



**ST. SEBASTIAN PARISH SCHOOL  
HOME AND SCHOOL ASSOCIATION BY-LAWS  
REVISED MAY 2018**

**Article I - Name**

The organization shall be named St. Sebastian Home and School Association, herein referred to as "HASA".

**Article II - Mission Statement**

HASA, guided by our Catholic faith and traditions, supports the mission of St. Sebastian Parish School by fostering communication, building community, and enhancing the educational experiences of the students.

**Article III - Policies**

Section 1. HASA shall operate for charitable, educational, nonpartisan and non-commercial purposes and shall not discriminate based on age, sex, creed, or national origin. It may engage in the raising and contributing of funds only if the same are used for the maintenance of HASA or for the welfare of St. Sebastian Parish School or the students thereof. It shall enter into projects pertaining to the school only after approval of the Pastor in consultation with the Principal.

Section 2. The policies of HASA shall be consistent with the teachings of the Catholic Church and the philosophy and policies of the school.

Section 3. The policies of HASA are established to maintain a tax-exempt status as defined by Section 501(c)(3) of the Internal Revenue Code.

**Article IV - Fiscal Year**

The fiscal year of HASA shall begin on July 1<sup>st</sup> and end on the following June 30<sup>th</sup>.

**Article V - Membership & Dues**

Section 1. **Membership.** Any parent or guardian of a student of St. Sebastian Parish School is eligible for membership upon payment of current dues and of good standing.

Section 2. **Dues.** Each member shall pay annual membership dues to HASA, as established at the last HASA meeting of each school year for the next school year. Only members in good standing (who have paid their annual dues, if any, for the current Fiscal Year) shall be eligible to vote or serve on the Executive Board. Dues paid shall secure membership through the current fiscal year of

HASA, which shall end on June 30<sup>th</sup>. Membership dues will be waived for all members of the teaching staff of St. Sebastian and may be waived for any prospective member based on need.

Section 3. **Voting.** Each family shall have one (1) vote if present at any meeting. Voting may take place by voice, or upon request by written ballot.

#### **Article VI – Executive Board**

Section 1. **Officers.** The officers HASA shall be as follows: The President, Vice-President, Treasurer, Secretary, Teacher Representative and two (2) non-voting officers, The Pastor of the Parish and The Principal of the Parish School.

Section 2. **Eligibility.** Only members in good standing (those who have paid their annual dues and whose children attend the School) shall be eligible to serve in any officer position.

Section 3. **Nominations.** The officers, with the exception of the Pastor and the Principal, shall be nominated by a Nominating Committee or if an individual expresses interest by the Executive Board.

Section 4 **Election.** The Nominating Committee shall present a slate of consisting of one (1) candidate for each open office at the monthly meeting in May. With the exception of the Teacher Representative, the election of each voting member by office shall be held during the month of May or at a special meeting called for that purpose. The election, by office, shall be by ballot or a plurality of all votes cast for each voting member by office shall determine a choice.

Section 5. **Term of Service.** The term of each voting member shall be for a period of one (1) year or until such time as a successor is duly elected. The term shall commence at the beginning of the subsequent fiscal year.

Section 6. In the event HASA fails to fill all officer positions at the General Member Meeting in May, the incumbent of the expiring term may remain for one (1) additional school year or until an election of a new officer at any General Member Meeting. The incumbent may not remain in an officer position for more than two (2) consecutive years.

Section 7. All officers must act in the best interest of HASA and for the good of St. Sebastian Parish School and Parish.

Section 8. No officer shall be compensated by HASA for his or her service.

Section 9. Each officer is expected to serve on a minimum of one (1) HASA committee.

Section 10. No officer shall secure any contract in the name of HASA for expenditure in an amount in excess of \$1,000 without first consulting with the Board, the Principal and the Pastor.

Section 11. **Removal from Office.** Any officer can be removed from office by two-thirds (2/3) vote at a General Member Meeting. Advance notice of the vote shall be given to HASA members and officers at least one (1) week prior to the meeting, and such notice shall include the reason for such removal proceedings.

#### **Article VII – Executive Board Duties:**

Section 1. The Executive Board shall:  
A) meet to conduct necessary business in preparation for all HASA funded events.

- B) have the responsibility for the general supervision of the affairs of HASA.
- C) promulgate rules and regulations for the governance of HASA and members thereof.
- D) create Executive Committees and delegate thereto any and all of the authority and duties of the Executive Board, and may appoint the Chairpersons or Co-Chairpersons of all committees.

Section 2. Each Executive Board member, with the exception of the Pastor and the Principal, has one (1) vote for a total of five (5) deciding votes. In order to avoid a conflict of interest, the Teacher Representative (or teacher serving in another officer position) shall refrain from voting on any matter in which they may directly benefit from the outcome of the vote. Voting can be done by voice, ballot or through email. The Pastor and the Principal are non-voting Board members.

### **Article VIII – Officer Duties:**

Section 1. **President.** The President shall:

- A) attend and preside at all General Membership Meetings and all Executive Board meetings.
- B) speak for and on behalf of HASA subject to the approval of the Executive Board.
- C) represent HASA at the St. Sebastian Parish Finance Council meetings.
- D) make all committee appointments with the help of the Vice-President, and shall be an ex-officio member of all committees.

Section 2. **Vice-President.** The Vice-President shall:

- A) attend all General Membership Meetings and all Executive Board meetings.
- B) perform other duties as from time to time may be assigned by the President or the Executive Board.
- C) maintain records from the planning of an event hosted by HASA. These records shall be made available upon request to any Committee Chair planning a similar event and turned over to the next Vice-President.
- D) perform the duties of the President in the absence of the President or in the event of the President’s inability or refusal to fulfill his or her responsibilities.

Section 3. **Secretary.** The Secretary shall:

- A) attend all General Membership Meetings and all Executive Board meetings.
- B) record and preserve minutes of the proceedings of all such meetings.
- C) keep all the other official books of HASA, including but not limited to:
  - 1) Membership contact information
  - 2) Meeting dates
  - 3) Chairpersons of all committees or events
  - 4) Newsletters
  - 5) Forms
  - 6) Contracts
  - 7) Policies and Procedures or Guidelines
- D) act as the liaison between HASA and the School newsletter to keep them appraise of HASA’s activities.
- E) prepare each meeting’s agenda with the President.
- F) announce HASA meetings to the school population at least 1 week in advance of each meeting.

Section 4. **Treasurer.** The Treasurer shall:

- A) attend all General Membership Meetings and all Executive Board meetings.
- B) have custody of all HASA funds and securities.

- C) keep books belonging to HASA, full and accurate accounts of all receipts and disbursements.
- D) maintain up-to-date accurate financial records of HASA.
- E) receive all funds of HASA including but not limited to donations, dues, ad fundraising sales and contributions.
- F) provide a written and oral financial report of the receipts and expenditures at each General Membership and Executive Board meeting, and upon request of the Pastor and the Principal.
- G) perform the complete and timely filing of all required financial reports and information, if any, and maintain accurate records of such.
- H) submit a current financial report to the members and publish said report in the current school newsletter or on the school communication system accessible by the members.

Section 5. **Teacher Representative.** The Teacher Representative shall:

- A) attend all General Membership Meetings and all Executive Board meetings.
- B) be responsible for advising the Executive Board and the membership on the status of the needs and requests of the St. Sebastian Parish School faculty and staff and in turn communicate back information from the Executive Board and the membership to the faculty and staff.
- C) be elected by the faculty members of the St. Sebastian Parish School or appointed by the Principal.

Section 6. All members shall perform other duties as may be assigned by the President or the Executive Board.

## **Article IX – Meetings**

Section 1. **Executive Board Meetings.** Executive Board meetings will be held prior to the start of school and in alternate months prior to the General Member Meetings, or as necessary to address HASA business. All Executive Board meetings shall be called by the President, by the Vice-President or by a majority of the Executive Board. The Executive Board will be notified at least three (3) days in advance of the date, time and place of the meeting.

Section 2. **General Member Meetings.** General Member Meetings will be held in September, November, January, March and May. General Member Meetings are open to all members in good standing, and will consist of Executive Board reports and open discussion. All meetings are subject to the school calendar.

Section 3. **Quorum.** The number of persons who gather for any meeting for which there has been proper notification shall constitute a quorum.

## **Article X – Funds**

Section 1. **Purpose for which Funds may be used.** HASA funds shall be used for programs, events and items, approved by the Executive Board, the Principal and the Pastor, that directly benefit the students, their families and the staff of the School.

Section 2. **Accounts and Procedures.** The Parish Office of the Treasurer generates all payments and reimbursements from the HASA account through the St. Sebastian accountant. All forms are available at the School office.

- A) Payments: In order to receive payment or reimbursement of expenses, a Check Request Form must be completed and accompanied by the corresponding invoice(s) or receipt(s).

The Form must be approved and signed by the HASA Treasurer and, where required, by the Principal. Once the request(s) is/are approved it will be sent to the St. Sebastian accountant. A check will be mailed to the person requesting payment or reimbursement.

- B) Deposits: The Treasurer will complete a Deposit Form and attach the corresponding check(s) or money order(s). The Treasurer will retain a complete copy for HASA records and record the deposit in the HASA ledger. The Treasurer will submit the deposit to the School office or St. Sebastian accountant for bank deposit.
- C) A monthly statement of HASA bank account activity will be sent to the HASA Treasurer electronically by the St. Sebastian accountant. The HASA Treasurer is responsible for reconciling all payments and deposits, and reporting the information to the HASA Executive Board and membership.

Section 3. **Income.** All funds raised for HASA must be documented and submitted to the Treasurer within ten (10) days of receipt. All funds received by the Treasurer must be submitted to the St. Sebastian accountant for deposit

within four (4) days of receipt by the Treasurer. Separate deposit receipts shall be maintained for funds received from each fundraising event.

Section 4. **Expenses.** Reimbursements for all expenses shall be made only after receipts for expenditures have been audited, documented and approved by the Treasurer. Reimbursement requests should be submitted to the Treasurer within thirty (30) days of the incurred expense or three (3) weeks prior to the end of the fiscal year, whichever comes first. Any cash advance to cover expenses for a purchase must be documented in detail. Receipts documenting the expense or purchase and all unused funds must be submitted to the Treasurer within thirty (30) days of the expense or purchase.

Section 5. **HASA Youth Christian Service Scholarships.** HASA awards two (2) \$1,000 HASA Youth Christian Service Scholarships, one (1) for a young man graduating from the 8<sup>th</sup> grade and one (1) for a young woman graduating from the 8<sup>th</sup> grade. The scholarships recognize and reward community service and volunteerism during the student's time at St. Sebastian Parish School and is to be used to further their Catholic education at one of our area Catholic high schools.

Each Executive Board member, the Principal, and the Director of Religious Education and Youth Ministry will review the scholarship applications and will have one (1) vote for a total of seven (7) deciding votes. In order to avoid a conflict of interest, any of the above persons that has a family member applying for one of the scholarships shall recuse themselves from reviewing or voting.

Section 6. **Non-Budgeted Requests.** Monetary requests for non-budgeted items may be submitted to HASA at a monthly HASA meeting and may be voted on by the Executive Board.

Section 7. **Reporting.** An updated financial report shall be made available in printed form to each HASA member at the General Meetings and to the Executive Board, the Pastor and the Principal at every monthly meeting.

## **Article XI - Grade Representatives**

Each grade will have a parent Grade Representative. The President, with the help of the Executive Board, will assign each representative. The Representative acts as a liaison between HASA and the parents, teachers and students of each grade. The Representative will also update the Board on how each grade's assigned event is proceeding.

## **Article XII – Committees and Events**

Section 1. The Executive Board shall select Chairpersons of committees or events.

Section 2. The Chairperson of each committee or event shall keep a written record of the activities of the committee in a manner to allow these records to be passed along to the future Chairs. These records shall be turned over to the Secretary who will maintain a comprehensive file of all events planned by HASA and to make them available to the future Chairs.

Section 3. Chairpersons may solicit and appoint additional members to serve on their respective committees as necessary.

Section 4. Chairpersons have to attend the General Member Meetings and the Executive Board meetings that directly involve that particular committee's upcoming event.

Section 5. No Committee Chairperson shall secure any contracts in the name of HASA before consultation with the Executive Board. Any such purchases must be made within the budgetary restrictions.

Section 6. Event assignments are as follows:

Kindergarten	8 <sup>th</sup> Grade Graduation After Party
1 <sup>st</sup> Grade	Walk-a-Thon
2 <sup>nd</sup> Grade	Father/Daughter Dance
3 <sup>rd</sup> Grade	Monster Mash - Mother/Son Event
4 <sup>th</sup> Grade	Walk-a-Thon
5 <sup>th</sup> Grade	Father/Daughter Dance
6 <sup>th</sup> Grade	Walk-a-Thon
7 <sup>th</sup> Grade	Walk-a-Thon
8 <sup>th</sup> Grade	Walk-a-Thon

## **Article XIII – Parliamentary Authority**

Section 1. The rules contained in Robert's Rules of Order shall govern HASA in all cases in which they are applicable and in which they do not conflict with these By-Laws. A copy of these Rules shall be kept by the Secretary either in hard-copy form or available electronically, and be available at each meeting.

Section 2. **By-Laws Committee.** A special committee may be appointed by the Executive Board as necessary to submit a revised set of By-Laws to be approved by majority vote at a General Member Meeting. The Executive Board may also propose revisions as necessary to further the business of HASA.

Section 3. **By-Laws Amendments.** These By-Laws may be amended upon satisfaction of the following conditions:

- 1) A copy of the proposed revision(s) is submitted to every Executive Board Member.
- 2) A quorum is met at the General Member Meeting and the revision requests are approved by a majority vote of the members present.

All approved amendments shall become effective immediately and recorded by the Secretary.

#### **Article XIV – Dissolution**

Section 1. HASA may be dissolved, upon consultation with the Pastor and the Principal, provided prior notice is given to the members, a vote is taken at the next scheduled General Member Meeting (a quorum must be met) and the request is approved by a majority vote of those present.

Section2. Upon a vote to dissolve HASA, the remaining funds shall first be used to pay any outstanding HASA debts and then shall be distributed as determined by the Parish Finance Council.