

St. Joseph School Home and School Association Bylaws

Amended September 2020

Article I: Name

The name of this organization is the St. Joseph School Home and School Association (HSA).

Article II: Article of Organization

The articles of the HSA include (a) these bylaws and (b) the Article of incorporation dated 1/21/2020.

Article III: Purposes

Section 1. Mission Statement

The mission of the St. Joseph HSA is to provide our students, staff and families with volunteer support to enrich our school community through student enrichment, community building and fundraising.

Section 2. The Objective of the Organization is promoted through committees and programs; and it governed and qualified by the basic policies set forth in Article IV.

Section 3. The Organization is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding Section of any future Federal tax code (hereinafter "internal revenue code").

Article IV: Basic Policies

The following are the basic policies of the St. Joseph School Home and School Association.

The Organization (HSA) shall be non-commercial, non-sectarian, and non-partisan.

The name of the Organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the Objective of the HSA.

No part of the net earnings of the Organization shall inure to the benefit of or be distributable to its members, directors, trustees, officers or other private persons except that the HSA shall be empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in Article II hereof.

Notwithstanding any other provision of these articles, the HSA shall not carry on any other activities not permitted to be carried on by an organization exempt from the Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or

(ii) by an organization to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

Upon dissolution of the organization, after paying or adequately providing for its debts and obligations, the remaining assets shall be donated to any subsequent school ministry groups with St. Joseph School.

Article V: Members and Dues

Membership in the HSA shall be automatic for all parents, guardians, and staff of the St. Joseph Catholic School without regard to race, color, creed or national origin. Dues will be set yearly by the Principal.

Article VI: Leadership

Section 1. Leadership Committee

The members of the HSA Leadership Committee are made up of parent volunteers, the Volunteer/Events/Fundraising Coordinator and Principal of St. Joseph School. This group leads the home & school association through Student Enrichment and Community Building events, assist with execution of 3 major fundraising initiatives (Give to the Max Day, Catholic United Catholic Schools Raffle & Gala), partner with parents and staff on service and communication practices. Committee members are asked to serve a minimum of two years and to help recruit future committee members.

Section 2. The duties of the HSA Leadership Committee shall be:

To create committees.

To collaborate with the event committees.

To lead regular meetings of the Organization.

Section 3. Vacancies

A vacancy occurring in this committee shall be filled by a willing HSA member.

Article VII: Duties of Committee members

This committee builds community within school through events and volunteer opportunities, creates opportunities for parents to become active participants in school, communicates school info with families, balances school traditions with changing needs of families and school priorities, acts as a strong representative of school families.

Section 1. Member roles

This committee operates as a cooperative entity—there are no official titles or roles. Members are expected to:

Preside at all meetings of the Organization.

Perform such other duties as may be prescribed in these bylaws or assigned by the Organization.

Coordinate the work of committee members of the Organization in order that the HSA's objectives may be promoted.

Committee members are expected to attend all committee meetings and ensure committee presence at Organizational meetings barring unforeseen circumstances.

Section 2. HSA Leadership Committee Meetings

Regular meetings of the HSA Leadership Committee shall be held during the school year, the time to be fixed by the leadership committee. Special meetings of the HSA Leadership Committee may be called by the any member of the HSA Leadership Committee with three days' notice given.

Article VIII: Authority to Bind

No member of this Organization shall contract for or incur any debt or enter into any agreement or otherwise obligate the Organization except by authorization of the Principal of the school.

Article XVIII: Meetings of the Organization

Section 1.

Regular meetings of the Organization shall be bi-monthly during the school year, unless otherwise provided by the Leadership Committee of the Organization. A list of dates will be published on the school's calendar. A seven day notice will be given of the change of date.

Section 2.

Special meetings of the Organization may be called by the Leadership Committee seven day's notice having been given.

Section 3.

Five members shall constitute a quorum for the transaction of business in any meeting of the Organization.

Article X: Fiscal Year

The fiscal year of the HSA shall begin on July 1 and end on the following June 30.

Article XI: Amendments

Section 1.

These bylaws may be amended at any regular or special meetings of the Organization by two-thirds vote of the members present and voting, provided that seven days' notice of the amendment is given.

Section 2.

A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a meeting of the Organization, or by two-thirds vote of the HSA Leadership Committee. The requirements for adoption of a revised set of bylaws shall be the same as in the case of amendment.