

# By-Laws of the St. James/Seton Home and School Association Omaha, Nebraska Revised July 2008

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## **Article I – Name of the Organization**

The name of this organization shall be the St. James/Seton Home and School Association of Omaha, Nebraska; hereafter referred to as “HSA”.

## **Article II – Mission Statement and Functions**

### *Section 1. Mission Statement*

The mission of HSA is to serve as a network of parent volunteers whose purpose is to provide an environment of support and communication between the parents, administration, teachers and students.

### *Section 2. Functions*

The functions of HSA shall be:

- To promote Catholic Christian principles while serving families, faculty and the staff of St. James/Seton.
- To create and nurture a sense of community in our school.
- To facilitate positive communication between the home and the school.
- To encourage voluntary involvement and financial support for school functions.
- To promote fellowship among parents and school staff.

## **Article III – Membership and Voluntary Dues**

### *Section 1. Membership*

Those eligible for membership in the Association shall be all parents and guardians of school students, the faculty and administrative personnel of the school and the Pastor and Associate Pastor(s) of St. James and St. Elizabeth Ann Parish. Except for the Pastor, the Associate Pastor(s), the School Principal and Assistant School Principal, all other members are entitled to vote or to hold office in HSA. All families are members of HSA irrespective of whether they have paid dues or not.

### *Section 2. Voluntary Dues*

Dues shall be set by the Executive Board of HSA and paid by members on an annual basis.

## Article IV – Governance

The Association shall be governed by the Executive Committee.

### *Section 1. Executive Committee*

- A. Membership** The Executive Committee shall be comprised of the President, Vice President, Secretary, Treasurer, and Past President. The term of office shall be one year, with the following exceptions: the President shall become Advisor/Past President, and the Vice President shall become President.
- B. Functions of the Executive Committee** The Executive Committee shall direct and support the functions of the Association. The Executive Committee may receive input from the membership on matters relating to the Association’s Mission Statement and Functions. When information extraneous to the Association’s Mission Statement and Functions is communicated to the Executive Committee from a member, then the member will be encouraged to communicate that information directly to the appropriate person, including a Teacher, Principal, Pastor, or the SJS Total Board of Education.
- C. Meetings** Regular business meetings of the HSA shall be monthly on designated dates from August through May. All monthly HSA meetings shall be open to the membership. Special meetings of the Association may be called at the discretion of the Executive Committee. The Association shall give prior notice to all members of the time, place and purpose of each meeting.
- In the event both the President and Vice President are not able to attend a meeting, the meeting shall be rescheduled.
- D. Removal** A member of the Executive Committee may be removed from the Executive Committee by a majority vote of the members present and voting, provided a quorum (as defined below) is present. The name of the person sought to be removed must be submitted to the Executive Committee members at least three weeks before a vote is taken, and the Pastor, the Principal, and the HSA Executive Committee shall be notified not less than two weeks before the vote is taken.
- E. Vacancies** The Executive Committee shall fill any office or position that may become vacant by appointment. In the case of vacancy in the office of President, the duties of that office shall be assumed by the Vice President. In the case of vacancy in the office of Treasurer, the duties of that office shall be assumed by a person appointed by the President. Such appointment shall be effective until the regular expiration of the term of that office.
- F. Voting** All Executive Committee members will be elected by the Association members. The Executive Committee members are voted upon at a meeting of the Association generally held at the end of the school year.
- No Executive Committee member shall hold the same office for more than two consecutive years.
  - Two members of the school faculty shall serve as appointed members of the Executive Committee and are voting members of the Executive Committee.

- Each Executive Committee member will have one vote
- Ex officio members of the Home and School Executive Committee include the Principal, Assistant Principal, Business Manager of SJS, Pastor of St. James, and Pastor of St. Elizabeth Anne.

**C. Functions** The Executive Committee members shall have full responsibility for the Association's day to day operations and business affairs, including the preparation of the yearly budget, approval of committee appointments, review of the committee activities and reports and other administrative details. Actions taken by the Executive Committee between monthly HSA meetings shall be reported at the next regularly scheduled HSA meeting.

**Subpart 1 President** Duties of the President include, but are not limited to:

- 1) The President reports to the SJS Principal.
- 2) Oversee the entire HSA.
- 3) Appoint chairpersons of committees.
- 4) Supply written report to the SJS Total Board of Education monthly & as requested.
- 5) Oversee fund raising events.
- 6) Preside at meetings of this Association and the Executive Committee.
- 7) Serves as ex-officio member of standing committees.
- 8) Determine committee chairpersons and present to Executive Committee.
- 9) Prepare forms for start of year Home and School packet.
- 10) Prepare agendas for monthly HSA meetings.
- 11) Prepare updates for school newsletter.
- 12) Act as Association representative to the SJS Total Board of Education.

**Subpart 2 Vice President** Duties of the Vice President include, but are not limited to:

- 1) Assist the President in overseeing the HSA.
- 2) Take the lead at meetings of the HSA in the absence of the President.
- 3) Serves as ex-officio member of all standing committees.
- 4) Shall perform such other duties as may be assigned by the President or by the Executive Committee.

**Subpart 3 Secretary** Duties of the Secretary include, but are not limited to:

- 1) Record and maintain minutes of all meetings of the HSA and Executive Committee.
- 2) Prepare and distribute monthly meeting minutes to the SJS principal and HSA President for approval
  - a. Once minutes are approved, distribute to all HSA meeting attendees.
- 3) Prepare and distribute detailed meeting minutes to Executive Committee members.
- 4) Retain all related documents for future reference.
- 5) Notify members of the association meetings.
- 6) Shall perform such other duties as may be assigned by the President or by the Executive Committee.

**Subpart 4 Treasurer** Duties of the Treasurer include, but are not limited to:

- 1) Works with the St. James/Seton Business Manager to prepare the Annual budget
- 2) Work closely with SJS business manager regarding all expenditures approved by HSA.
- 3) Prepare budget together with Executive Committee.
- 4) Maintain list of current Association members.
- 5) Communicate cash reimbursement procedures with committee chairpersons and co-chairpersons.
- 6) Shall perform such other duties as may be assigned by the President or by the Executive Committee.

**Subpart 5 Past President/Advisor** Duties of the Past President/Advisor include, but are not limited to:

- 1) Serve as advisor to the Executive Committee.
- 2) Attend monthly HSA meetings.
- 3) Attend Executive Committee meetings.

**C. Meetings** The Executive Committee meets to approve the annual Budget, typically in August and then as scheduled by the President.

### *Section 3. School Representatives*

**A. Membership** Two representatives from the school will be appointed to Home and School by the Principal.

**B. Functions** Duties of the School Representative include, but are not limited to:

- 1) Attend monthly meetings of the Association.
- 2) Serve as liaison for parents.
- 3) Provide guidance to the Executive Committee on matters affecting the Association as a whole.

## **Article V. - Committees**

### *Section 1. Standing Committees*

Standing Committees shall be formed and the chairperson determined by the President and presented to the Executive Committee. The President shall maintain a list of all current standing committees. Standing committees may be dissolved by the President with the approval of the Executive Committee as the need arises. No committee or committee members shall have the authority to act on behalf of the Association on any matter without the prior approval of the Executive Committee.

All written communication within each committee, including e-mail, should copy the ex-officio member(s) of their committee.

### **Section 2. Special Committees**

Special Committees may be formed at the discretion of the President to provide as needed support for a project or to give studied consideration to a particular topic. The chairperson of any special committee is appointed by the President.

### **Section 3. Committee Chairperson(s)**

The Chairperson(s) shall be determined by the HSA President. He/She/They shall act as coordinators of the assigned Committee. A Committee chairperson automatically vacates her or his position and the unexpired portion of the term by no longer having a child(ren) attend St. James/Seton School, or by resigning to the President.

Committee chairperson(s) and members shall plan and execute events in order to fulfill the purpose of the Committee for which they are assigned. All monetary issues must be coordinated with the President and Vice-President.

### **Section 4. Committee Members**

Members of each committee shall be volunteer members of the Association. The HSA President or Vice President shall serve as an ex-officio member of all committees.

- All communication w/in each committee should copy the ex-officio member of their member (either the President or Vice-president) so that Home and School is aware of all ongoing activities

## **Article VI. – Nominations, Elections, & Vacancies**

**Section 1.** Formal actions of the HSA Association shall be in accordance with the quorum and majority requirements designated in these By-Laws. A majority of the Executive Committee constitutes the quorum necessary for the transaction of Board business. Given a quorum, a simple majority of those present for the meeting is sufficient to carry a motion.

**Section 2.** The President, Vice-President, Secretary and the Treasurer shall be elected by popular vote of the active membership present at the annual HSA Regular Meeting in April. All officers shall hold office for the year following the annual election beginning on July 1<sup>st</sup> of each year and ending on June 31<sup>st</sup> of the following year.

**Section 3.** In February, the President shall appoint a nominating committee. This committee will prepare a slate of nominees for each office and shall submit it to all members of the Association at least thirty (30) days prior to the election. If there is more than one nominee for an office, the voting shall be done by secret ballot. Space shall be provided for write-in candidates on the Official Ballots at the election. The Nominating Committee and the current President shall oversee the counting of the ballots. Voting records shall be kept on file until the following election.

**Section 4.** To be in good standing and remain on the board, each member must attend at least 50% of the scheduled meetings.

**Section 5. Ex-Officio and Proxy Voting**

Ex-officio members of the Executive Committee are non-voting members. Votes by proxy are prohibited.

**Article VII - Amendments**

These By-Laws may be amended at any regular meeting by a two-thirds vote of the Executive Committee members present and voting, provided a quorum is present, and provided notice of the proposed vote has been given at the previous regular business meeting.

**Article VIII - Miscellaneous**

**Section 1. Compensation**

No elected officer shall receive any compensation for services to the HSA but may be reimbursed for actual expenses duly incurred on behalf of HSA's business.

**Section 2. Liability**

The private property of the officers and Executive Committee members of the HSA shall not be subject to the payment of Association debts. Officers and Executive Committee members shall be immune from civil liability to the extent allowed by the laws of the State of Nebraska.