

SACRED HEART SCHOOL

HSA BY-LAWS

ARTICLE I NAME

The name of the Association shall be “Sacred Heart Home and School Association”.

ARTICLE II MISSION

The purpose of this Association shall be:

- To function as a support group to the Administration, faculty of SHS, and Board of Education
- To foster a caring Christian community of parent/guardians and volunteers
- To strengthen parental involvement in all school programs
- To promote the advancement of a quality Catholic education and the welfare of the students of SHS
- To build a better understanding and create a common interest between parents and faculty through open and constant communication
- To raise funds for the support of Catholic education and the enhancement of SHS.

ARTICLE III MEMBERSHIP AND DUES

Section 1. All faculty and parents and guardians of children in grades TK through 8th grade at Sacred Heart School are members of Sacred Heart Home and School Association. Membership includes voting, ability to hold office and to participate on committees.

Section 2. The dues will be \$5.00 per family.

Section 3. All members will have access to the electronic school directory for the current school year.

ARTICLE IV MEETINGS

Section 1. There will be meetings in: September, October, November, December, January, February, March, April, May and any others the Executive Board deems necessary.

Section 2. All meetings of this Association shall be conducted according to simplified parliamentary procedure according to Robert's Rules of Order.

ARTICLE V

EXECUTIVE BOARD

Section 1. The Executive Board of this Association shall be President, Vice-President (president-elect), Secretary, and Treasurer.

Section 2. The term of office shall be for one year.

Section 3. The Executive Board shall be elected at the May meeting.

Section 4. The duties of this board shall be to plan the programs of the Association, to transact the necessary and emergency business expenditures and to present a report of its proceedings at the regular meetings of the Association.

Section 5. The President, Vice President and Treasurer must agree to an initial background screening by the Diocese, costs to be borne by the Association.

ARTICLE VI

DUTIES OF THE EXECUTIVE BOARD

Section 1. The President shall prepare an agenda reflecting proposed expenditures and preside at all meetings of the Association and of its Executive Board. The president is an ex-officio member of all committees and will appoint special committees as deemed necessary. He or she will represent the Association at the Board of Education meetings or will send a representative in his or her place.

Section 2. The Vice-President/President Elect, in the absence of the President, shall perform all the duties as assigned to that office and upon completion as term of Vice-President, he or she will become President the following year. The Vice-President will solicit volunteers to serve on the Executive Board and committee chairpersons for the following year.

Section 3. The Secretary shall keep and publish the minutes of all Association meetings. He or she shall attend all meetings of the Association or send a representative in his or her place. Minutes for each Home and School meeting should be kept for a period of 2 years and will be posted online.

Section 4. The Treasurer shall receive all dues and monies of the Association and pay all bills. The Treasurer shall keep an accurate account of all receipts and expenditures and report to the members. The President and/or Vice-President or Church Business Manager may sign checks. The President and/or Vice-President shall be required to sign all checks written by the Association of \$500 or more. All checks over \$500 will require two authorized signatures.

Any additional accounts authorized by the Association shall be audited annually. The Church Business Manager shall be a signatory on the Association bank accounts and the Sacred Heart parish office shall access the Association's bank statements directly from the bank website.

The Treasurer shall provide a statement to the pastor or the business manager of Sacred Heart Church at the end of each school year as requested. The Treasurer must have his or her books ready for audit before being turned over to the incoming Treasurer by July 1.

ARTICLE VII

APPOINTMENTS

Section 1. The Vice-President will receive nominations and recruit volunteers to serve on the board for the next term and announce the names of the same to the Board no later than the May meeting.

Section 2. Any parent with children at Sacred Heart School in grades TK through 8th grade is eligible for selection. This would include any parent whose child/children are registered with SHS in grades TK-8th for the next school term.

Section 3. The Vice-President shall present the names of the nominees to the Board by means of written communication to the parents of SHS. Any additional nominees shall be recognized and presented at the May meeting.

Section 4. The election shall be by show of hands. A simple majority shall elect.

ARTICLE VIII

EXPENDITURES/BUDGET PROCESS

Section 1. All expenditures over \$200 are to be approved by the members present at any meeting. Expenditures of less than \$200 may be approved by the Executive Board. If expenditures over \$1000 are being considered, the amount of the expense and the reason for the expense are to be discussed and voted on at two consecutive meetings, so that membership has notice and an opportunity to be heard on such issue.

Section 2. The budget shall be prepared by the outgoing and incoming Executive Board in the spring of each year.

Section 3. In the event of an emergency, business expenditures could be approved by the Executive Board with the advisement of the school Administration and/or pastor.

Section 4. The Association shall submit an annual report of its activities and financial results to the Church Business Manager and School Administration. The Annual Report shall also be posted on the H&S / SHS website so that it is available to all Home and School members.

Section 5. No members or committee chairs are authorized to enter into any contract or financial agreement binding H&S to pay any amount greater than or equal to \$500. Those wishing to do so must do one of the following as appropriate:

1. Submit a Request for Funds to the Executive Committee for vote, as appropriate at (a) H&S meeting(s).
2. When funds requested are for use by a H&S committee to carry out its work, the written approval of both the President and the Vice-President (the Exec members with check signing authority) is required before the funds are committed/contract signed. This will typically apply to fundraising committees, teacher appreciation committees, etc.

Section 6. In the event that there is adequate cash available, Teacher Grant Requests are funded by the Association in the Spring and Fall of each year in the amounts of \$12,000 and \$5000 respectively. All requests for grants are submitted to the school Principal and Vice Principal and, once approved, are paid out by the Association. Any undistributed funds will be flushed back to general funds after the deadline has passed. See Appendix A for process and guidelines.

Section 7. The Fall Auction committee will receive a \$20K budget to conduct their planning and purchase items for the Auction. All monies spent for the Fall auction must be submitted and paid out no later than December 31 of each year so that a proper accounting may be conducted and monies disbursed to appropriate funds in January of the following year.

ARTICLE IX

BY-LAW CHANGES

Section 1. This Association may alter, amend, repeal or adopt new by-laws upon a 2/3 vote of the voting members present at any regular meeting or any special meeting of the members called for that purpose, after the proposed changes have been communicated to the parent body via school-wide email and/or in the Digital Backpack for two consecutive weeks.

ARTICLE X

HOME AND SCHOOL ENDOWMENT FUND

Section 1. The Association has established the Home and School Endowment Fund (the Fund). The Fund will be administered pursuant to Guidelines established April 29, 2004 and amended December 2019 (See Appendix B). Any future revisions to such Guidelines will be accomplished in accordance with the process described in Article IX: By-Law Changes.

Section 2. Twenty percent (20%) of the net profit from the major Spring and Fall fundraisers will be contributed to the Endowment fund. If the fundraisers do not generate an adequate amount for contribution, and if those funds have been earmarked for use for an approved school upgrade (which corresponds to Sacred Heart School's strategic goals), this contribution may be waived by a vote of the Home and School Executive Committee and approval by 2/3 vote of its members present and a majority vote of the H&S Endowment Committee.

Section 3 . Oversight for and responsibility for the specific disbursement of Endowment funds (See Appendix B) will be determined by the Home and School Endowment Committee comprised of:

- The Executive Committee of the Home and School Association or their designee.
- The Chair of the Home and School Endowment Committee or their designee.
- The Executive Committee of the Board of Academic and Religious Education (President, Vice-President, Secretary, Treasurer) or their designee
- SHS School Principal or his/her designee

ARTICLE XI

TECHNOLOGY AND TEXTBOOK CONTRIBUTIONS TO SCHOOL BUDGET

The Association will pay an amount equal to 50% of the net profit from the Spring Fundraiser and the Fall Fundraiser to Sacred Heart School. This payment will be made once the net profit is calculated and the endowment payment of 20% has been made, but no later than June 30th for the Spring Fundraiser and January 31st for the Fall Fundraiser. This funding will be used for

curriculum items including textbooks, technology, and instructional supplies. Sacred Heart School Administration will report back to the Association its specific uses of these monies at a subsequent Home and School meeting during the same calendar year as the payment.

ARTICLE XII

BEREAVEMENT POLICY

Section 1. Sacred Heart Home & School would like to express compassion and financial assistance to families in our school who are undergoing difficult situations.

Section 2. In the case of the loss of an immediate family member, H&S will offer to pay for the next year's registration fee, at the then current rate, for children who are re-enrolling in school at Sacred Heart School. Such loss is to include the loss of a parent, legal guardian or sibling.

Section 3. In the event that the currently enrolled child is an 8th grade student, options will be discussed by the then current Executive Board and reviewed at the next Home and School meeting.

ARTICLE XIII

FEES COLLECTED

Section 1. Home & School will collect the homeroom parent fees via tuition statement for each child, in the amount of \$10 per child attending Sacred Heart. This includes grades TK through 8th grade.

Section 2. This \$10 shall go directly to the Homeroom Parent of each classroom in September and January of each year, based on a pro-rata share of the number of children in each classroom divided by total enrollment. Any fees collected after January will be retained and then paid out to the following year's homeroom parents. If either the September or January payout yields an amount of less than \$10 per homeroom parent, the Home and School Executive Committee can vote to suspend the payment until the following year's September amount is paid.

Section 3. This \$10 shall replace the historical annual collection at Back to School night of \$5 per child to be collected by each Homeroom Parent.

Section 4. These Homeroom Parent fees collected from the tuition statements are to be used for class holiday parties or treat bags (Halloween and Valentine's Day) and for teacher (and teacher associate, if applicable) birthday gifts.

ARTICLE XIV

SCRIP FUNDRAISING PROGRAM

Home and School utilizes a debit “card” based sales program, commonly referred to as SCRIP, as a fundraising program. Beginning with the 2019-2020 school year, SCRIP will exist as an online only program* utilizing electronic and reloadable gift “cards”, and the MyScripWallet (mobile app). Home & School will continue to share 50/50% with purchasers the difference between the face value amount paid and the discounted price that the online retail partner assigns to the card.

* The SCRIP Committee may, by majority vote, decide to offer SHS families pre-ordered physical cards for Christmas and school year-end gift-giving.

See Appendix C for requirements of the SCRIP Committee, the SCRIP Chairperson and the SCRIP Sales Promotions Chairperson.

H&S By-Laws drafted 2/2001. Rev 5/21/14 , Rev 4/13/15, Rev 4/6/16. Revised and approved 3/12/19 by unanimous HSA vote. Revised and approved by unanimous HSA vote December 2019.

Original SCRIP bylaws were created by committee May 11, 2016 and approved by HSA Executive Committee. These Bylaws were edited and appear here as Appendix C to reflect a change to an online-only program as decided by SCRIP Oversight committee in April 2019 and presented and approved at HSA May 2019 meeting.

Endowment Appendix B was originally drafted by Gabrielle Cahalan, H&S Endowment Committee Chair and 2013-2014 H&S President. It was edited and approved in November 2019 by the H&S Executive Board, voted by the H&S body in December 2019 and confirmed by the Endowment Committee Chair and Parish Finance Council in December 2019.

APPENDIX A

TEACHER GRANT REQUESTS

REQUIREMENTS:

The programs, materials and academic learning opportunities (hereinafter the “Grant Project”) for which a Home and School Grant will be funded must:

1. Enhance the curriculum or otherwise complement the academic or religious education being given the students of Sacred Heart School;
2. Be used and/or shared by one or more students or faculty members;
3. If the subject of the Grant Project consists of program materials or other tangible objects, they must stay with the school or students;
4. Can be a one time disposable project (i.e., field trips or conferences) if the other criteria are met, and;
5. Be submitted with original receipts by the deadline of November 1 for Spring Grant Requests and the deadline of March 15 for Fall Grant Requests.

GUIDELINES:

The following are guidelines for the funding of grant proposals requesting tuition reimbursement:

- Classes must meet the grant program criteria to be considered for reimbursement.
- No more than 80% of the Spring Teacher Grant dollars will be allocated to tuition reimbursement for teachers.
- Once tuition reimbursement is approved by school Administration, payment will be issued once the school office submits proof of class payment and successful completion with a passing grade to the H&S Treasurer.
- Summer course tuition reimbursement will not be made before the first Fall Home & School meeting.
- Grant requests for tuition reimbursement may be made only one time for each class. A person cannot be reimbursed for the same class more than one time.

APPENDIX B
HOME & SCHOOL ENDOWMENT GUIDELINES

This document is based on guidelines created in April 2004 when the H&S Endowment Fund was created. It also includes changes voted on by The H&S Endowment Committee in December 2019. The purpose of this new document is to create an up-to-date, electronic document which can serve as a single resource for the Parish, The SH Board of Ed, H&S and the H&S Endowment Committee.

H&S CONTRIBUTIONS TO THE H&S ENDOWMENT FUND

Beginning with the 2004/2005 school year, the Sacred Heart School Home and School Association (H&S) contributes 20 percent of the net proceeds from its major fundraisers into the H&S Endowment Fund. The major fundraisers for H&S are the Fall Fundraiser and Spring Fundraiser. H&S contributions to the H&S Endowment Fund will be made by January 31st and June 30th of each school year.

Unless voted otherwise in accordance to its By-Laws, all interest earned from the H&S Fund will be automatically reinvested into the H&S Endowment Fund.

At its sole discretion H&S may, by vote of its membership in accordance with its By-Laws, make additional contributions to the H&S Endowment Fund. Individual contributions from SH friends and families will also be accepted into the H&S Endowment Fund. Contributions made to the H&S Endowment Fund are covered under the current Sacred Heart Gift Acceptance Policy as approved by the Sacred Heart Parish Endowment Fund Committee.

H&S may vote to suspend one of its annual contributions to the H&S Endowment Fund with a 2/3 vote of its membership and a majority vote of the H&S Endowment Committee.

OVERSIGHT

Oversight for the H&S Endowment Fund, and the responsibility for the disbursement of funds, will be determined by the H&S Endowment Committee comprised of:

- The Executive Committee of the H&S Association or the designee for each of four (4) Executive Committee elected positions.

- The Executive Committee of the Board of Academic and Religious Education or the designee for each of four Executive Committee (4) positions.

- SHS Principal or his/her designee (1).
- The H&S Endowment Committee Chair who oversees the H&S Endowment activity and disbursement proposals for H&S Association.

The Advisory Committee of The Sacred Heart Religious and Educational Endowment Fund (hereafter referred to as the Parish Endowment) is responsible only for the investment of The H&S Endowment funds, which are rolled into the SH Parish Endowment. The H&S Endowment Committee is the only entity which may review and approve disbursements from The H&S Endowment Fund.

DISBURSEMENTS

Once the principal of the H&S Endowment Fund reaches a \$250,000 threshold, disbursements of principal and/or interest may be made with the approval of a majority of The H&S Endowment Fund Committee. (The threshold amount was changed from \$500,000 to \$250,000 in Spring 2013 by vote of H&S, with approval by Fr. Hess.)

Once the \$250,000 threshold is reached, up to five (5) percent of the total H&S Endowment Fund value may be withdrawn for use during a fiscal year (July 1- June 30).

FUND INVESTMENT MANAGEMENT

All H&S Endowment Funds will be held as percentage of the overall Sacred Heart Religious and Educational Endowment Fund, and as such the investment of the H&S Endowment Fund will be handled by The Advisory Committee of The Sacred Heart Religious and Educational Endowment Fund. The Parish Business Manager will provide the H&S Treasurer and Endowment Chair with **quarterly** financial statements which include the following:

- H&S Endowment Fund Balance
- The percentage of the H&S Endowment as part of the overall Parish Endowment.
- Interest income earned
- Deposits, including interest reinvested, into the H&S Endowment Fund

- Investment management expenses charged to H&S Endowment. (Expenses, like interest income earned, will be based on the percentage of the H&S Endowment within the Parish Endowment.)
- H&S Fund disbursements
- Names and address of any individual contributors, outside the annual H&S fundraisers, to the H&S Endowment Fund. The Parish will provide these individuals with year-end tax information. To date, there have been only a handful of individual contributions.

The Board and Advisory Committee of the Sacred Heart Religious and Educational Endowment Fund understands and fully supports that all decisions made about H&S Endowment Fund contributions and disbursements, including decisions about what to do with interest income, rests entirely with the H&S Endowment Committee.

H&S recognizes that endowments, by nature, are forward looking. H&S remains committed to assisting the school in continuing to build a secure financial base for the future, while recognizing endowment-building is not the priority of the H&S Association. While mindful of the future, H&S does not feel it can ignore critical current needs of SHS and its students in order to set aside money for the future.

APPENDIX C

SCRIP FUNDRAISING PROGRAM

SCRIP COMMITTEE

H&S shall have a SCRIP Committee responsible for the day-to-day operation of the online fundraising program.

- There will be a SCRIP Chairperson and a SCRIP Sales Promotions Chair, each serving a one year term. The H&S President and Treasurer will also serve on the Committee.
- The SCRIP Chairperson will oversee the online purchases and, when necessary, assist parents, parishioners and other SHS supporters to familiarize themselves with the online program.
- The SCRIP Chairperson and Sales Promotions Chair will be elected/reelected in April/May of each year by the HSA Executive Committee
- At no time can a SCRIP Chairperson serve concurrently as a member of the H&S Executive Committee

INDEPENDENT AUDITOR

The SCRIP Committee will have an independent auditor to perform financial review and oversight. The Auditor should be a member of Sacred Heart Parish or School with an accounting or audit background. The Auditor must agree to an initial background screening by the Diocese, costs to be borne by the Association. This is a volunteer position so no compensation will be paid to the Auditor. The Auditor will prepare the monthly SCRIP reports which are to be presented by the SCRIP Chairperson to H&S membership at the monthly H&S meetings. The Auditor will assist and oversee fiscal year-end financial reports, rebate payouts and payment to H&S of total net revenue.

The Auditor shall provide SCRIP monthly and year-end reports to the Church Business Manager.

SALES PROMOTIONS CHAIRPERSON

The SCRIP Sales Promotions Chairperson is selected by the incoming VP according to Article VII.

The Sales Promotions Chairperson shall create and implement sales promotions for the SCRIP fiscal year; develop and coordinate events and communications to introduce, promote and engage SH parish members and SHS parents to use the SCRIP online program.