

# **St. Patrick's Home and School Association Bylaws**

## **Chartered 2000**

**St. Patrick's Catholic School, Elkhorn, NE**

**Revised 3/13/2003; 3/29/07; 5/03/10; 1/18/11; 9/1/11; 1/13/13; 3/5/15; 5/2/15**

### **Article I Name**

- Section 1. The organization shall be an unincorporated membership, and it shall operate and conduct business under the name of St. Patrick's Home and School Association of St. Patrick's Catholic School of Elkhorn, Nebraska.
- Section 2. The street address of this organization shall be 20500 West Maple Road, Elkhorn, NE 68022.
- Section 3. Hereinafter, the Home and School Association will be referred to as the Association. The five-day school of St. Patrick's Catholic School of Elkhorn, NE will be referred to as St. Patrick's.

### **Article II Purpose**

- Section 1. The Association is commissioned by and responsible to the St. Patrick's School Board. The Association is a volunteer service organization consisting of parents, guardians, teachers and school staff in the development of the children of St. Patrick's.
- Section 2. The goals, duties and responsibilities of the Association are:
- a) Promote positive school spirit, pride and unity through planned activities and projects
  - b) Support St. Patrick's administration, teachers and staff.
  - c) Provide a network to parent/guardians encouraging them to share ideas, questions, and concerns through the Association.
  - d) Establish and coordinate fund-raising efforts to help fund special projects or activities that support the needs of the 5-day school and its students.
  - e) Support St. Patrick's parents and guardians to help make their child(ren)'s school experience safe and rewarding.

### **Article III Membership**

- Section 1. Membership in the Association is open to those individuals who are parents or legal guardians of children who attend St. Patrick's. Teachers and St. Patrick's staff are invited to join as well.
- Section 2. Membership is by household and is not transferable.
- Section 3. Each household is limited to two (2) votes on Association motions. Votes must be cast in person.

### **Article IV. Organization**

- Section 1. There shall be a Board of Directors responsible for the operation and management of the Association. It shall be responsible for the supervision and care of all property, have full authority to commit the Association to action in consonance with resolutions adopted at meetings of the Association, and may cooperate with other organizations on such basis that will not impair the ability of the Association to pursue its purposes independently.
- Section 2. The Board of Directors shall consist of the Elected Officers, the immediate Past President, and the St. Patrick's Principal. Scrip Focus shall be submitted by the board of directors for the next school year no later than April 1<sup>st</sup> for a vote at the May meeting.
- Section 3. The Board of Directors (elected officers, past president and principal) create, discuss and are collectively responsible for the governance of the election process.
- Section 4. All St. Patrick's School's Committees planning to purchase items are required to submit a written budget to the Principal, School Board and Parish Finance Committee by June 1<sup>st</sup> for the proceeding school year. For St. Patrick's H & S this budget would be coordinated through the Board of Directors. This budget will include all estimated expenditures and income for the following year, along with the present balance. Items being purchased in addition to the submitted budget will need to be authorized in a tiered approach. All purchases will be approved by Principal. Purchases over \$1000 will also need to be approved by the Parish Finance Committee. Purchases requested by the school to a committee will follow the same procedures for approval before being submitted to the committee.
- Section 5. Requests for disbursement or payments exceeding \$1000 are to be discussed and motioned to move to a vote at the next H & S meeting. A majority vote for final approval would need to happen at the following meeting for the disbursement to become officially granted by the H & S Association. This is to ensure that all parties have ample time to research and fully commit to payment.
- Section 6. Each Committee Chair listed in Article II, Section 2, of these bylaws shall be under the supervision of the President
- Section 7. Association officers shall be elected by members of the Association.
- Section 8. The Association fiscal and activity year shall be from July 1 to June 30.

## **Article V. Officers**

- Section 1. Elected officers of this Association shall be:
- a) President
  - b) Vice President
  - c) Secretary
  - d) Treasurer
- Section 2. Each elected officer shall be an Association member in good standing.
- Section 3. The President shall:
- a) Preside at regular and special meetings of the Board of Directors and the membership.
  - b) Assume or reassign responsibilities of the work of the Committee Chairs.
  - c) Appoint all chairpersons of standing and special committees.
  - d) Call special meetings when necessary.

- e) Execute all contracts and agreements made by this Association after approval of the Board of Directors.
- f) All contracts entered into by the Association need to be co-signed by the President.

Section 4. The Vice President shall:

- a) Succeed to the office of the President and carry out its duties if the President is unable to serve.
- b) Represent the Association at all meetings of other organizations where official representation of the Association is desirable.
- c) Oversees all committee's and reports on their behalf in their absence.
- d) Perform such duties as maybe designated to him/her from time to time by the President.
- e) Preside at regular and special meetings of the Board of Directors and the membership in the absence of the President.
- f) Represent the Association at meetings of the St. Patrick's School Board.

Section 5. The Secretary shall:

- a) Maintain accurate Association records and correspondence.
- b) Record and distribute minutes of Association Membership and Board of Directors meetings which includes making sure they are posted to the school's Web site.
- c) Notify Association members of meetings and agenda.
- d) Assume the duties of the Treasurer as necessary.
- e) Perform such duties as may be designated to him/her from time to time by the President.
- f) Provide guidance to the Association regarding proper conduct and procedure of the meetings and implementation of Robert's "Rules of Order".

Section 6. The Treasurer shall:

- a) Maintain the financial and membership records of the Association.
- b) Supervise the receipt and disbursement of funds as directed by the Association Board of Directors. All receipts for expenses shall be submitted no later than 30 days after the expense was incurred. Any exceptions will be voted on at the meeting of the Association.
- c) Maintain Association funds in the St. Patrick's Catholic Church of Elkhorn's approved depository. Disbursements from the funds of this account shall be by check and signed by the Treasurer. Disbursements from the SCRIP account shall be by check and require two signatures. All disbursements shall be documented with proper written receipts.
- d) Submit financial report at all regular General Membership meetings. In addition, an annual report shall be submitted to the Board of Directors, the St. Patrick's School Board and the St. Patrick's Pastoral Council.
- e) Assume the duties as may be designated to him/her from time to time by the President.
- f) Coordinates H&S membership for Nebraska Federation of Catholic School Parents (NFCSP) dues annually and aids in the processing of enrollment.

Section 7. The immediate Past President shall:

- a) Serve as an advisor to the President and Vice President in order to facilitate continuity in the Association from year to year.

b) In the absence of the President and the Vice President, preside at Board and Membership meetings.

Section 8 The Committee Chairs shall:

- a) Implement committee responsibilities and functions as depicted under Article XII, Section 1- Committee Descriptions.
- b) Assign duties to members of their committee under their responsibility.
- c) Oversee and communicate with the Board of Directors and the Association as to the status of their activities.
- d) Perform such duties as may be designated to him/her from time to time by the President or Association.

Article VI. Nominations, Elections and Vacancies

Section 1. The association President shall appoint a nominating committee composed of at least five (5) members no later than November of each year. Nominating Committee names shall be published in the November meeting minutes.

Section 2. The Nominating Committee shall select qualified candidates for all elective offices. Candidates' names and qualifications shall be published and distributed to Association members at the March meeting.

Section 3. Any 10 Association members may submit a signed petition nominating one or more individuals for elective office. The petition shall be accompanied by a written acceptance by the nominee(s) and shall be submitted to the Chairperson of the Nominating Committee 30 days in advance of the election. The names and qualifications of such nominees shall be published and distributed to the membership at least 15 days prior to the election.

Section 4 The term of elected Association officers shall be for one year beginning June 1<sup>st</sup> until May 31<sup>st</sup> with only emergency business to be conducted from June 1<sup>st</sup> until July 1<sup>st</sup>.

Section 5 Election of officers for the ensuing year shall be held at the May meeting. If there is more than one nominee for an office, the voting shall be done by written ballot. If there is only one candidate for an office, election may be by voice vote. The Board of Directors may opt to conduct the election by mail ballot if the May meeting is cancelled, lacks a quorum, or other pertinent reason. A simple majority of returned ballots by the cut-off date will determine the winner of each elected office.

Section 6 The immediate Past President shall oversee the counting of the ballots. Voting records shall be kept on file until the following election.

Section 7 The President will automatically succeed to the office of Immediate Past President when his/her term is complete.

Section 8 Removal of elected Association officers shall be by the vote of Association members at any regular or special meeting upon presentation of a signed petition from either the Association Board of Directors or 10 Association members. Notification of such meeting shall be distributed to each member at least 30 days in advance of the date of the meeting. Committee Chairpersons appointed by elected officers or the Association Board of Directors may be removed by the officer or the Board of Directors who appointed them.

Section 9 Vacancies in elected Association offices shall be filled by succession designated in the various offices. If no succession is designated, the Association President shall:

- a) Appoint a special nominating committee.
- b) Publish nominees for office at least 15 days in advance of the Association meeting at which the election is to be held.
- c) Receive at the Association meeting nominating petitions signed by the number of Association members specified in Article VI, Section 3.
- d) Conduct a voice vote at the Association meeting if there is only one nominee; and a written ballot if there is more than one nominee for an office.

Section 10 Committee Chairs/Co-Chairs will be nominated at the March meeting and approved at the May meeting.

**Article VII. Committees – Responsibilities and functions stated in Article XII, Section 1 – Committee Descriptions**

Section 1 In order to promote positive school spirit, pride and unity through planned activities and projects there are the following committees:

- a) Catholic Schools Week
- b) Carnival
- c) Parade Committee
- d) Yearbook
- e) School Showcase Committee
- f) St. Patrick’s Apparel Sales

Section 2 In order to support St. Patrick’s administration, teachers and staff there are the following committees:

- a) Lunch Room Committee
- b) Staff Appreciation Committee
- c) Room Parent
- d) VVO (Various Volunteer Opportunities)
- e) Food Committee
- f) Staff Birthdays
- g) ELF
- h) Parent Safety Patrol Committee (PM)
- i) Grounds Maintenance Committee
- j) Library Volunteer Committee

Section 3 In order to provide information to parent/guardians through the Association there are the following committees:

- a) Yahoo! Group/Social Network
- b) Directory Development Committee

Section 4 In order to establish and coordinate fund-raising efforts to help fund special projects or activities, which support the needs of the 5-day school and its students there are the following committees:

- a) Book Fair
- b) SCRIP
- c) Free Money Programs
  - a. Box Tops for Education
  - b. Younkers Benefit Sale/NE Furniture Mart
  - c. Hy-Vee Receipts

d. Used Uniform Sale

Section 5 In order to support St. Patrick's parents and guardians to help make their experience positive:

- a) Good Neighbor Committee
- b) School Supply Kits Committee

Section 6 Additional Committees may be formed if a need arises. A group of at least 3 Association members may petition the Board of Directors to add an additional Committee. The petition should be in writing and include:

- a) The proposed name of the Committee;
- b) The mission, goals, and responsibilities of the Committee;
- c) The names and signatures of Association members that are interested in serving on the Committee; and
- d) If the Committee will be permanent or temporary.

**Article VIII. Dues**

Section 1. To become a member of the Association, each household shall pay to the Treasurer of the Association the amount of \$25 no later than September 1 of every year. Only paid members shall be allowed to vote.

Section 2 There are no refunds or pro-rating of dues.

Section 3 Association dues shall be determined by vote of the Association membership at any regular or special meeting where a quorum is present. All Association members shall be notified at least 30 days in advance regarding dues proposals.

**Article IX. Meetings**

Section 1. The rules of parliamentary procedure as contained in the latest edition of Robert's "Rules of Order," shall govern meetings of the Association unless otherwise provided in these bylaws.

Section 2. Special Membership meetings may be called by the President or by any other two officers. The notice of special Meetings shall state the purpose there of and only such business stated shall be transacted.

Section 3. Notification of Regular or special meetings shall be given at least seven (7) days prior to the meeting.

Section 4. Ten (10) active members shall constitute a quorum for the transaction of business at any regular or special membership meeting.

**Article X. Miscellaneous**

Section 1. Association members may dissolve the Association in the following manner:

- a) A resolution to dissolve the Association shall be acted upon at a meeting of the Board of Directors. The resolution shall set forth the reason for dissolution.
- b) Within 30 days following the Board of Directors action, a mail ballot shall be sent to all Association members setting forth the reasons for dissolution. Thirty (30) days after the ballots are mailed; the Board of Directors shall count them. A two-

thirds (with a minimum of 10 total votes) vote is required for approval of the action.

- c) Upon the adoption of the resolution to dissolve, the officers shall carry out the dissolution of the Association under the guidance of the St. Patrick's School Board.

Section 2. The official St. Patrick's logo may be used by the Association on correspondence, publications, and other official documents. An additional Home and School Logo may also be used.

Section 3. The Board of Directors has discretionary spending authority of not more than \$150 for which a vote of the membership is not required. However, a simple majority vote of the Board of Directors is required and must be recorded.

Section 4. Association officers shall assure retention of needed Association and membership records by adhering to the following record retention periods. Officers having charge of these records are authorized to dispose of the records at the end of the required retention period.

- a) Minutes of meetings – permanently
- b) Correspondence – two years following completion of Association year
- c) Financial records – five years following completion of the Association year

## **Article XI. Amendments**

Section 1. Amendments to these bylaws may be proposed by the Association Board of Directors or by 10 Association members. Amendments proposed by the latter shall be presented to the Association Board of Directors.

Section 2. The Association Board of Directors shall publish any proposed amendments to the membership at least 30 days in advance of the meeting at which action will be taken.

Section 3. Amendments shall be voted on at a regular or special Association membership meeting at which a quorum is present. A two-thirds (with a minimum of 10 total votes) affirmative vote is required for approval.

Section 4. All amendments to these bylaws will become effective after approval by the St. Patrick's School Board.

## **Article XII Addendums**

Section 1. Committee Descriptions

### **HOME AND SCHOOL COMMITTEES**

1. CARNIVAL: Annual event in August

- A. coordinates the annual carnival for the St. Pat's Parish
- B. set up crew (helps get games, tables, tents, etc. ready on event day)
- C. take down crew (helps tear down games, tables, tents, etc., clean store equipment after carnival)
- D. helps pre-sell tickets for event an raffle after Mass an before dismissal
- E. volunteers for shift(s) at the carnival to run game or activity

2. BOOK FAIR: fall and spring

- A. works with Librarian and Company Rep to organize, plan and execute the two book fairs

- B. helps set up/take down books for fair
  - C. helps work during fair with check out/sales, restocking, etc.
  - D. provide miscellaneous assistance during fair
3. FOOD COMMITTEE: throughout the year
- A. coordinates food and paper items as need for the staff
  - B. bake/cook/pick up food and paper goods for various school functions/in-services/meetings
  - C. sets up or cleans up space for function or meal
4. GOOD NEIGHBOR: throughout the year
- A. coordinates discovery and fulfilling needs of school families who are dealing with challenges
  - A. provides meals or other assistance for school families during time of need (i.e. illness, surgery, etc.)
5. CATHOLIC SCHOOLS WEEK (CSW)- January/February
- A. assists the school committee to help coordinate activities throughout the week
  - B. helps run daily activities and provides supplies
  - C. helps decorate the school for the week and provides supplies (food, paper goods, etc.) as needed to celebrate the week's events
6. PARADES: ST. PATRICK'S DAY/Elkhorn Days- March /June
- A. helps plan and execute St. Pat's participation and creates a theme
  - B. helps decorate float before parade
  - C. helps tear down float after parade
7. STAFF APPRECIATION WEEK (SAW): One surprise week sometime in March
- A. helps plan and execute activities and create theme for the week
  - B. helps prep for events (decorate, package items, etc.) and helps set up, clean up and/or facilitate a day's event
  - C. helps solicit donations for the week
- The SAW committee collects contributions, at any level, and distributes the funds to the entire school staff via \$CRIP Certificates of Appreciation.**
8. YEARBOOK: throughout the year
- A. coordinates the production and sales of the St. Pat's annual yearbook
  - B. helps obtain photos of student/school activities: sports (soccer, track, basketball, t-ball, etc.), programs (Christmas, Spring, etc), and other events (classroom parties, extracurricular activities/clubs, etc.)
9. LUNCH ROOM: volunteer however you'd like: weekly, monthly, a few times a year or sub
- A. helps coordinate and schedule volunteers, five per shift
  - B. helps serve lunch, clean up school lunch tables and chairs
10. SAFETY PATROL: volunteer to assist at after school pick-up
- A. helps with ensuring cars *back into* stalls and close lots at 3:20PM or 5 minutes prior to an early dismissal
11. LIBRARY VOLUNTEERS: throughout the year
- A. helps coordinate and schedule volunteers to assist the Librarian during school hours
12. GROUNDS MAINTENANCE: August/April clean-up and as needed throughout the year
- A. contributes to the upkeep of the parish landscape plan, helps organize volunteers for clean-ups
  - B. helps with weeding, trimming shrubs/flowers, planting flower pots, laying mulch, edging, mowing, etc. in cooperation with the rest of the parish
  - C. donates money or actual items for the maintenance (i.e. plants, lawn bags, plants, soil, mulch, etc.)
13. SCHOOL SHOWCASE: throughout the year
- A. helps clean and change out cases monthly
  - B. helps create new ideas for cases
  - C. solicits teachers and staff for student creations
14. \$CRIP: throughout the year. Orders are accepted via backpack, school office and after all weekend masses. Fulfillment is 1-2 days for in-stock items; 7-10 days for pre-order items.



- A. participate simply by buying \$CRIP and supporting \$CRIP promotion, food and vendor events.
  - B. helps sell \$CRIP after weekend mass, help with various fulfillment tasks (i.e. aid in packaging and distribution during promotions, sales, etc.) For more info, go to: <http://www.stpatselkhorn.org/school/scripprogram2.cfm>
15. SCHOOL DIRECTORY: August/September
- A. edits, publishes and distributes the St. Pat's School annual school directory
  - B. helps solicit advertisement ads for the H& S directory
16. APPAREL SALES: throughout the year
- A. works with our vendor to maintain the on-line store
  - B. helps set-up/run sales and aids with distribution of purchased items, including the Spring Uniform Pre-Order in April
17. USED UNIFORM SALES: throughout the year
- A. helps collect and prepare used clothing and maintains inventory
  - B. helps set-up/run sales
  - C. coordinates sale of items throughout the year, as needed, by soliciting parents
18. SCHOOL SUPPLY KITS: May through August
- A. works with a vendor and school administration to organize school supply list for each grade level
  - B. run a pre-order and collect payments in May to reserve supplies for August of the following school year
  - C. organize and distribute School Supply Kits to families in August before the start of school
19. ROOM PARENTS: throughout the year
- A. works with teacher to discover various needs (i.e. parties, reading with students, etc.) and communicates them to parents
  - B. works with other committees to aid in classroom needs (i.e. Staff Appreciation Week, Catholic Schools Week, etc.)
20. STAFF BIRTHDAYS: throughout the year
- A. organizes all birthday's sends a card on behalf of home and school for each staff member's birthday. This position will mail cards during the summer months so no half birthdays will be used.
21. ELF: December
- A. collects contributions and distributes the funds to school staff via \$CRIP certificates as Christmas gifts from participating families
- The H&S ELF Fund is an easy way to take care of your school holiday shopping. A voluntary contribution, at any level, covers the entire school staff.**
22. VVO (Various Volunteer Opportunities): throughout the year
- A. discovers, organizes and coordinates aid for various school and H&S needs throughout the year
  - B. work shifts for various events (i.e. Get Set for School, Picture Pay, Health Screening, holiday decor, field day, etc.)
  - C. coordinates the BOO HOO/WOO HOO breakfast for Kindergarten parents
23. YAHOO /Social Network Group: throughout the year. Sign up on the H&S Membership & Dues form.
- A. administers invitations to the groups via e-mail and monitors postings
  - B. maintains/updates the H&S Facebook page
- Yahoo is a virtual bulletin board that allows *current* H & S members to communicate, solicit help, and find opportunities like carpool, sitters, etc.**
24. FREE MONEY PROGRAMS- BOX TOPS/HY-VEE RECEIPTS/ YOUNKERS SALES: throughout the year
- A. Promotes, collects and redeems items for H&S funds
- Save/turn in Box Tops, Hy-Vee receipts, etc. via your student's backpack throughout the year. Our chairs send them in and we earn FREE MONEY.**

**NOTES:**

The highlighted changes were voted on and approved at the January 2013 Home and School Meeting. Then taken to the School board for approval in February 2013. Approval granted. Bylaws were updated on 3/18/13. -SD