

BYLAWS of Sacred Heart Home & School Association

ARTICLE I – NAME, DESCRIPTION & PURPOSE

Section 1: NAME – The name of the organization shall be the Home & School Association. The HSA is located at SACRED HEART SCHOOL, 322 W MAPLE ST, LOMBARD, IL 60148-2415.

Section 2: DESCRIPTION – The HSA is a non-profit organization that exists for charitable, educational, and social purposes.

Section 3: PURPOSE – The purpose of the HSA is to work in partnership with school families / parents, and/or legal guardians, to support the Religious, Academic and Athletic programs offered at Sacred Heart. HSA leads the coordination of volunteers and fundraising events throughout the academic year.

ARTICLE II – MEMBERSHIP

HSA is open to all parents, and/or legal guardians, of enrolled students at Sacred Heart School. Please note that parent membership is automatic and there is no fee to join.

ARTICLE III – OFFICERS

The HSA shall maintain an Executive Board which will make any decisions necessary to fulfill the purpose of the HSA. All members of the Executive Board are expected to attend meetings of the Board.

Section 1: EXECUTIVE BOARD – The Executive Board shall consist of the following officers: 2-Co-Presidents, 3-Coordinators, Secretary, Treasurer and School Board Liaison. Officer positions can be shared. The School Principal, or his/her designee, is a voting member of the Executive Board.

Section 2: TERM OF OFFICE – The term of office for all officers begins immediately upon election, and ending upon office election the following school year. In March of the school year, determine if any replacement officers will be needed for the next school year. Each officer shall serve a 1 year term, with the option to renew for an additional year based on the Board needs.

- 1) Co-Presidents
- 2) Coordinators
- 3) Treasurer
- 4) Secretary
- 5) School Board Liaison – A member of the School Board shall serve as a liaison to the HSA, as determined by the School Board and for the designated term.

Section 3: QUALIFICATIONS – Any HSA member, who is current with tuition, may become an officer of the HSA Board.

Section 4: DUTIES –

Executive Board – Develop the HSA’s annual budget, establish and oversee committees to conduct the work of the HSA, establish fundraising programs.

Co-Presidents – Shall be responsible for coordinating the chairperson for school events and programs. Determine compliance with the volunteer requirements established by the School Board and described in the Parent/Student Handbook. Are responsible for preparing monthly meeting agendas and presiding over the monthly meeting. Work with School Principal to set event calendar for next school year, as well as, for conflict resolution of issues.

Coordinators – Oversee Benefit Night Fundraisers, Assemblies and Volunteers. The *Benefit Night Coordinator* lines up a local restaurant each month for a benefit night on behalf of SHS and acts as the restaurant liaison, providing details to families to promote the event. The *Assemblies Coordinator* works with the School Principal to identify the theme of 2 to 3 all school assemblies during the school year. The *Volunteer Coordinator* works with the event Chairperson’s to ensure they have enough parent volunteers to successfully run each event. The Volunteer Coordinator also works with the Rectory to verify each volunteer has met their Volunteer Diocese documentation.

Treasurer – Serve as custodian of the HSA’s finances, collect details of revenue & expenses per event, report financial activity every month, prepare year-end financial report and hold all financial records.

Secretary – Shall prepare monthly meeting agendas (based on Co-Presidents input), minutes of the HSA Board meeting and a monthly, or bi-monthly newsletter for distribution to all school families through the Thursday Folder and/or posting to the school website.

Section 5: BOARD MEETINGS – The Executive Board shall meet the first Tuesday of each month from August – June @ 7pm in the Parish Center Meeting Rooms.

Section 6: EVENTS & PROGRAMS – HSA shall sponsor such events as approved by the Executive Board and shall coordinate volunteers for those events/programs and any other school programs for which parent volunteers are requested. A list of events/programs for the school year shall be presented by the Co-Presidents for approval by the Executive Board at the May meeting of the preceding year.

Section 7: VACANCY – If a vacancy occurs on the Executive Board, the Co-President’s shall appoint an HSA member to fill the vacancy, for the remainder of the officer’s term.

ARTICLE IV – MEETINGS

Section 1: BOARD MEETINGS - Meetings shall be held on a monthly basis during the school year on the first Tuesday at 7pm. The agenda shall include reports by each officer and each chairperson of HSA events which have taken place since the last meeting or that are scheduled to take place in the month after the meeting, and any other items requested by any officer or the principal. Meetings shall be open to all HSA members. Any HSA member may speak at a meeting if they have contacted a Co-President in advance of the meeting and have been added to the agenda for the meeting.

Section 2: VOTING – Each member in attendance at a HSA meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.

Section 3 – QUORUM – Five (5) members of the HSA present and voting constitute quorum for the purpose of voting.

ARTICLE V – FINANCIAL POLICIES

Section 1: BUDGET/TREASURY – HSA shall maintain a proposed and actual budget during each school year. The budget shall be monitored by the Executive Board on a monthly basis during the school year. The purpose of the budget is to ensure that HSA expenses do not exceed HSA income. HSA shall conduct fundraising sufficient to cover the costs of its events/programs. Any excess funds raised by HSA shall be accounted for in the general fundraising line item of the School Budget. By diocesan rule, HSA shall not maintain any account or roll over any funds at the end of the school year.

Section 2: FISCAL YEAR - The fiscal year of the HSA begins July 1 and ends June 30 of the following year.

Section 3: REPORTING - All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly.

Section 3: ENDING BALANCE - The organization shall not leave a balance in the treasury at the end of each fiscal year.

Section 4: CONTRACTS - Contract signing authority is limited to the School Principal or the designee.

ARTICLE VI – BYLAW AMENDMENTS

These bylaws shall be reviewed by the Executive Board every January.

Amendments to the bylaws may be proposed by any HSA member. Amendments presented at a HSA meeting shall be considered for voting at a subsequent meeting.

ARTICLE VII - DISSOLUTION

In the event of dissolution of the HSA, any funds remaining shall be donated to Sacred Heart School.

These bylaws were adopted on February 29, 2016.