luncheon and Dance at the end of the year.
 - Middle School Dance Chair(s) organize the 6th, 7th and 8th Grade Middle School Dance in September.
 - New/Upcoming 8th grade representative organizes the 8th/9th grade yearbook signing party to take place the first week back to school.
- E. Serve as a grade level community builder.

Section 8: Small Fundraising Coordinator is a one-year commitment, and he/she shall:

- A. Coordinate and execute school Spirit Nights and other small fundraising activities throughout the year.
- B. Build and maintain relationships between the school and community businesses that participate in our small fundraising programs.
- C. Encourage family involvement in small fundraising events, such as Spirit Night, AmazonSmile, etc.

Section 9: The Volunteer Coordinator is a one-year commitment, and he/she shall:

- A. Communicate with event chairs regarding volunteer needs.
- B. Assist with volunteer recruitment for events, as requested by event chairs or other Board members.

Section 11: The Faculty Representative shall:

- A. Be approved by the Chairman of the Board
- B. Serve as a voting member and a liaison between the Board and the Faculty.

Section 12: The previous President may serve as an ex-officio member of the Board in the year following their presidential term, unless service in another role.

ARTICLE IV

Nominations and Elections

Section 1: Nominations will be open to the general membership in April.

Section 2: The HSA President will publish an election ballot of all open positions in the Spring.

Section 3: The officers and event chairs shall be elected by electronic, email ballot in late April/early May. Newly elected members will be invited to join the May HSA meeting.

Section 4: The Vice President shall have succession to the office of the President. In the event that the Vice President is unable to succeed to the office of the President for the upcoming year, the Board will ask the current President to remain for a second term. If the current President declines the position or has already served two consecutive terms, the Board will ask for nominations from the current Executive Board. If no current Executive Board Member wishes to be nominated for the position of President, the Board will ask for nominations from other positions. If no other positions wish to be nominated for the position of President, then the position will be open for

election. However, nominated candidates MUST have previously served on the HSA Board in some capacity.

Section 5: For any vacancies on the HSA Board that occur other than the position of President, the Board will first go back to the 2nd place person on the election ballot. If he/she declines the position, then the position will be open for election.

ARTICLE V

Meetings

Section 1: General meetings of the membership of the Home and School Association shall be held in the Fall and Spring, and otherwise determined by the Board. Each meeting should provide an educational/informational theme.

Section 2: The regular Board meeting of the HSA shall be held on the second Tuesday of each month during the term.

Section 3: A quorum of Board members must be present to conduct business. A quorum of the Board shall consist of one half (plus one) of invited members.

Section 4: Attendance at Board meetings is expected. If a member misses two consecutive meetings or any three meetings during the term, the President and Chairman of the Board may send a request for resignation to that member.

Section 5: The order and procedure at Board meetings shall be as follows:

- A. The minutes of previous month's Board meeting shall be approved.
- B. The Treasurer's report of the current financial status shall be read and approved at each meeting.
- C. The President shall give a report from the School Advisory Board meeting.
- D. Procedures not otherwise specifically provided for in this Constitution shall be governed by Robert's Rule of Order Revised.

ARTICLE VI

Ratification and Amendments

Section 1: This constitution may be amended by the following procedure:

- A. The proposed amendment(s) shall be approved by two-thirds vote of the Executive Board and notification of the Chairman of the Board.