



**SAN JOSE**  
CATHOLIC SCHOOL

**By-laws  
of  
The Home and School Association  
of San Jose Catholic School**

**ARTICLE I: NAME**

The name of this organization is The Home and School Association of San Jose Catholic School (“HSA”).

**ARTICLE II: PURPOSE**

The purpose of the HSA is to support and work with the pastor, principal, faculty and staff of San Jose Catholic School – hereinafter referred to as “The School” – in order to promote the welfare of the students and the advancement of a quality Catholic education. The HSA intends to create a better understanding and common interest between parents and faculty through open and constant communication. Specific purposes of the HSA are:

- A. To provide the parents of San Jose Catholic students and other interested persons the opportunity to participate in various activities for the benefit of The School.
- B. To provide service and financial support for various school projects, events, and activities as set forth in the annual HSA budget and provided to each committee chair.
- C. To foster communication between The School and parents and The School and the community.
- D. Respect the established school policies and practices as set forth by the pastor and the principal. The basic policies are set forth in the school handbook.

**ARTICLE III: MEMBERSHIP**

Membership is open to all parents or guardians of students at The School, as well as faculty and staff.

- A. All parents or legal guardians of enrolled students automatically become members of the HSA by payment of an annual membership fee included as a portion of the annual fees of the School.
- B. All members who participate in events with children must fulfill Diocesan background check requirements.
- C. The membership year begins on the last day of the previous school year, and end on the last day of the current school year.

**ARTICLE IV: OFFICERS**

- A. Officers and Term

1. The officers of the HSA shall consist of the President, Vice President, Secretary, Treasurer, Assistant Treasurer and Communications Director. These officers shall hereinafter be referred to as “Executive Board Members”.
2. The President provides recommendations to the Principal and the Principal shall appoint the Executive Board Members. The Executive Board Members shall be installed during the last HSA meeting of the current year for the next school year.
3. The term for each office shall be one (1) year, and no Executive Board Member may serve more than two (2) consecutive terms.
4. The Principal may appoint an interim acting Executive Board Member to serve the unexpired term of an Executive Board Member who resigns. Interim appointments end on the last day of the current school year.
5. The HSA Ex Officio members shall consist of The School Principal, The School Pastor, and a school teacher representative.
6. The HSA Extended Board shall consist of the Executive Board Members, the Board Chairs, as listed below in Article V, and HSA committee chairs.

B. Executive Board Duties

1. The Executive Board Members shall conduct the formal business and manage the affairs of the HSA.
2. The HSA President shall:
  - a. Set the agenda and preside over all HSA General and Extended Board meetings.
  - b. Coordinate and support the work of the Executive Board Members and committees, so the objectives may be promoted.
  - c. Appoint all committee chairs and oversee activities.
    - 1) Each committee chair shall be responsible for recruiting a replacement for their current position upon the end of the year and provide recommendations to the President.
  - d. Establish an annual budget for the HSA operating expenses with the HSA Treasurer and other Executive Board Members.
  - e. Oversee HSA fundraising efforts.
  - f. Serve as Hospitality Board Chair unless President determines to appoint separate chair.
  - g. Represent HSA as needed in school, parish and community events.
  - h. Attend The School Advisory Board meetings and represent the HSA membership at such meetings.
  - i. Perform any and all other duties as needed to further the objectives of the HSA.
3. The HSA Vice President shall:
  - a. Perform the duties of the President in his/her absence.
  - b. Assist the President as needed.
  - c. Attend all HSA General and Extended Board meetings.
  - d. Serve as Fundraising Board Chair unless President determines to appoint separate chair.
  - e. In the case of resignation of the President, the Vice President assumes the role of President. If the Vice President does not wish to do so, the Vice President must resign.
  - f. Assume the position of President the following school year.
4. The HSA Secretary shall:
  - a. Attend all HSA General and Extended Board meetings.
  - b. Record the minutes of all HSA General and Extended Board meetings.
  - c. Distribute the minutes of all HSA General and Extended Board meetings to The Executive and Extended Board Members.
  - d. Prepare and distribute all HSA forms to the Executive and Extended Board Members, committee chairs, and members as needed.

5. Prepare thank-you notes, respond to all correspondence, send out all correspondence representing the HSA, and perform other secretarial duties as needed.
6. The HSA Treasurer shall:
  - a. Establish an annual budget for HSA operating expenses with the President and other Executive Board Members. Annual budget is subject to approval by the Principal.
  - b. Collect dues, deposit monies, pay bills, prepare monthly and annual reports, and complete carryover bookkeeping responsibilities.
  - c. Make accounts available for review and audit by the Principal at any time.
  - d. Ensure the accounts are examined annually by an auditor or an auditing committee of at least three (3) members who, satisfied that the treasurer's annual report is correct, shall sign a statement of the fact at the end of the report.
  - e. Attend all HSA General and Extended Board meetings.
7. The HSA Assistant Treasurer shall:
  - a. Perform the duties of the Treasurer in his/her absence.
  - b. Assist the Treasurer as needed.
  - c. Attend all HSA General and Extended Board meetings.
  - d. In the case of resignation of the Treasurer, the Assistant Treasurer assumes the role of Treasurer. If the Assistant Treasurer does not wish to do so, the Assistant Treasurer must resign.
8. The Communications Director shall:
  - a. Attend all HSA General and Extended Board meetings.
  - b. Prepare thank-you notes and donor letters.
  - c. Update the HSA social media platform as needed.
  - d. Serve as Marketing /Communication Board Chair
  - e. Assist HSA committee chairs with marketing and communication needs as requested.
  - f. Develop sponsorship packets for use in HSA fundraising efforts

## ARTICLE V: BOARD CHAIRS

- A. Volunteer Coordinator Board Chair:
  1. Responsible for recruiting volunteers for HSA events.
  2. Promote open volunteer spots to all parents of the School.
  3. Remind volunteers of Diocesan background check requirements.
- B. Fundraising Board Chair:
  1. Responsible for overseeing all fundraising events and ensuring proper promotion of events occurs.
  2. Individual Board Chairs will be appointed for each School Project to oversee and ensure proper promotion of events.
  3. Coordinate and assist Board Chairs for each event, as needed.
  4. Fundraising Events may include, but are not limited to:
    - a. Fall Festival
    - b. Golf Tournament
    - c. Spring Fling
    - d. Box Tops
    - e. Gator Bowl Ticket Drive
    - f. TPC Ticket Drive
    - g. San Jose Fun Run

C. Hospitality Board Chair:

1. Individual committee chairs will be appointed for each Hospitality Event to oversee and ensure proper promotion of events.
2. Coordinate and assist committee chairs for each event, as needed.
3. Hospitality Events may include, but are not limited to:
  - a. Welcome Back Faculty Luncheon
  - b. New Family Ambassador Program
  - c. Meet & Greet
  - d. Back to School Night
  - e. Welcome Back Coffee for Parents
  - f. Pre-k/K Ice Cream Party
  - g. Teacher / Maintenance / Staff Appreciation Week

D. Special Events

1. Individual committee chairs will be appointed for each Special Event to oversee and ensure proper promotion of events.
2. Special Events may include, but are not limited to:
  - a. Jr. High Dance
  - b. Family Bingo
  - c. Father / Daughter Dance
  - d. Mother / Son Outing
  - e. Mother/Daughter Outing
  - f. Family Movie Night
  - g. Dinner Socials – One (1) per quarter
  - h. Catholic Schools Week
    - 1) Student Treat
    - 2) Grandparent's Day

E. School Projects

1. Individual committee chairs will be appointed for each School Project to oversee and ensure proper promotion of events.
2. School Project Events may include, but are not limited to:
  - a. Used Uniform Sale – at least one (1) per year
  - b. Campus Beautification – at least two (2) per year

F. Homeroom Parent Team Coordinators

1. Two coordinators will be appointed: Pre-K2 thru 3<sup>rd</sup> Grade & Resources Coordinator, and 4<sup>th</sup> thru 8<sup>th</sup> Grade Coordinator (HRP Team Coordinators).
2. HRP Team Coordinators will be responsible for overseeing all homeroom parent teams and ensuring proper promotion of volunteer needs and compliance with School policies related to homeroom class events.
3. Coordinate and assist homeroom class coordinators, as needed.
4. Set forth the rules and procedures for being a homeroom parent during the annual homeroom parent meeting.

G. Marketing / Communication

1. The Communications Director will coordinate and assist all marketing /communication chairs.
2. Marketing / Communication committee chair positions may include, but are not limited to:
  - a. Friday Folders Chair
  - b. Family Directory Chair
  - c. Announcements / Public Relations Chair

- d. Graphic Design Chair
- e. Presentations Chair
- f. Decorations / Artistic Direction Chair
- g. Historian Chair
- h. E-blast / Web / Database Management Chair – Handled by the school: Carol Turner

## ARTICLE VI: MEETINGS

- A. General HSA meetings shall occur a minimum of four (4) times (monthly?) during the school year on dates selected by the Executive Board Members. These meetings are open to all active HSA members. One week's notice shall be given before a general meeting.
- B. The Extended Board shall meet a minimum of four (4) times during the school year. These meetings are open to all active members but only the Extended Board members are eligible to vote on any action.
- C. The following order shall be observed at all Extended Board and General HSA meetings:
  - 1. Prayer
  - 2. Approval of Minutes
  - 3. Old Business
  - 4. New Business
  - 5. Committee Reports
  - 6. Adjournment
- D. Any new business introduced at the meeting will be limited to a ten minute discussion. If not settled within this time period, it will be brought up at the next meeting or referred to a committee for further study.
- E. All meetings of this Association shall be conducted according to simplified parliamentary procedures per Roberts Rules of Order in which they are applicable and in which they are not inconsistent with these By-laws.

## ARTICLE VII: MISCELLANEOUS

- A. Discipline: HSA is not responsible for student discipline or crisis management. The Principal retains sole responsibility for these matters.
- B. Administration: The Pastor and the Principal share joint responsibility for the hiring, performance review, and release of school employees.
- C. Amendment of By-laws: These by-laws may be amended by a vote of two-thirds of the Extended Board and as approved by the Principal at any time.