



St. Catherine of Siena School

Home and School Association

By-Laws

Revised May, 2018

Article I

Name

The name of this organization shall be St. Catherine of Siena School Home and School Association (“HASA”).

Article II

Purpose

HASA serves to strengthen the link between the home and the school and promotes social and athletic activities for the students and parents in the school environment. HASA sponsors and staffs a variety of enrichment activities and organizes volunteer programs within the school. Parents are automatic members of the Association and participate as time and talent permit. A listing of HASA sponsored programs is given at the beginning of the school year. The HASA meeting schedule is posted on the school’s website. Every child benefits from the activities run by HASA.

Article III

Membership

All SCS parents and guardians are automatic members of HASA (“Members”) and should participate as time and talent permit. Dues are paid annually for each family and are included in each family’s tuition bill at the start of the school year.

Further, faculty and administration of the school, as well as the pastor of St. Catherine of Siena School, are also automatic members.

Article IV

Elected Officers

The officers of HASA shall be the President, Vice President, Treasurer, and Volunteer Coordinator(s) (to be held by one or more individuals depending on term need).

Officers shall serve a maximum of two years in one position. Officers shall commence their position the day after the last day of school each school year.

Members shall be notified of available positions two months before the close of the school year. Names of nominees for officer positions shall be submitted in writing to the current HASA President and Principal. Nominees must have hosted a HASA event previously and/or be willing to host a HASA event while in the position. Exceptions may be made by the President and the Principal if necessary. All members present at the last meeting of the school year shall be eligible to vote. Notwithstanding the foregoing, the President and Vice President are chosen solely by the SCS principal and current HASA President.

In the event of a vacancy of an officer during the school year, a new officer shall be appointed by the President, in collaboration with the Principal, with the exception of the Presidency, which would be assumed by the Vice President.

Elected officers require loyalty to SCS and must make decisions with the best interest of SCS in mind. The officer must be willing to work as a team member and be willing to have meaningful, productive conversation regarding tasks at hand. Officers must make themselves available for a majority of meetings and HASA events throughout the school year. Failure to attend a majority of meetings or events may result in removal from the position by decision of the President and Principal in tandem.

Removal from an office for a failure to perform responsibilities or dishonesty may occur by a majority vote of the Executive Board. Before an officer is removed from an office, all attempts to resolve the situation must occur.

Article V

Executive Board

The Executive Board is defined as the elected officers of HASA and the Principal.

The Executive Board can meet as needed during the school year and "Executive Board" meetings can be called by the President and/or Principal.

Article VI

HASA Executive Board Responsibilities

President: establishes time and place of HASA meetings, sets the agenda for HASA meetings, presides over HASA meetings, appoints a chair for each HASA event, maintains records facilitates communication between HASA and administration, and attends School Advisory Board meetings.

Vice President: monitors and maintains communication via HASA specific email and applicable social media between the HASA Executive Board and HASA members and keeps an accurate record of all meetings and furnishes a copy of the minutes to at least the Executive Board a week before the next meeting, assists the President, and performs the duties of President if the President is unavailable or unable to serve.

Treasurer: establishes forecast and budget for HASA events for school year, works with the rectory bookkeeper to accurately account for disbursements and reimbursements, and reports the current status of the HASA account at HASA Meetings. Establish HASA account minimum and continuously ensure the account does not go below established amount. Work with Event Chairpersons to purchase SCRIP gift cards to fund HASA events.

Volunteer Coordinators: coordinates and maintains communication between the Executive Board and HASA members in regards to volunteer needs for HASA events, oversees student volunteers, collects permission slips and assigns duties, coordinates monetary collection for teacher gifts and specials gifts at Christmastime and at the end of the school year, and coordinates breakfast for the teachers during Catholic Schools Week.

Article VII

Calendar of Events

The Executive Board will issue a calendar of events for the upcoming school year by the September meeting. The calendar must be approved by the Principal and space must be reserved with the rectory for school events. The calendar may be modified as voted on by the Executive Board.

Article VIII

Chairperson Roles and Responsibilities

Events without a designated Chairperson in September will be advertised for new volunteers and will continue to be advertised until said space is filled. In the event of more than one volunteer for a singular chairperson role, the chairperson will be chosen by the President or the event may be co-chaired as determined by the Executive Board.

Used Uniform Sale: This chairperson is designated to collect, organize and monitor the sale of donated, gently used uniforms throughout the year. Sales to occur on Meet the Teacher

Night and Spring Concert night. Additional sales throughout the school year may be facilitated by this chairperson.

Halloween Party: This chairperson or chairpersons organize the HASA Halloween party including but not limited to organizing games, prizes and food. This person is also responsible for booking the location with the rectory.

Mini-Grant Committee: This chairperson organizes the committee and process through which teachers may apply for HASA funds to be used to purchase items for classrooms not typically covered by school funds. The chairperson, working in conjunction with the Principal, designs the format for submissions, and awards to applicants. The budget for this is to be set by the Treasurer and Principal whether or not they sit on the Committee. The chairperson shall meet with the committee to determine awards and will facilitate purchase, presentation, and distribution of awards.

Christmas Party: This chairperson or chairpersons organize the HASA Christmas party including but not limited to organizing games, prizes and food. This person is also responsible for booking the location with the rectory.

Christmas Decorating: This chairperson ensures that the Christmas wreaths are purchased and hung around the school and that the tree in the school lobby is erected and decorated. This person also ensures the decorations are taken down.

HASA Cup Committee: This chairperson organizes the committee to award the annual HASA cup to an SCS Teacher. This person is responsible for the process through which the teachers are nominated and works with a committee that represents all segments of the school population (parents from the lower and upper schools).

Family Breakfast: This chairperson or chairpersons organize the HASA Family Breakfast annually. This person is also responsible for booking the location with the rectory.

Ski Club: This chairperson or chairpersons organize the Ski Club annually.

Intramural Basketball League: This chairperson or chairpersons organizes the IBL league including but not limited to setting teams, finding coaches and referees and managing Middle School Volunteers. This person is also responsible for booking the location with the rectory.

Organization of Catholic Schools Week Teacher and Pastor lunches: This chairperson or chairpersons organizes the purchase and delivery of lunch.

Organization of Spirit Day Treats: This chairperson or chairpersons organizes the purchase and delivery of treats.

Father/Daughter Dance: This chairperson or chairpersons organize the HASA Father/Daughter dance including but not limited to organizing games, prizes and food. This person is also responsible for booking the location with the rectory.

Mother/Son Carnival: This chairperson or chairpersons organize the HASA Mother/Son Carnival including but not limited to organizing games, prizes and food. This person is also responsible for booking the location with the rectory.

Bowling Club: This chairperson or chairpersons organizes the 3rd, 4th and 5th grade bowling league.

Movie Nights: This chairperson or chairpersons organizes movie nights. This person is also responsible for booking the location with the rectory.

Enrichment Coordinator: researches and books enrichment programs for all age groups at SCS throughout the year.

SCRIP Coordinator: funds enrichment programs for the school through the SCRIP program, which they oversee and manage. Seeks additional grants from town and community resources to supplement the SCRIP program profits as needed.

Road Race: This chairperson or chairpersons organize the annual Road Race including but not limited to registration, timing, set up, food, prizes. This person is also responsible for booking the date with the timing company and the rectory.

Article IX

Volunteer Hours

The following volunteer hours shall be earned from participating in HASA run events. The Director of Advancement shall keep record of the volunteer hours as reported by the Volunteer Coordinators.

HASA President – 20 volunteer hours + 12 BINGO hours

HASA Vice President, Treasurer, and Volunteer Coordinators – All earn 20 hours

Chairpersons – All earn 20 hours

Event and Enrichment Volunteers - 5 hours

SCRIP - raise \$300 in rebates, receive 20 hours – see enclosed for more information on SCRIP

Article X

Meetings

General Meetings will occur monthly. The designated day of the week shall be determined by the President prior to the start of the school year and the meeting schedule will be posted to the HASA webpage.

All General Meetings are open to Members.

Minutes of all meetings will be kept by the Vice President or a designated substitute and presented for acceptance at the next monthly meeting. A record of all agendas and minutes shall be kept by the Vice President, the President and the Principal and shall be passed forward to future officers. Records of these meetings shall be kept for a period of no less than 5 years.

Before new business can be placed on the agenda of any Executive or General Meeting, it must be submitted in writing to the President for consideration, forty-eight hours prior to the scheduled meeting. The Principal will receive a written copy of the agenda ahead of all meetings.

Article XI

Operating Rules and Procedures

The Executive Board will vote on agenda items, if necessary, after hearing from the Members. Additions, subtractions or changes to the calendar require a vote by the Executive Board and agreement by the Principal. New funding or a change in funding also requires a vote by the Executive Board.

A quorum shall consist of at least three (3) voting members being present at a meeting.

A vote will pass when a simple majority of voting members present vote in favor so long as those present constitute a quorum. The vote will then be subject to approval by the President and the Principal. In case of a tie vote, the motion does not pass.

In the case of changes needing to be approved between meeting, email may be used but a majority of ALL voting members must respond in affirmative in order for the vote to pass, and it must be approved by the Principal. Copies of the yes votes by email should be attached to the next month's minutes.

In all situations, the Principal may override an Executive Board decision.

Article XII

Order of Business

The order of business at General Meetings shall be as follows:

Opening Prayer

President's Welcome

Review and acceptance of Previous General Meeting Minutes

Old Business

Vice President Report

Treasurer Financial Report

Volunteer Coordinator Report

Enrichment Report

SCRIP Report

Upcoming Event Reports

Teacher Liaison Report

Principal's Report

New business

Adjournment

Article XIII

HASA Funds

To ensure consistent handling of HASA funds, the following procedure have been established:

HASA dues are used primarily to fund field trips for each classroom, support extracurricular activities for the school and offer social opportunities. See Appendix A for a list of currently approved areas of funding. Appendix A should be reviewed and re-approved at the beginning of every school year. Changes to Appendix A, either at the beginning of the year or mid-year require a vote by the Executive Board and approval by the President.

A budget will be established by the Executive Board for each HASA event. Receipts for expenses incurred by an individual for a HASA event should be submitted to the HASA treasurer. A copy or image of the receipt may be submitted to begin the reimbursement process but ultimately the original receipt must be provided before reimbursement.

The Event Chairperson will assign a volunteer responsible for collecting funds during a HASA event. The HASA treasurer, Event Chairperson, or designated member of the Executive Board will deliver funds collected during the HASA event on the next business day to the St. Catherine of Siena bookkeeper. Prior to delivery, funds must be counted and reported to the HASA Treasurer via email.

HASA may have guests pay for admission prior to the day of the HASA event. HASA may cancel an event if turnout is too low.

Funds from the SCRIP program are considered part of HASA funds. Enrichment activities are generally funded by the SCRIP program but the Executive Board may choose to supplement those programs by allocating non-SCRIP funds in specific situations.

The HASA bank account is used as a repository for the Travel Basketball funds. Oversight of the Travel Basketball program and related events/programs are the responsibility of school administration, specifically the Principal and Vice Principal.

Article XIV

By Laws Adoption

By- Laws will be reviewed annually by the Executive Board.

Changes must be submitted to the HASA President and the Principal.

Change in by-laws will be adopted with a majority of Members present at the General Meeting. If a suggestion has been made to modify a by-law, notification will be made to the membership so Members may attend if desired. All changes are subject to approval by the Principal.

Appendix A

Uses for HASA funds

1. Field Trips for every classroom as approved by the Principal. Generally, bus fees are the responsibility of the student, however, if because of class size the bus fee per student is higher than average HASA will pay the overage. Average in this context is defined as \$16.
2. Social Events sponsored by HASA*:
 - a. Halloween Party
 - b. Christmas Party
 - c. Movie Nights
 - d. Father-Daughter Dance
 - e. Mother-Son Event
 - f. Bowling Club
 - g. Ski Club
 - h. Family Breakfast
 - i. IBL
 - j. Road Race
3. Promotional materials
 - a. Welcome Packets
 - b. Bumper stickers (as approved by the President and Treasurer)
4. Teacher/Admin/Rector gifts
 - a. \$25 gift cards in September
 - b. HASA sponsored lunches for Teachers and Rectory during Catholic Schools Week
 - c. Gift cards at Christmas and end of the year for those teachers without homerooms and for other faculty and SCS staff members as designated by the Executive Board
 - d. HASA Cup Award
5. Christmas Decorations
 - a. Wreaths
 - b. Creche pieces (as approved by the President and Treasurer)
6. Special Projects
 - a. Teacher mini-grants
 - b. Spirit Day treats for students
 - c. Scholarships for 8th grade graduates

*HASA social events are intended to charge admission to break even or profit. Subsidies for events must be approved by the President, Vice President, Treasurer and Principal. Further,

HASA social events may be cancelled if the minimum number of volunteers, as defined by the HASA Executive Board has not been met.

PER AGREEMENT with the school, HASA does not fundraise over and above the profits made from social events in order to keep requests of parents/families at a minimum throughout the year.