**Created February 17, 2014**

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St. Joseph School Home School Association (HSA)

**Approved**

HSA Board: June 2014

HSA Membership: TBD

**Article I - Name**

The name of this Association shall be the St. Joseph Home School Association (HSA) in the

Diocese of Bridgeport, State of Connecticut.

**Article II - Philosophy**

***The mission of the Home School Association (HSA) is to serve as the primary fundraising arm for the school and to promote a strong sense of school and community spirit.  We accomplish this through a number of fundraisers throughout the course of the year as well as host events to bring the school and parish community together. Our end goal is to help St. Joseph School be the best place to receive an outstanding education and to lay the foundation for our children to grow into fine Catholic ladies and gentlemen.***

**Article III — Objectives**

The objectives of this Association shall be:

1. To promote clearer understanding of the mutual educational responsibilities of parents

and teachers.

2. To support the school by organizing, planning and implementing fundraising events in order to meet the annual HSA assessment fee needed to support the operating budget of the school.

3. To focus on building a sense of community by offering educational and social events that bring home and school together.

**Article IV - Respect for School Policies**

The Home School Association shall respect the established school policies and practices as

set forth by St. Joseph School and the School Principal.

**Article V - Membership**

Membership in this Association shall consist of the fathers, mothers, and guardians of the students of St. Joseph School that are current with payment of their HSA fee.

**Article VI – Executive Board Officers**

**A.** The elected officers shall be the President, Vice-President, Treasurer, Secretary, Home Room Coordinator, and Member-at-Large, Faculty Representative

**B.** The elected officers shall be elected at the last Open HSA meeting of the school year and assume office on July 1.

**C.** The term of office shall be two years. No officer shall hold the same office for more

than two consecutive terms (or a total of four years).

**D.**  In the event that the office of the President becomes vacant the Vice-President will assume that role for the remaining part of the school year. If any other Board member position becomes vacant, the Executive Committee by majority vote of its quorum shall designate a successor for the remainder of the school year.

**E:**  All HSA Executive Officers in addition to the responsibilities required of their appointed office agree to the shared responsibilities as indicated below:

* Attend at least 75% of all HSA Board Meetings
* Attend Back to School Nights
* Attend each of the General HSA Open Meetings
* Help Plan and Run the Opening HSA Family BBQ (August)
* Serve as Chairperson for 1 Fundraising Event

**Article VII – Board Positions**

**A. The President**

* Lead HSA Board Meetings and Open HSA Meetings
* Serve on Advisory Board
* Solicit and appoint Event Chairperson(s)
* Coordinate HSA Calendar of Events
* Establishes annual Home School Association (HSA) meeting dates.
* Prepares agendas for HSA Executive Board and the general HSA meetings.
* Coordinates activities with Committee Chairpersons as appropriate.
* Maintains contact with treasurer to track HSA budget activity.
* Prepare and distribute correspondence to parents/members of HSA as needed
* Sits on the School Advisory Board

**B. Vice President**

* Presides over meetings when President is unable to do so
* Assists President in working with all fundraising events
* Support and Monitor progress of all Event Chairperson(s)
* Maintains HSA Website

**C. Treasurer**

* Create and maintain HSA Budget
* Provide monthly report to HSA Board
* Provide monthly report to Principal. Secretary, and President on outstanding dues
* Manage all income and expenses
* Make bank deposits biweekly
* Coordinate HSA Fees with Business Office and Tuition Management Program

**D. Secretary**

* Record all meeting minutes and send to committee members
* Arrange for parent speakers for the 3 Open HSA meetings
* Assist Treasurer in sending out delinquent HSA dues notice monthly
* Coordinate hospitality for HSA if needed
* Maintain and solicit volunteers as needed

**E. Homeroom Coordinator**

1. Coordinate monthly class-sponsored church coffee hour
2. Responsible for communicating information regarding fundraisers and other school events via email to homeroom parents on an as needed basis.
3. Serve as point of contact for all homeroom parents
4. Solicit and identify Homeroom parents for each class
5. Identify and manage Preschool fundraiser
6. Coordinate and match new families with Parent Ambassador (K-8)
7. Serve as Communications Contact for Church Bulletin Announcements

**F. Staff Representative**

1. Provide consultation and serve as an advisory member to the committee representing the faculty/staff
2. Non-Voting Member

**G. Parent Liaison**

1. Assist in building community and improving communication with the families of St. Joseph Schools
2. Other Duties TBD

**Article VIII - Amendments**

Any member of the Association can propose an amendment of the bylaws; any proposed

Amendment shall be presented to the Secretary, who will submit it to the HSA Executive Board

for approval at the next HSA Executive Board Committee meeting. The proposed amendment must be approved by a majority vote of the HSA Executive Board members present at that meeting (provided they constitute a quorum) to be eligible for submission to and voting by the general membership of the Association. This constitution may be amended at any general membership meeting by a two-thirds vote of the members present, provided such amendments have been presented in writing to the general membership at least thirty days preceding that meeting.

**Article IX – HSA Executive Board**

The HSA Executive Board shall consist of the President the Vice President, the Secretary, the Treasurer, Home Room Coordinator, At-Large Representative, Staff Representative, the School Principal ex officio, and Pastor ex officio. The Board shall have the ultimate responsibility for the business affairs of the Association.

**Article X - Quorum**

Two-thirds of the voting members of the HSA Executive Board is considered to be a quorum.

**Article XI - General Membership Meetings**

The general open HSA membership meetings shall be held a minimum of three

times during the school year.

**Article XII— Dues**

HSA dues shall be determined by the HSA Executive Board and announced at the last open HSA meeting of the school year, prior to be effective in the next academic year beginning July 1. Dues are required of all families attending St. Joseph School.

**Article XIII - Committees**

Committees are important to continue to advance the schools social and fundraising initiatives. The President and Vice-President will be responsible for setting up the committees and chair people at the beginning of each school year.

**Article XIV - Removal from Office**

Any officer may be removed from office by a two-thirds vote of the HSA Executive Board

two-thirds (provided they constitute a quorum). Any committee chairperson may be removed from office by a two-thirds vote of the HSA Executive Board.

**Article XV - Nominations and Elections**

The HSA Executive Board Officers will bring forward all nominations for the HSA Executive Board for the next school year no later than the April HSA Executive Board Meeting. If more than one candidate is nominated for an open office. the candidates shall be presented at the annual general membership meeting. At this meeting, the candidates shall be voted upon and each officer shall be elected by a majority of the votes of the members present.

**Article XVI – Voting**

All action items on the agenda require a majority vote of the voting membership of the Executive Board of the HSA to be binding.

**Article XVII - Financials**

* Should the Treasurer question any disbursements, it shall be brought to the HSA Executive Board for approval. A majority of the HSA Executive Board must approve any disputed disbursements before the Treasurer shall make payment.
* The Treasurer shall provide the Board of Officers periodic financial statements, not less frequently than every three months.
* The Treasurer shall maintain a checking account requiring two signatures the Treasurer, and the School Principal.
* Any checks over $500 shall require the signature of the Treasurer and the School Principal.
* By the September HSA Executive Board Meeting the Board will vote on the proposed Budget for the current school year. The budget will pass with a majority vote of the voting membership of the HSA Executive Board.
* Additional expenses not in the current years’ budget must be brought to the HSA Board for a majority approval.
* The HSA fee must be voted on and approved by a majority vote of the HSA Executive Board prior to the final HSA Open Meeting of the school year.