

**MISHAWAKA CATHOLIC SCHOOL**  
**MISHAWAKA, INDIANA**  
**HOME AND SCHOOL ASSOCIATION (HASA)**  
**BYLAWS**  
**REVISED March 2011**

**PURPOSE**

The name of the organization shall be the Mishawaka Catholic Home and School Association (HASA).

The main purpose of HASA is to be a support system for the school faculty, staff and school families. In order to facilitate understanding of school policy and practices, HASA shall be the forum in which such information is communicated, discussed, and shared with the executive board. The primary goal of HASA is to support the educational needs of the classrooms, along with any other needs of the school that may be deemed appropriate by the executive board and its members.

**ARTICLE I-OFFICERS**

*Section 1-President*

The President shall preside at the meetings of this association and its executive board, appoint the chairpersons of the committees with the approval of the executive board, approve requisitions for the payment of bills by the treasurer and perform such duties as are incumbent on this office. The President is an ex officio member of all committees except the nominating committee. The President shall also be a voting member of the school board. The President will serve one year consecutively after serving one year as Vice President. The office of President is attained after serving as vice president one year. The president's term is one year.

*Section 2-Vice President*

The Vice President, in the absence of the President, shall perform all the duties of the President and such duties as are assigned to this office. The Vice President shall be elected to a two-year term with the option of re-election to a maximum of two terms. The Vice President will serve as Vice President the first year of the term and the second year of the term will be serve as President. If elected to a second term, it will be in the office of President.

*Section 3-Secretary*

The Secretary shall keep minutes of all association meetings and meetings of the executive board, handle any correspondence and distribute to the appropriate parties, and discharge such duties that are incumbent up on this office. The Secretary shall be elected to a two-year term with the option of re-election to a maximum of two terms.

#### Section 4- General Treasurer

The General Treasurer shall receive all assessments and other monies of this association and its committees, shall keep an accurate account of same, and shall pay bills only upon approval of the President. The association Treasurer shall be elected to a term of two years with the option of reelection to a maximum of two terms.

#### Section 4—Building Representatives

There shall be a representative from each campus who will serve as a member of the HASA board. The duties shall include acting as a liaison between the faculty/staff and the board, working as the point person for events at their respective campus, facilitating communication between the parents and HASA, submitting items of interest for a monthly newsletter, and any other tasks requested by the President, Vice President, Secretary, or Treasurer.

#### Section 6-Installation of Officers

The elected officers shall be installed at the final annual meeting of the school year. The President, Vice President, and Secretary will take office on July 1. The General Treasurer will take office on August 1.

#### Section 7- Term Limits

No elected officer shall serve more than two successive terms in the same office (four years) at a time.

### **ARTICLE II-MEMBERSHIP AND FEES**

Membership shall consist of parents and guardians of the students of Mishawaka Catholic School and members of the faculty. The assessment collected at the beginning of the school year and other designated dates shall constitute membership fees. Faculty is ex officio members

### **ARTICLE III-EXECUTIVE BOARD**

The executive board shall consist of the president, vice president, secretary, general treasurer, the building representatives, the pastor ex officio, the school principal ex officio and a teacher representative ex officio (to be selected by the teachers for a one year term). Teacher representatives from each campus shall be selected at the May annual meeting to begin the new term on August 1. These persons shall have full responsibility of the associations' business affairs, including the approval of committee appointments, review of their reports, consideration of suggestions concerning school policies, budget, and other administrative details. This board shall hold at least two meetings per year. The June board meeting shall consist of both incoming and outgoing officers. The August board meeting, at which the budget is set, shall consist of all officers currently serving terms, ex officio members, and outgoing officers in an advisory capacity.

### **ARTICLE IV-COMMITTEES**

#### Section 1-Standing Committees

The standing committees shall be the Nominating Committee and the Room Parent Coordinator.

#### Section 2-Room Parent Coordinator

The room parent coordinator shall be responsible for assigning room parents, keeping an inventory of reception supplies, overseeing set-up of tables and chairs for receptions, overseeing putting away of tables and chairs after receptions, maintaining folders containing all information pertaining to each reception which shall be passed on to the next room parent coordinator. (Receptions include graduation and confirmation hosted by 7<sup>th</sup> grade parents, and reconciliation hosted by 3<sup>rd</sup> grade parents.)

#### Section 3-Special Committees

The president with approval of the executive board may appoint special committees, in keeping with the associations' objectives.

#### Section 4-Chairperson Duties

The chairpersons of the standing and special committees shall report their findings and recommendations to the executive board and, if approved, report also to the general membership. Prior to any fundraiser, the committee chairperson shall present to the board a budget of estimated proceeds and expenses for approval. Upon completion of committees' findings and recommendations, a file shall be given to the president and held for the new committee chairpersons for the following year.

#### Section 5- Proceeds and Expenses

All proceeds from any committee shall be reviewed and deposited by the treasurer in the appropriate home and school account. In order to receive payment for expenses incurred, all expenses relating to any committee must be accompanied by a receipt or bill, approved by the committee chairperson and president, and turned over to the treasurer for payment upon approval.

### **ARTICLE VI- NOMINATIONS AND ELECTIONS**

#### Section 1- General

The members of the nominating committee, having been approved by the executive board, shall be announced by the president at the meeting prior to the annual meeting. This committee shall conduct the annual elections, count the ballots and report it to the chairperson of the meeting who at once reports results to the association.

#### Section 2-Nominees

No later than one week prior to the annual meeting the nominating committee shall notify the membership of the name(s) of the nominee(s) for each office to be filled. The consent of all nominees must be obtained. These names shall be presented at the annual meeting. Nominations may also be offered from the floor.

#### Section 3-Elections

Officers shall be elected at the annual meeting by a majority of qualified members in attendance and absentee ballots (see section 4). If only one person is nominated, the secretary may cast a unanimous ballot. In the event of a tie, the nominating chairperson shall distribute a second round of ballots to the executive board members in attendance whereby the results shall be announced the following school day.

#### Section 4-Absentee Ballots

An absentee ballot can be distributed upon written request to the nominating chairperson no later than one week prior to the annual meeting. The ballot must be returned to the school office in a sealed envelope marked: Home and School Elections, no later than the morning of the elections. The nominating chairperson shall keep a list of members requesting absentee ballots and no person requesting an absentee ballot shall cast a vote at the annual meeting.

#### Section 5-Timing of Officer Elections

Election of the general treasurer shall occur in the odd-numbered years. The secretary shall be elected in the even-numbered years. A vice president will be elected every year. The vice president shall serve as the vice president the first year of the term. The second year of the term will be served as president of the association.

### **ARTICLE VII- VACANCIES**

#### Section 1- Presidential Vacancies

The vice president shall fill a vacancy in the office of president.

#### Section 1-Committee Vacancies

A vacancy in any committee shall be filled by appointment of the president with the approval of the executive board.

#### Section 3 -Executive Board Vacancies

A vacancy in the executive board, with the exception of president, shall be filled by an appointment unanimously agreed upon by the president and the remaining members of the executive board.

### **ARTICLE VIII- RULES OF ORDER**

#### Section 1- General

All meetings of this association shall be conducted according to Roberts' Rules of Order Revised, when not inconsistent with this constitution and bylaws. As stated in Roberts' Rules of Order upon a motion, by a member in attendance, with a second and option for discussion, a vote by show of hands may be taken on any home and school, issue.

#### Section 2- School Procedure Suggestions

Any suggestions made at a regular meeting concerning a modification of established school practices shall be referred to the executive board.

### **ARTICLE IX-QUORUM**

#### Section 1- Association Meetings

The quorum of an association meeting shall consist of a majority of the membership in attendance at a regularly scheduled meeting, which all members have been notified of in advance.

*Section 2- Executive Board*

The quorum of the executive board shall be a majority of the members of that committee.

**ARTICLE X-AMENDMENTS**

These bylaws may be amended at any regular meeting by a two thirds vote of the members present and voting, provided notice has been given in writing at the previous regular business meeting, notification in writing prior to the next general meeting is sent home with students, or by a unanimous vote without previous notice.

*Section 4— Vice-Presidential Vacancies*

If the vice-president vacates his/her position at the finality of his/her first year, the president will have the option of remaining for one more year. If he/she chooses not to remain, the executive board will unanimously agree and appoint an individual to complete a one-year term of president. The newly elected vice-president will then move into the position of president, as stated in the bylaws.