

**St. John School
Home and School Association
Constitution**

HSA Constitution:

Respect for School Policies

Section 1. The Association shall respect the established school policies and practices as set forth by the school board and the principal.

Membership

Section 1. Membership shall consist of fathers, mothers and guardians of the pupils of St. John School; teachers; and members of the administration. Membership is automatic upon enrollment of the pupil.

Officers

Section 1. The Officers shall consist of President, Vice President, Secretary, Treasurer and Ways and Means Chairperson. This group shall be known as the executive committee of the Association.

Section 2. These officers shall be elected and installed at the annual meeting in May, which will be the final meeting of the school year.

Section 3. The term of office shall be one year commencing July 1st. No officer shall hold the same office for more than two consecutive terms unless additional terms are deemed necessary to maintain continuity while serving the best interests of the Association.

Section 4. By July 1st all records shall be turned over to the incoming officers.

Section 5. Any vacancy that arises among the elected officers shall be filled by vote of the executive committee.

Spiritual Advisor

Section 1. The pastor, or his delegate, shall be the spiritual advisor to the Association.

Annual Meeting

Section 1. The annual meeting of this Association shall be the May meeting. The treasurer must submit a year end financial statement at this time. A quorum will be necessary to elect the new officers at the annual meeting.

Amendments

Section 1. Amendments to the Constitution may be made at any regular meeting by a two-thirds vote of the members present, provided that the same have been introduced prior to the meeting.

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Officers

Section 1. The President shall

- A. preside at all meetings of the Association and at its Executive Board.
- B. appoint the chairpersons of the committees with the approval of the executive board.
- C. perform such duties as are incumbent upon this office.
- D. be a member ex-officio of all committees except the nominating committee.
- E. make reports and recommendations to the executive committee concerning this organization as deemed necessary, and may require reports from the treasurer and from such committees as deemed necessary.

Section 2. The Vice President shall

- A. act as an aide to the president.
- B. perform the duties of the president in the absence or inability of that officer to serve.
- C. review, amend and maintain the Saint John Home School Association Constitution.

Section 3. The Secretary shall

- A. keep minutes of all Association meetings and meetings of the executive committee.
- B. provide all members of the association a copy of the association meeting minutes either as hard copy and or on the St. John web page with in one week of the meeting date.
- C. handle all correspondence pertaining to the Association.
- D. perform all duties pertaining to office.

Section 4. The Treasurer shall

- A. receive all monies of the Association.
- B. keep an accurate account of the same.
- C. bank all money received and issue checks covering the Associations expenses.
- D. render an accurate account of the receipts and disbursements at each General Meeting.

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Executive Board

Section 1. The Executive Board shall consist of the president, vice president, secretary, treasurer and Ways and Means chairperson of the Association; the school principal and the pastor or his delegate. These persons shall have full responsibility for the Associations business affairs, including the approval of committee appointments and review of their reports.

Section 2. The immediate Past President of the Association shall be a member of the Executive committee during the one year period immediately after he/she leaves office as President.

Section 3. The Executive Committee shall form plans and discuss all matters pertaining to the interest of the Association and present the same for approval at the regular meetings.

Section 4. The Executive committee meetings shall be held not less than three (3) times during the school year, the time to be fixed by the committee at its first meeting of the year.

Meetings

Section 1. The Annual meeting of this association shall be the May meeting. The treasurer must submit a year end financial statement at this time. New officers shall be elected and installed at this meeting.

Section 2. The regular meetings of the Association shall be held at least three times during the school year. These meetings include all executive board members, teachers or one representative from each floor, and parents. One member per family is encouraged to attend at least two meetings per year and the annual May meeting for the election of officers. Attendance at these meetings is a priority.

Section 3. Notification of scheduled meetings will be provided at the first meeting of the school year in September. Reminders of these meeting dates will be included in the school monthly calendars and can be found on the St. John School web site.

Section 4. The Executive Committee may call a special meeting or cancel a meeting provided that notice of such meeting is given three days in advance.

Committees

Section 1. The Executive Committee shall render assistance to the President as requested by him/her in the general direction of the work of the Association. It shall approve the plans of work of the standing committees.

A. Program Committee – will work with the President to arrange for programs for the general meetings.

B. Room Parent Committee – the volunteers will provide the chosen room parent with information regarding the activities and responsibilities assigned to that grade for the year.

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This committee will arrange for refreshments at various functions throughout the year including the H.S.A. meetings.

C. Education Chairperson of the Parish Council - This person shall be the liaison between the Association and the Parish Council attending the Parish Council meetings once a month.

D. Ways and Means Committee- This committee is responsible for fundraisers; shall maintain a log of fundraisers explaining procedures for fund raising events, which will be kept, on permanent record with the secretary.

E. Legislative Committee: This committee shall keep in touch with affairs concerning schoolchildren at the local, state and federal levels.

Nominating and Elections

Section 1. There shall be a committee on Nominations composed of 4 members of the Association, elected and announced by the Association at the meeting prior to the annual May meeting.

Section 2. The nominating committee shall meet, as often is required in order to report nominations to the Association at the Annual Meeting. A quorum of the Nominating Committee shall consist of three (3) members. The nominating committee shall elect from its number a chairperson who shall chair its meetings, schedule meetings and report to the Association at the Annual Meeting. All committee members will hold the Chairpersons' report in strict confidence, until it is presented at the meeting.

Section 3. The Chairperson of the Nominating Committee shall report at the Annual Meeting the name of one candidate for each office to be filled. Additional nominations may be made from the floor. Each candidate must consent to the placing of his/her name in nomination.

Section 4. Voting shall be by voice vote, or if requested by a majority of those present by written ballot. A majority vote shall elect. Results of the elections shall be reported immediately to the membership.

Section 5. A vacancy in any office, with the exception of the President, shall be filled by a majority vote of the Executive Committee. A vacancy in the Office of the President shall be filled by the Vice President.

Audit

Section 1. The Treasurers accounts shall be audited by a person of accounting background, approved by the Executive Committee, who, satisfied that the Treasurers accounts are in order, shall sign a statement of that fact at the end of the report. The auditor shall be appointed at least four weeks before the Annual meeting. The accounts shall be audited within one month of the Annual Meeting.

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Section 2. The fiscal year for the Association shall be the twelve (12) months beginning June 1st and ending May 30th.

Rules of Order

Section 1. All meetings of the Association shall be conducted according to ROBERT'S RULES OF ORDER, REVISED, when not inconsistent with the Associations' constitution.

Quorum

Section 1. The quorum of an Association meeting shall consist of fifteen (15) members.

Section 2. The quorum of the executive board shall be a simple majority of the members.

Amendments

Section 1. These by-laws may be amended at any regular meeting by a quorum present and voting, provided notice has been given in writing previous to the regular business meeting.