

**St. Cornelius Home and School Association
Amended and Restated By-Laws**

As adopted October 8, 2019

I. Purpose

The St. Cornelius Home and School Association's purpose is to facilitate good communication between parents and the school, to foster a strong, faith-filled, positive atmosphere for our Catholic School Community, to devise projects that enrich the children's experience, and to financially support these efforts.

II. Organization

- A. The Name of this organization shall be: St. Cornelius Home and School Association ("HSA")
- B. The organization shall operate in an advisory capacity, not as a governing board.

III. Authority

The Pastor has the responsibility for the management of the parish school and receives that power from the Archbishop. This association shall function only with his consent and receive its authority to act directly from the Pastor, who in effect delegates some of the responsibility he receives from the Archbishop.

IV. Membership and Dues

- A. Membership is open to all families with a student who attends St. Cornelius School.
- B. Dues is billed and collected annually through the Parish Life Center
- C. Faculty members are invited guests who do not pay dues.

V. Officers

- A. Officers of the HSA shall include, at a minimum, a President, a Vice-President, a Secretary, and a Treasurer.
- B. At the discretion of the Pastor and the Principal, up to two additional officer positions may be created from time-to-time
- C. Any member may be nominated to an officer position, except as qualified by Article V, section D. The position of Treasurer shall be filled by a person who has requisite professional skills to serve in this capacity of handling money, and the Pastor and Principal may act in their discretion to ensure such candidate has the appropriate skills.
- D. A parent who is also a teacher in the school may not be elected as an officer of the HSA.

- E. The term of office shall correspond to the school year calendar. No person shall eligible to hold the same office for more than two consecutive terms, except as qualified by Article V, section C. above.
- F. Responsibilities of Officers
 - 1. The President shall preside at all meetings of the HSA and of the Executive Board; shall appoint special committees; shall be an Ex-officio member of all committees; and shall receive notice of all meetings.
 - 2. The Vice-President shall perform these duties whenever the President is absent; and shall assume the duties of that office until the next election if the office of President becomes vacant.
 - 3. The Secretary shall keep a minute book showing a true and accurate record of all meetings of the HSA and the Executive Board and shall send notices of regular meetings to members prior to said meetings.
 - 4. The Treasurer shall receive any monies and approve disbursements. The Treasurer shall present a financial report at each Executive Committee meeting.
 - 5. Additional officer positions created from time-to-time pursuant to Article V, section B, shall be appropriately defined.

VI. Executive Board

- A. The administrative body of this association shall be known as the Executive Board. The Executive Board shall consist of each Officer, and the Principal.
- B. The Principal is the representative of the faculty, though the Principal may delegate or choose to share this responsibility with one or more faculty members.
- C. Meetings of the Executive Board shall be held at the call of the President or any three members of the Executive Board.
- D. A quorum of the Executive Board shall be a majority of the members thereof.
- E. The Executive Board shall have the right to fill any and all vacancies among the officers that may occur during the course of the school year.
- F. The Executive Board shall have the right to create program and event committees, which may include HSA members who are not members of the Executive Board. The chairperson(s) of these HSA programs and events committees may be invited to Executive Board meetings, as deemed necessary by the Executive Board.

VII. Nominations of Officers and Elections

- A. Each year, a nomination process for Officers will be conducted. Nominations for Officers may be made by any Member. The consent of all nominees must be obtained.
- B. At the discretion of the Pastor and Principal, a prospective officer questionnaire may be required to be completed by each nominee.
- C. Each family is entitled to one vote.
- D. If there are no contested positions, Officers may be deemed automatically elected.
- E. Voting may be done electronically or by secret ballot at a meeting.

VIII. General membership meetings

- A. There shall be at least 2 General Meetings during the school year, at such times as the President shall decide.
- B. A guest speaker on a topic of interest to the school families may be invited to make a presentation at a General Meeting.

IX. Financial Matters

- A. The Executive Board shall adopt an annual budget for the HSA. Expenditures may be approved by the Executive Board without the vote of the membership. Any expenditure voted by the membership must have had prior approval by the Executive Board.
- B. Funds available for reimbursement by the HSA shall be maintained in an account by the Parish Life Center finance office. All check payment / reimbursement requests shall be approved by the Treasurer. Any reimbursement request to the Treasurer or the spouse or other related party of the Treasurer must be approved by any another Officer. The Treasurer may maintain petty cash to cover smaller expenditures.
- C. The Treasurer shall prepare a financial report, to be presented at each Executive Board meeting.
- D. HSA dues are intended to cover a majority of the association's expenses.
- E. Admission fees may be charged for individual HSA programs and events, at the discretion of the Executive Board. Such admission fees are intended to defray the cost of such program or event.
- F. Fund-raising activities shall be undertaken only with the consent and approval of the Pastor, the Principal, and/or the Board of Limited Jurisdiction.
- G. Members of the HSA and the Executive Board may be asked to assist with general parish and school fund-raising projects. The proceeds of such activities would go into the parish and/or school treasury.

X. Amendments

Amendments to these Bylaws may be proposed by any member. The Executive Board must approve any amendment before it is presented to the full membership for a vote. A two-thirds vote of the membership attending the meeting where an amendment is presented is necessary to amend.