

St. Edward-Epiphany Home and School Association

CONSTITUTION

ARTICLE I

Purpose and Objective

Section 1: The mission of the Home and School Association (HSA) shall be to support and enrich the educational processes of the school. 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 of 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 and the faculty at St. Edward-Epiphany School. Students shall be non-voting members. Associate memberships will be offered subject to the annual approval by the current HSA Governing Board (Board) to interested parents and guardians of the former students. These shall be referred to as the membership.

Section 3: The Home and School Association shall follow the established school policies and practices set forth by the school board and by the school principal.

ARTICLE II

Board Members

Section 1: The Board of the Home and School Association shall consist of the officers, grade level representatives and faculty representative.

Section 2: The officers of the Home and School Association shall consist of a Chairman of the Board, President, Vice President, Fund Raising Coordinator, Recording Secretary, Corresponding Secretary and Treasurer.

Section 3: One person from each grade level, pre-school through eighth grade, shall serve as grade level representative on the board.

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 approve the date and agenda of all general membership meetings. The Chairman of the Board shall have the privilege of voting as tie-breaker.

Section 2: The President shall:

- A: Present a report of the condition of the HSA, a statement of objectives and an agenda for the HSA for the new school year at the first general membership meeting of the new term.
- B: Preside at all meetings of the Home and School Association and its Governing Board.
- C: Represent Home and School Association on the school board and apprise the HSA Governing Board of its activities.
- D: Appoint all special committees with the assistance of the Vice President.
- E: Monitor attendance and send a request for resignation for any member who fails to meet the attendance requirements.
- F: Serve as an ex-officio member of all committees.
- G: Notify all Board Members of regular and special meetings of the HSA Governing Board.
- H: Serve as Chairperson of the nominating committee.

Section 3: The Vice President shall:

- 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 Governing Board.
- C: Coordinate and oversee a standing committee for the lunch program.
- D: Serve as the liaison between the Board and the parent involvement coordinator.
- E: Have succession to the office of the President.

Section 4: The Fund Raising Coordinator shall:

- A: Coordinate the standing committee, from which fund raising event chairs will be appointed and oversee all fund raising events for the school year.

Section 5: The Recording Secretary shall:

- A: Keep an accurate record of all meetings of the Home and School Association and of its Governing Board and deliver the minutes to the President.
- B: Communicate in a monthly newsletter, the business of the Board, within two weeks of the monthly H.S.A meeting.

Section 6: The Corresponding Secretary shall:

- A: Conduct the correspondence of the Home and School Association, both internal and external communications.
- B: Be responsible for the hospitality for the general membership meetings of the H.S.A and as needed.
- C: Act as Parliamentarian at all business meetings of the H.S.A.

Section 7: The Treasurer shall:

- A: Maintain and reconcile a general checking account in the name of the 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 the fund raising events and monthly lunch account.
- 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 over the course of the Treasurer's term with the assistance of the newly elected Treasurer.
- F: Serve as a member of the school finance committee.

Section 8: The Grade Level Representatives shall:

- A: Attend and participate in the meetings of the Board as voting members and all of the H.S.A. general meetings and functions.

- B: Recruit a committee and serve as a chairperson/liason for events sponsored by the Association (such as picnic, family dinner night, lunch program, etc.), report income and expenses related to chaired events to the Treasurer and report to the board on these functions.
- C: Serve as the liaison between the Board and the respective grade level.
- D: Coordinate activities specific to their particular grade level, namely:
 - **4th Grade Rep** organizes the First Communion Celebration in May
 - **7th Grade Rep** organizes the 8th Grade Memory Books in the Spring and the Graduation Luncheon and Dance in May/June
 - **7th and 8th Grade Reps** organize the Junior High Pizza Party and Dance in September
- E: Serve as a grade level community builder.
- F: Track parent involvement hours for the respective grade level.

Section 9: The Faculty Representative shall:

- A: Serve as a voting member and a liaison from the Board to the Faculty.
- B: Be appointed by the Chairman of the Board.

ARTICE IV

Nominations and Elections

- Section 1: A nominating committee will be formed at the regular Board meeting in January of each school year.
- Section 2: The chairperson of the nominating committee shall be the current President.
- Section 3: The nominating committee shall consist of six members. The committee is made up of one chairperson (the President) two H.S.A representatives and three volunteers from the general parent membership.
- Section 4: The slate of nominees for the general election shall be read into the minutes of the regular H.S.A. Governing Board meeting in March.
- Section 5: The nominating committee shall publish an election ballot of officers and an election ballot of grade level representatives to be sent to the membership prior to the regular membership meeting in April.

- Section 6: The officers and grade level representatives, with the exception of the T1 representative, shall be elected in April by ballot. The T1 representative shall be elected in September of the following school year and be presented at the general H.S.A. meeting.
- Section 7: The Board is made up of the Officers. Officers shall serve a 2-year term and will be elected. These elections will be staggered so that 3 of the Officer positions will be elected each year. The Vice President position is a 1 year position with succession to the President position for the 2nd year of the term.
- Section 8: Grade level representatives shall serve for one-year term commencing June 1st and ending May 31st. The T1 representative shall serve from September through May 31st.
- Section 9: A person may serve as a grade level representative for more than one term. An officer may serve for no more than two consecutive terms in the same office.
- Section 10: The Vice President shall have succession to the office of the President. In the event that the Vice President declines 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 Officers. If no current Officer wishes to be nominated for the position of President, the Board will ask for nominations from the current Grade Level Representatives. If no current Grade Level Representative wishes to be nominated for the position of President, then the position will be open for election. Nominated candidates however MUST have previously served on the H.S.A. Board.
- Section 11: For any vacancies on the H.S.A. Governing 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 September, April, and as otherwise provided by the Board. Each meeting should provide an educational theme or purpose.
- Section 2: The regular board meeting of the Home and School Association shall be held on the second Tuesday of each month during the term.
- Section 3: A quorum of board members shall be present to conduct business. A quorum of the Board shall consist of one half plus one of existing 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 will 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 all business meetings 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 board meeting.
- D: Procedures not otherwise specifically provided for in this Constitution shall be governed by Robert's Rules of Order Revised.

ARTICLE VI

Ratification and Amendments

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

- A: The proposed amendment shall be voted on after being read into the record at the second successive meeting.
- B: The proposed amendment requires a two-thirds majority vote of the current board.
- C: Unless otherwise specified, an approved amendment takes effect at the beginning of the following fiscal year.

Adopted 4/10/89
Revised Fall 1993
Revised Winter 2001
Revised November 2006
Revised January 2008