

**St. Paul Catholic School  
Home & School Association  
Bylaws – Amended as of August 25, 2021  
(the “H&S Bylaws”)**

**ARTICLE I – NAME**

The name of this organization shall be St. Paul Catholic School Home & School Association. It shall be referred to as “Home & School” or “H&S.”

**ARTICLE II – MISSION STATEMENT & PURPOSE**

**Section 1. Mission**

The mission of H&S is to assist the pastor, Principal, faculty and staff of St. Paul Catholic School (the “School”) in organizing, implementing, and facilitating voluntarism of School parents at fundraising, social, and outreach events in our parish faith family.

H&S will be an action-oriented organization, creating a Christian family atmosphere as part of the School community by stressing the three F’s – faith, family, and foundation – to create a proactive and positive place where students, faculty, and families will come together in our ministries to serve Jesus Christ. H&S is consultative in nature and function.

**Section 2. Purpose**

The purpose of H&S is to:

- Encourage and strengthen within a Catholic community, positive relations and support among parents, students, faculty, and School administration
- Organize and execute activities that foster fellowship, community, and faith
- Promote open communication to connect and engage parents, teachers, faculty, and School administration
- Coordinate fundraising activities to help provide financial support for the school
- Assist in the operation of the School as needed through volunteer activities

**ARTICLE III – AUTHORITY**

H&S shall function under the authority delegated to it by the Principal. The Principal is responsible for providing leadership in the form of recommendations and the decision-making process. H&S does not adopt administrative regulations and policies and is not to involve itself in the administration of the School. The Principal and pastor shall have final authority in policy matters. The Principal is the sole party with authority to sign contracts on behalf of H&S, unless the Principal specifically delegates that authority to another party for a specific purpose.

## **ARTICLE IV – DUTIES, RESPONSIBILITIES AND POLICIES**

H&S:

- Is supportive of the administrative procedures that have been developed by the Principal
- Represents all parents and guardians of students at the School
- Assists the Principal, faculty, and staff by providing and coordinating volunteer services that will develop the moral, intellectual, and physical life of students
- Promotes School fundraisers
- Coordinates activities with the Principal, faculty, and other school organizations
- Maintains confidentiality of all sensitive matters that come before the organization

## **ARTICLE V – H&S MEMBERSHIP**

### **Section 1. Membership**

The general membership of H&S shall consist of School parents and guardians, Principal, faculty, and staff who will benefit the greater good of the School.

### **Section 2. Membership Requirements**

In lieu of financial dues, each school calendar year, members are expected to complete a specified amount of hours of parent energy (“HOPE”) by participating in H&S activities. At the start of each school calendar year, H&S will provide a listing of volunteer opportunities to earn HOPE hours and a reminder of annual volunteer requirements. There are no annual dues paid to be a member of H&S.

## **ARTICLE VI – OFFICER SELECTION AND INSTALLATION**

### **Section 1. The Executive Board**

- I. Members: Members of the Executive Board (the “Board”) shall consist of seven core officers and “ex-officio” members. The core officers of H&S consist of: President, Vice President/President-Elect, Secretary, Treasurer, Fundraising Director, School Life & Communications Director, and Event Hospitality & Social Director. Appointed officers may include any officer title as to support an effort as defined by the Board. Ex-officio members will include titled Past-President and School Principal.

Voting: The Board is responsible for the day-to-day management of H&S. Each member in good standing has full voting rights for all H&S business decisions. All decisions will be determined by a simple majority. In the event that a Board member holds multiple positions, only one vote per person may be counted.

### **Section 2. Eligibility, Nominations, Selections and Installation**

- I. Eligibility: In February of each school calendar year, appointed officers will be notified of open Board positions. Officers are welcome to self-nominate for current open or upcoming school calendar Board positions. In March, an announcement shall be

published in the School newsletter about any unfilled positions on the Board. Members of the Board shall prepare a slate of prospective H&S members for vacant positions.

Only H&S members who meet the following criteria will be eligible:

- Has met all financial obligations of the School
- Has shown interest in the activities of the School/parish
- Has been cooperative with School administration, staff, and other parents
- Is supportive of and represents the Catholic identity of the School
- Is able to fulfill terms of office commitment

Prospective nominees are eligible for the office of Vice President and President only if they have previously served on the Board for at least one term, or have other previous experience on H&S committees and have the approval of the School Principal and H&S Nominating Committee to hold the office. Faculty and staff are not eligible to hold office. Board members shall not be members of the same household. Except in extenuating circumstances, candidates for the office of President must have served as Vice President for at least a full term. Candidates for the office of Treasurer must have some previous financial or bookkeeping training, education, or experience.

- II. Nominations: The nominating committee of H&S (the “Nominating Committee”) shall consist of the Principal, current President, current Vice President, and the most recent Past-President. If one of these persons is unable to serve in this capacity, the Principal has authority to appoint an additional person to the Nominating Committee. The Nominating Committee shall consider interested nominees and select a candidate for each available H&S office. If more than one person is interested in serving in the same office, the Nominating Committee shall discuss and vote on its recommendation or in the event of a split decision, may bring the matter for vote before the Board. The Nominating Committee will present a recommended slate of officers at the H&S Board meeting held in April of the school calendar year.
- III. Selection and Installation of Officers: The Nominating Committee’s proposed slate of officers will be introduced at the H&S Board meeting in April of the school calendar year. The Board shall vote on the proposed slate of officers presented by the Nominating Committee. The new officers will learn their responsibilities and assume their official duties on July 1 of the year elected. Retiring officers shall leave office on June 30.

### **Section 3. Terms of Office**

The term for all officers shall be one school calendar year. Officers, with the exception of President, may hold the same office, if elected, for two consecutive terms. The President will serve a two-year progressive term and assume the role as Past-President in the subsequent year. The Vice President/President-Elect is expected to be a three-year commitment. Fundraising Director, School Life & Communications Director and Event Hospitality & Social Director will operate, when possible, on a rotation, such that at least one officer is serving in his/her second year and a second officer is serving in his/her first year. All officers may serve in

only one office at a time, with the exception of Vice President, who may serve simultaneously in an office that has multiple persons in the same position on the Board. No officer shall be eligible for the same office for more than two consecutive terms, unless there is an exception and vote by the Board.

#### **Section 4. Removal or Vacancy**

The Board may remove from office by majority vote any officer of the Board for failing to attend two or more Board meetings without prior notice and/or providing a written update to the Board on his/her area of responsibility or for violating school policy, school rules, or Diocesan guidelines. A vacancy in any office, because of death, resignation, removal, disqualification or otherwise, may be filled for the remaining portion of the term by majority vote of the officers present at the designated Board meeting; except in the office of President, which shall be filled by the Vice President. A vacancy that is filled prior to December 31 of the term shall constitute a full term. Any vacancy that is filled after January 1 of the year shall not constitute a full term.

### **ARTICLE VII – OFFICER DUTIES**

It is the responsibility of officers to fulfill their duties as described herein.

#### **Section 1. President**

The President works in conjunction with the Principal to further the objectives of H&S. The President shall:

- a. schedule and preside at all H&S meetings
- b. prepare agendas for H&S Board meetings and H&S general meetings based upon communication with the Principal and Board officers
- c. act as Chair of the Executive Board, be a member of all H&S committees, and speak on behalf of H&S
- d. appoint chairpersons of special committees with the approval of the Board
- e. oversee the function and performance of all Board members
- f. maintain open communication with the Principal and School Advisory Council
- g. at the end of the term, assist the Vice President/President-Elect with transition to office of President
- h. assume the office of Past-President the following school calendar year after service as President
- i. maintain and update role-specific procedures as necessary for successor

#### **Section 2. Vice President/President-Elect**

The Vice President/President-Elect (the “Vice President”) shall:

- a. serve as an aide to the President and perform all duties in his/her absence
- b. approve general H&S meeting minutes for school-wide publication
- c. perform tasks as assigned by the President
- d. assume the office of President for the remaining term if the office becomes vacant
- e. assume the office of President the following school calendar year after serving as Vice President/President-Elect

- f. maintain and update role-specific procedures as necessary for successor

### **Section 3. Secretary**

The Secretary shall:

- a. record the attendance and minutes of all H&S Board and general meetings and submit copies to members of the Board, the Principal and the School Advisory Council within five days after the meeting
- b. prepare and disseminate correspondence and communication from H&S including notice of all meetings
- c. keep permanent and readily-available records of meeting minutes, meeting agendas, bylaws, H&S forms, and any other H&S documents
- d. frequently monitor physical H&S mailbox
- e. in the absence of the President and Vice President, preside over H&S meetings
- f. maintain and update role-specific procedures and files for successor

### **Section 4. Treasurer**

The Treasurer shall:

- a. keep accurate and permanent records of all deposits and expenditures of H&S
- b. receive all funds for H&S
- c. make only such payments as are authorized by approved individuals (i.e., Principal, Monsignor or via Board approval)
- d. coordinate with the Fundraising Director to reconcile all monies collected from fundraising activities
- e. prepare and present an up-to-date financial report at each Executive Board meeting and all H&S general meetings
- f. maintain and provide upon request updated expense reimbursement or “check request” forms for all H&S-related expenses, and approve such expenditures for reimbursement
- g. work with the President to establish a proposed H&S budget for the school calendar year before the first meeting of the year is held
- h. prepare a year-end financial statement, including comparisons to approved budget
- i. adhere to the policies and procedures described in the Treasurer’s binder
- j. maintain and update role-specific procedures and files for successor

### **Section 5. Fundraising Director**

The Fundraising Director shall:

- a. recruit and appoint committee chairs on fundraising committees
- b. organize, oversee, and provide assistance to fundraising committees and efforts
- c. attend fundraising committee meetings
- d. ensure fundraising budgets are created and expenses are within budget
- e. be responsible and accountable for all monies raised
- f. coordinate with the Treasurer to reconcile all monies collected from fundraising activities
- g. act as a liaison between the Board and committee chairpersons and provide committee updates at Board meetings

- h. maintain and update role-specific procedures and files for successor

### **Section 6. School Life & Communications Director**

The School Life & Communications Director shall:

- a. recruit and appoint committee chairs on School Life committees
- b. organize, oversee, and provide assistance to School Life committees and efforts
- c. attend School Life committee meetings
- d. ensure School Life budgets are created and expenses are within budget
- e. review and approve Class Liaison Orientation packet and New Family Orientation packet
- f. coordinate, manage and approve H&S communications
- g. act as a liaison between the Board and committee chairpersons and provide committee updates at Board meetings
- h. maintain and update role-specific procedures and files for successor

### **Section 7. Event Hospitality & Social Director**

The Event Hospitality & Social Director shall:

- a. recruit and appoint committee chairs on event hospitality & social committees
- b. organize, oversee, and provide assistance to event hospitality & social committees and non-fundraising efforts
- c. attend event hospitality & social meetings
- d. ensure event hospitality & social budgets are created and expenses are within budget
- e. act as a liaison between the Board and committee chairpersons and provide committee updates at Board meetings
- f. maintain and update role-specific procedures and files for successor

### **Section 8. Appointed Officers**

In addition to the enumerated duties for each specific Officer position, all Officers are required to:

- a. attend or volunteer at school events throughout the school calendar year, unless extenuating circumstances exist and advance notice is given to the President;
- b. attend a minimum of six monthly H&S Board meetings, including at least two meetings in each trimester of the school calendar year, and when unable to attend, submit an oral or written report of any recent H&S business to the President;
- c. report on assigned activities and committee chairperson updates
- d. stay informed of ongoing School and H&S business by reading School and H&S communications in their entirety (i.e., newsletters, emails, etc.); and
- e. read and comply with these H&S Bylaws and the [Diocese of St. Petersburg Catholic School Code of Conduct](#), attached as Appendix A

## **ARTICLE VIII – MEETINGS AND QUORUM**

### **Section 1. General Meetings**

General meetings are open to the school community, unless otherwise ordered by the Board or School Principal. H&S meeting dates and locations are set by the Board, in consultation with the Principal. Each academic trimester, one general H&S meeting shall be held to provide a general report on H&S activities to the general membership in attendance. The date, time, and place shall be announced publicly (i.e., via the school newsletter, website, email) at least one week in advance of each meeting. H&S members desiring an item be included on the agenda shall notify the President in writing at least five days prior to any general meeting. General meetings shall be conducted within a two-hour time limit.

### **Section 2. Board Meetings**

Board meetings shall be held monthly during the school calendar year to conduct business of the organization. Additional Board meetings may be held at the discretion of the President for special purposes. Minutes of the previous meeting and the agenda for the next scheduled meeting should be submitted to all Board members at least five days before the meeting. Items for the agenda should be submitted to the President at least ten days before the meeting. Board meetings shall be conducted within a one-hour time limit.

### **Section 3. Quorum**

For all H&S meetings in which business is conducted, the President or Vice President must attend and preside, along with a quorum of the Board. A quorum shall consist of a simple majority of the H&S Executive Board. The H&S Secretary shall act as Secretary of all meetings of the Board, but in the absence of the Secretary, the presiding Officer may appoint any person to act as Secretary of the meeting.

### **Section 4. Meetings with Committee Chairpersons**

The Board shall meet with the committee chairpersons within the first 30 days of the school calendar year to ensure roles and responsibilities are clearly defined. The Board shall meet with the committee chairpersons twice during the school calendar year, or as deemed necessary by the President, in consultation with the Board, but no less than once per school calendar year.

### **Section 5. Robert's Rules of Order**

All meetings and business of the H&S Board shall be conducted according to Robert's Rules of Order, when not inconsistent with the Bylaws. H&S will adhere to all Diocesan rules and regulations.

## **ARTICLE IX – COMMITTEES**

### **Section 1. Purpose and Composition**

All H&S committees are coordinated through the H&S Board or in consultation with the Principal and are formed for the primary purpose of supporting projects or activities that

benefit the School or a School-sponsored community service. A committee shall be made of parent volunteers and led by at least one committee chairperson.

### **Section 2. Standing Committees**

The H&S Board may, by resolution, provide for such other committees as it deems advisable and may discontinue the same at its discretion. Each committee shall have such powers and shall perform such duties as may be assigned to it by the H&S Board and shall be appointed and vacancies filled in the manner determined by the H&S Board. In the absence of other direction, the President shall appoint all committees with the approval of the Principal.

The Standing Committees of the H&S are the Nominating Committee, Fundraising Committee, School Life & Communications Committee and Event Hospitality & Social Committee. Each of these, with the exception of the Nominating Committee, is chaired by a member of the Board.

### **Section 3. Committee Chairpersons**

Committee Chairpersons shall be appointed among School-approved volunteers. The Chairperson of each Committee shall prepare and provide reports to their respective H&S Board Officer to be presented at H&S Board meetings, and provide additional oral or written reports as requested by the H&S President. Committee chairpersons shall read the [Diocese of St. Petersburg Catholic School Code of Conduct](#) attached as Appendix A and shall abide by all standing H&S rules, procedures, and Bylaws, where applicable. Committee chairpersons shall serve a term of two years or until their successors are elected or appointed. Committee chairpersons may serve for two consecutive terms on the same committee.

## **ARTICLE X – PRESENTATION AND AMENDMENTS OF THE H&S BYLAWS**

### **Section 1. Presentation**

The Bylaws shall be distributed to Board members for review at the beginning of each school calendar year. Bylaws may be amended, supplemented, suspended or repealed, in whole or in part, at any Board meeting by a two-thirds (2/3) majority of the Board present and entitled to vote, provided such amendments have been presented in writing and approved by the Principal. The Bylaws may be amended no more often than once every year with the exception of required Diocesan changes or changes in School policy. A copy of the Bylaws is available from the H&S Secretary upon request.

### **Section 2. Amendments**

Amendments must be presented to H&S President in writing at least two weeks prior to a meeting of the Board for discussion. After consultation and approval by the Principal, a vote may be taken at a subsequent meeting of the Board.



## **ARTICLE XI – FINANCIAL ACTIVITIES**

### **Section 1. Conflict of Interest**

A H&S Board member who has any personal or financial conflict of interest in any matter affecting the H&S or School shall fully disclose such interest to the Board and shall not participate in any discussion or vote on the matter. Should the existence of a conflict be disputed, the decision of the majority of the Board as to the existence of a conflict shall govern.

### **Section 2. School Financial Decisions**

The pastor and Principal shall have the responsibility for all budgetary and financial decisions affecting the School, tuition charges, and salaries, and may not delegate such responsibilities.

### **Section 3. Financial Recordkeeping**

The H&S Treasurer will be responsible for keeping a record of all income and expenses related to H&S events.

### **Section 4. Annual Budget Proposal**

The Treasurer, based upon information provided by the President, Past-President and Principal, shall provide a proposed budget to the Board at the beginning of the school calendar year for the incoming school calendar year. The Board shall vote on acceptance and significant amendments to the proposed budget.

### **Section 5. H&S Expenses**

- I. Organization expenses: The Board shall approve all expenses of the organization.
- II. Officer/chairperson expenses: Each officer or chairperson is responsible for establishing an annual budget for assigned areas of responsibility, monitoring the expenditures, if any, of its office or committee, filling out all reimbursement or check request forms for said expenditures, and ensuring reimbursement requests are reasonable and appropriate. Such expenditures shall be consistent with the H&S's proposed budget, and any exceptions require approval from the President or Treasurer.

### **Section 6. Expense Reimbursement**

Each officer or chairperson is responsible for ensuring that all reimbursement or check requests and deposits are submitted to the H&S Treasurer in a timely manner, consistent with the H&S's current financial procedures. Forms and instructions for check requests and deposit procedures will be provided by the Treasurer at the beginning of each school calendar year and are available upon request from the Treasurer. The pastor's signature shall be required on each check. The Treasurer will present all checks to the pastor for his signature.

### **Section 7. Execution of Contracts or Obligations**

All leases, contracts, drafts, and other obligations made or accepted by H&S shall be signed by solely by the Principal or by the President with approval from the Board.

### **Section 8. H&S Contributions**

On an annual basis, H&S shall disburse \$45,000 from net profits to support the School's budget. This amount will be paid out in January. Other contributions shall align with the purpose of the H&S Association. The Board shall approve all H&S contributions.

### **ARTICLE XII – STANDING RULES**

The Board, with the advice and approval of the Principal and the approval of a majority of the Board, may adopt standing rules and procedures consistent with its needs to ensure the efficient operation of H&S.

### **ARTICLE XIII – DIOCESE OF ST. PETERSBURG AFFILIATION**

A parent organization associated with a Diocesan school should comply with these general norms:

- It will have no legal status apart from the school, and therefore, will not be separately incorporated;
- It will function in accordance with by-laws that comply with all current provisions of Diocesan and local policy governing the structure and operation of such an organization;
- Recommendations and actions of the organization are subject to the Diocesan school regulations and policies as established by the Diocese, and executed by the Department of Catholic Schools;
- The H&S Association is accountable to the Principal

**APPENDIX I  
CODE OF CONDUCT**

Per the Diocese of St. Petersburg, parents/guardians/caregivers, when signing off on accepting the school's policies in the Enrollment Application Form, and by the act of accepting enrollment at a Diocese of St. Petersburg Catholic School, accept the Code of Conduct in its entirety.

<http://www.ccchs.org/wp-content/uploads/OCSC Parent Code of Conduct-Final-3.pdf>