

# **Home School Association of St. Barnabas Elementary School Bylaws**

## **Article 1 – Name & Mission**

The name of this organization shall be the Home School Association of St. Barnabas Elementary School (SBES-HSA).

The mission of the SBES-HSA is to serve our children, in collaboration with the Principal, by providing opportunities to enhance the school community through the advancement of the SBES mission and its Catholic ideals and values.

## **Article II – Objectives**

- Establish effective communication between the parents, faculty and staff of SBES and the SBES-HSA
- Identify, sponsor and coordinate events that support educational, social, cultural, spiritual, and overall developmental opportunities for SBES students
- Provide fundraising support for the school

## **Article III – Membership**

### *Section 1: Eligibility*

All parents/guardians of children enrolled in SBES are members of the SBES-HSA.

### *Section 2: Responsibilities*

Members are expected to abide by the guidelines as set forth by the Executive Board to ensure success of the SBES-HSA mission and objectives.

### *Section 3: Service*

Service at all levels of the SBES-HSA is voluntary and no monetary compensation will be paid to any members.

### *Section 4: Intellectual Property Rights*

Any materials created by a member, both elected and/or general member, of the SBES-HSA is the property of the SBES-HSA and shall remain thus regardless of continued membership.

## **Article IV – Executive Board**

### *Section 1: Officers*

The Officers of the Executive Board are responsible for organizing the affairs of the SBES-HSA and for and effective communication with parents/guardians and the school. The Executive Board shall be comprised of parents/guardians of current students. The Executive Board shall use the guiding principles of compassion and charity in the governance structure of the SBES-HSA; and shall strive to attain transparency in all affairs. The Executive Board shall have voting

rights to construct proposals and recommendations, as well as approve grade/class specific events, to be presented to the school Principal. The SBES-HSA recognizes the full authority of the Principal. As such, the Executive Board will operate in consultation with the Principal.

**A. President**

- The President is the chief spokesperson for the SBES-HSA.
- The President calls and chairs the Executive Board meetings.
- The President shall meet with the Principal regularly to discuss the initiatives, concerns, and recommendations as authorized by the Executive Board.
- The President serves as ex-officio member on all committees

**B. Vice President**

- The Vice President acts as the President in his/her absence.
- The Vice-President calls and chairs the general meetings of the SBES-HSA
- The Vice President shall act as the parliamentarian of the SBES-HSA.

**C. Communication Liaison**

- The Communication Liaison is responsible for all communication between the Executive Board and parents
- The Communication Liaison will be the primary point of contact for Class Executives
- The Communication Liaison will manage the SBES-HSA email inquiries

**D. Recording Secretary**

- The Recording Secretary shall prepare all correspondence and maintain all records, including agendas, minutes, proposals, and recommendations.
- The Recording Secretary shall act as the historian for the SBES-HSA
- The Recording Secretary shall hold all SBES-HSA documents
- The Recording Secretary will maintain the SBES-HSA area of the website

**E. Treasurer**

- The Treasurer shall reconcile all income and expenditures regularly.
- The Treasurer will present regular financial reports to the Executive Board
- The Treasurer will have access to all SBES-HSA bank accounts
- The Treasurer will have the authority to sign checks on behalf of SBES-HSA with Executive Board endorsement

**F. Principal**

- The Principal serves as an ex-officio and non-voting member of the Executive Board
- The Principal shall have the right to exercise veto power for all SBES-HSA proposals and recommendations

## *Section 2: Executive Board Meetings*

The Executive Board will meet monthly to solicit feedback, inform constituents and vote on proposals and recommendations. Every effort shall be made to hold meetings at mutually convenient times, ordinarily with no less than 72 hour notice. The President may call an emergency meeting if there is urgent or time sensitive business. A meeting may occur in person or via conference call.

### **A. Order**

- To maintain structure and decorum at meetings, Robert's Rules of Order shall guide the meetings

### **B. Quorum**

- The minimum percentage of voting Executive Board members needed to conduct official business is 80%
- 4 of the 5 voting Executive Board officers must be present for any decision that requires voting or endorsement

### **C. Agenda**

- Any member of the Executive Board may suggest agenda items prior to a scheduled meeting
- The President shall set the meeting agenda allotting for ample discussion time for each item
- The President shall circulate the agenda electronically to the Executive Board at least 48 hours prior to the scheduled meeting
- The Communication Liaison will call upon Grade Executives, with ample time prior to the Executive Board meeting, to gather potential agenda items
- The Communication Liaison will compile items and present to the President for review and possible inclusion in the agenda

## *Section 3: Terms of Service & Elections*

The Terms of Service and Election protocol outlined for the Executive Board positions are meant to maintain consistency of the Executive Board allowing the SBES-HSA to thrive, while also placing a priority on inclusion, transparency and diverse perspectives within the context of the SBES-HSA mission, through regular elections.

### **A. Terms of Service**

- The term of service for Executive Board positions is two academic years, each year running from July 1 to June 30
- Executive Board members are eligible for a maximum of two consecutive terms (totaling 4 years) in the same position
- An individual may be nominated to a different position on the Executive Board post serving two consecutive terms in original position
- Executive Board members agree to fulfill the responsibilities of their respective positions outlined in *Section 1: Officers*

## **B. Elections**

- Nominations for Executive Board positions will come from within the membership of the SBES-HSA, who are able to fulfill the two year term of service
- Nominations will be accepted at least one month prior to the May election by three impartial individuals appointed by the Principal, who are ineligible to vote in the election
- The Executive Board elect shall shadow the outgoing Executive Board immediately following election results, allowing for smooth transition of responsibilities
- Paper ballots shall be created and sent home by the three appointed impartial individuals at least three weeks prior to the May election date, with a return date of one week prior to the established May election meeting
- The three impartial individuals shall collect and count the ballots and implement a tracking system to ensure proper and fair voting processes, allowing for one vote per family (i.e. one vote will be accepted per household regardless of number of children in the school and regardless of number of parents/guardians in the household)
- Executive Board elections shall occur every two years, during the month of May for the following academic year
- The vote shall be confidential

## **Article V – Grade Representatives/Class Executives**

### *Section 1: Membership*

Each grade will have one Grade Executive that shall be appointed through election.

Each class will have two Class Representatives that shall be appointed through election.

### *Section 2: Responsibilities*

The perspective of the Grade Executive and Class Representatives shall be that of the class in which their child(ren) is currently enrolled. As such, both the Grade Executive and Class Representative shall serve as a voice for their respective grade. They shall bring forth ideas and concerns and shall be called upon to execute initiatives primarily for the grade, though they will also be asked to participate in school-wide initiatives.

#### **A. Grade Executive**

- Communicate class concerns to the Executive Board through the Communication Liaison
- Serves as point person between the teacher and the Executive Board
- Ensure that the Class Representatives are informed of their responsibilities for class functions

- Assist in class and school functions as requested by the Executive Board and school administration
- Correspond with the Communication Liaison regarding grade/class specific events for Executive Board approval
- Expected to attend general SBES-HSA meetings

**B. Class Representatives**

- Assist in class and school functions as requested by the Grade Executive and the teacher
- Communicate any class concerns to the Grade Executive
  - All efforts should be made to follow the chain of communication outlined above. In the event that this process is not working, concerns should be brought to the attention of the Communication Liaison to be addressed by the Executive Board
- Make suggestions for class events to the Grade Executive with final approval from the Executive Board
- Expected to attend general SBES-HSA meetings

*Section 3: Terms of Service & Elections*

**A. Terms of Service**

- The term of service for Grade Executive is one academic year
- The term of service for Class Representatives is one academic year
- An individual may serve multiple terms upon re-election
- An individual may only serve as Grade Executive/Class Representative for one class per academic year

**B. Elections**

- Elections for both Grade Executive and Class Representatives in grades 1 through 8 will occur at the final SBES-HSA meeting of the year (June Pre-K and K parental assistance shall be requested as needed)
- Nominations will come from within each grade
- Three impartial individuals appointed by the Principal, who are ineligible to vote in the election, will create and collect paper ballots for the election process
- Paper ballots shall be sent home by the three appointed impartial individuals at least three weeks prior to the final SBES-HAS meeting of the year with a return deadline of one week prior to the final meeting
- The vote will be confidential
- If there are no nominations for these positions, the Executive Board will make the appointment from the class
- In the case of a vacancy in these position during the academic year, the Executive Board will appoint a replacement to serve out the remainder of the term
- An Executive Board member cannot be nominated for a Grade Executive or Class Representative position unless there are no other nominations

## **Article VI – General Meetings**

### *Section 1: Purpose & Procedure*

General meetings shall occur no fewer than twice per academic year and shall be open to all parents of current students. The meetings will allow for an exchange of information between the Executive Board, Grade Executives, Class Representatives and SBES parents in general. The meetings will be chaired by the Vice President of the Executive Board.

#### **A. Agenda**

- There shall be an agenda to guide the meeting
- Each agenda shall allot time for open discussion from the parents
- Communication Liaison shall outreach to Grade Executives, with adequate time, for potential agenda items

#### **B. Voice**

- Any parent may provide perspective on the given topic on the agenda , after being recognized by the Vice President

#### **C. Conduct**

- All participants will conduct themselves in a professional and respectful manner, keeping in mind the Catholic ideals and values of the school
- Inability to adhere to a professional and respectful manner, after a warning is given, is cause for removal from general meetings
- No children will be allowed to attend meetings

## **Article VII – Removal, Resignation & Leave of Absence**

### *Section 1: Removal from Elected Office*

Any elected member of the SBES-HSA, including Executive Board Members, Grade Executives and Class Representative may move for the impeachment of a fellow elected member.

#### **A. Requirements**

- Unanimous vote by the Executive Board
- Notification and the reasoning for the removal given to the principal, though his/her endorsement is not required

#### **B. Reasons**

- An elected member to the SBES-HSA may be removed from office. Some reasons for removal include, but are not limited to:
  - Failure to adhere to SBES-HSA bylaws and provisions, keeping in mind the mission of SBES and its catholic ideals and values
  - Failure to disclose a conflict of interest
  - Soliciting, receiving or accepting money in return for a vote on any item

- A pattern of behavior unbecoming of an elected member of the SBES-HSA
- Flagrant continual malicious disregard for the school and or the church, after a warning is given
- Felony conviction during the elected term of service

*Section 2: Resignation from Elected Office*

It is expected that any person elected to a position in the SBES-HSA will fulfill their term of service, however unforeseen circumstance may arise, which cause resignation to become necessary.

**A. Process**

- An Executive Board Member may resign by giving written notice to the remaining Executive Board members, citing the reason for resignation
- A Grade Executive/Class Representative may resign by giving written notice to the Communication Liaison to be shared with the Executive Board, citing the reason for resignation

*Section 3: Leave of Absence from Elected Office*

Request for a leave of absence, such as a medical or family emergency, should be submitted in writing to the Executive Board, who may approve the leave for a temporary and set period of time.

*Section 4: Filling a Vacancy of Elected Office*

In the event that an elected position becomes vacant due to a removal or resignation, the Executive Board shall fill the vacancy through appointment. In the case that a leave of absence is granted, the Executive Board shall ensure that duties of person on leave will be covered through Executive Board appointment for the period of time set for the leave.

*Section 5: Removal from General Membership*

Any parent/guardian is subject to removal from SBES-HSA membership. Some reasons for removal include, but are not limited to:

- Failure to adhere to SBES-HSA bylaws and provisions, keeping in mind the mission of SBES and its Catholic ideals and values
- Failure to disclose a conflict of interest
- A pattern of behavior unbecoming of a member of the SBES-HSA
- Flagrant continual malicious disregard for the school and or the church, after a warning is given

Should removal occur, the parent/guardian is prohibited from attending future SBES-HSA meetings and events. Additionally, this individual and their household will lose voting privileges.

## **Article VIII - Fundraising**

### *Section 1: Use of Funds*

Any and all funds raised by the SBES-HSA shall be used towards the advancement of the association mission and for the benefit of SBES. Funds raised by the SBES-HSA will be earmarked for projects through discussion at general board meetings and a subsequent vote by the Executive Board, in consultation with the SBES principal.

## **Article IX – Amendments to Bylaws**

### *Section 1: Inaugural Year*

SBES-HSA is guided by this document, with the intention of it being ratified by the end of June 2015. Changes shall be made by the Executive Board as necessary within the inaugural year. After ratification this will be the governing document for the SBES-HSA.

### *Section 2: Amendments Post Ratification*

In order to make amendments to the ratified bylaws of the SBES-HSA there must be:

- A.** A motion to amend the bylaws, specifying the proposed changes, as well as the rationalization behind the change must be given to the Executive Board for consideration six weeks prior to a SBES-HSA general meeting
- B.** The motion shall be brought to the floor for discussion with the SBES-HSA membership at a general meeting
- C.** Voting will occur at an Executive Board meeting, post general discussion, with a quorum present and a super majority (4 out of 5) necessary to pass
- D.** The results will be disclosed in writing to the SBES-HSA membership