

St. Anne's School Garden City, NY

Home School Association By-Laws

created 01/2011; revised 9/2011; updated 5/2013

Article I. Name

The name of the organization shall be the St. Anne's School Home School Association of the Diocese of Rockville Centre, Nassau County, State of New York (said organization being hereinafter sometimes referred to as "the HSA").

Article II. Objectives

The Objectives of the HSA shall be:

1. To promote the ideals of Catholic Education.
2. To promote open communication among the parents, teachers and administration of St. Anne's School.
3. To provide parents and teachers with the information to aid in all aspects of education, growth and development.
4. To promote good will and foster the relationship between and among parents, faculty, administration and the parish so that all may cooperate intelligently toward the better education and development of the students of St. Anne's School.
5. To raise funds to enhance the students' elementary experience.
6. To direct and coordinate parental support of St. Anne's School through assistance activities, social functions and fundraisers.
7. To respect and support the established school policies and practices as set forth by the Diocesan Superintendent of Schools, the Pastor, and the School Principal.
8. To support and encourage school spirit and pride.

Article III. Basic Policies

Section 1

The objectives of the HSA shall be promoted through educational programs and social events directed toward students, families, and teachers.

Section 2

The HSA shall be noncommercial, nonprofit and nonpartisan. It shall not endorse a commercial enterprise or political candidate. The name of the HSA or the names of any members in their official capacities shall not be used in any connection with a commercial concern or with any political interest, or for any other purpose than the regular activities of the HSA.

Section 3

The HSA shall not directly participate in or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities in attempting to influence legislation.

Section 4

The HSA shall neither seek to direct the administrative activities of the school nor to control its policies.

Section 5

The HSA may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordination councils, provided its representatives make no commitment that bind the group she/he represents.

Section 6

In the event of dissolution of the HSA, the assets of the HSA shall be either turned over to the school principal for use on school projects or to a successor organization whose basic purposes are the same as those of the HSA in accordance with the exempt purpose specified in Section 501(c) (3) of the Internal Revenue Code of 1954 as from time to time amended.

Article IV. Membership

Section 1

Membership shall be open to all parents and legal guardians of the students of St. Anne's School and all members of the faculty of St. Anne's School.

Section 2

All members, except faculty, shall pay annual dues as set forth and communicated by the HSA President. Payment of dues is necessary to be deemed a member in good standing.

Section 3

Membership entitles each parent and/or legal guardian to the rights and privileges of the HSA, including the right to participate in general membership meetings and vote in the annual election.

Article V. Officers and Their Election

Section 1 (a)

The elected officers of the HSA shall be the President, Vice President, Secretary, Fundraising Chair, Enrichment Chair, Lunch Coordinator, Snack Coordinator, Hospitality Coordinator, New Family Liaison, Class Parent Liaison, Faculty Liaison, Social Events Coordinator, and Publicity Chair (such officers being collectively hereinafter sometimes referred to in these By-Laws as the "Board").

Section 1 (b)

The appointed officers of the HSA shall be the Treasurer and the eChalk Administrator. These officers are appointed at the discretion of the Principal and HSA President.

Section 1 (c)

Insofar as possible, the immediate past President shall avail themselves to the HSA Board in the capacity of Advisor for the period of one year.

Section 1 (d)

Honorary members of the HSA Board include the Principal, Pastor, and Faculty Representative.

Section 2

Elections for Board positions shall take place in May/June, and Board members shall take office effective July 1st.

Section 3 (a)

There shall be a Nominating Committee which shall consist of the President, Vice President and Advisor.

Section 3 (b)

Nominations for elected officers will be accepted for a period of up to one week following the communication of such on the St. Anne's School website. Nominations may be offered in writing or online via the St. Anne's School website by any member in good standing of the HSA.

Section 3 (c)

The Nominating Committee shall present a slate of candidates for open Board positions to the Membership within 2 weeks of the opening of nominations. The Nominating Committee shall present at least one nominee for each office to be filled. Nominees, to be considered, must have the following prerequisites:

- current HSA member in good standing
- executed and fulfilled their current-year Service Contract
- selected at the discretion of the Nominating Committee if there are no qualified candidates
- Nominees for the office of President must have served as a Board officer for two years prior to being nominated for President

Section 3 (d)

Only those who have consented to serve shall be eligible for election.

Section 3 (e)

Individuals may accept a nomination for only one position.

Section 4

Board members may be elected by paper or online ballot by a simple majority of those members in good standing of the HSA qualified to vote who cast votes.

Section 5

The term of elected office shall be one year, with the exception of the President. The term of office for the President shall be two years. Appointed officers serve at the pleasure of the Principal or until they resign their position.

Section 6

A vacancy occurring in any office shall be filled for the unexpired term by the appointment of the President. If a vacancy occurs in the office of the President, the Vice President shall serve as President for the remainder of the term.

Section 7 (a)

Board members elected to serve on the HSA Board cannot hold leadership positions in other parish ministries or hold office on other parish boards while serving on the HSA Board.

Section 7(b)

Full-time employees of the school cannot be elected to serve on the HSA Board, with the exception of individuals in paid school yard and/or door monitor positions which, by their nature, are held by school parents.

Article VI. Duties of Officers

Section 1

The President shall:

- preside at all meetings of the HSA and HSA Board. The President shall have the general power and duties of supervision and management usually vested in the office of President;
- perform such duties as may be prescribed in these by-laws or assigned to him/her by the HSA or by the Principal or Pastor;
- coordinate the work of the officers and committees, in order that the objectives may be promoted; and
- represent the HSA as a member of the St. Anne's School Board.

Section 2

The Vice-President shall:

- be vested with all the powers and shall be required to perform all the duties of the President in his/her absence, and shall assist the President in the supervision of officers/committees when required;
- act as the student assembly coordinator;
- maintain the HSA By-laws;
- facilitate the production and distribution of the annual St. Anne's School Family Directory; and
- maintain meeting procedure.

Section 3

The Secretary shall:

- record and distribute the minutes of all meetings of the HSA and HSA Board;
- publish the monthly HSA Newsletter;
- conduct the correspondence of the HSA; and
- perform such other duties as may be delegated.

Section 4

The Treasurer shall receive and disburse all money of the HSA in a timely manner and shall keep an accurate record of receipts and expenditures. The Treasurer's responsibilities include:

- present a statement of account at meetings of the HSA and at other times when requested by the Board and/or the President;
- present the budget for approval at the first meeting of the school year;
- have accounts examined annually at the end of the fiscal year by the parish Director of Operations; and
- be responsible for collecting all deposits and reimbursement requests for the HSA. An itemized, legitimate receipt is required for all reimbursement requests.

Section 5

The Fundraising Chair shall:

- develop an annual fundraising plan for the HSA;
- oversee the execution of the annual fundraising events;
- work with the Treasurer to ensure timely collection/distribution of funds raised and
- research additional fundraising opportunities.

Section 6

The Enrichment Chair shall:

- coordinate a minimum of two 6-week sessions of after-school enrichment activities per school year;
- oversee the instructors and execution of the classes;
- work with the Treasurer to ensure timely collection/distribution of Enrichment-related funds.

Section 7

The Lunch Coordinator shall:

- develop and execute the hot lunch program for Mondays - Thursdays for the school year;
- oversee the lunchroom volunteers;
- serve as the vendor liaison; and
- work with the Treasurer to ensure the timely collection/distribution of Lunch program-related funds.

Section 8

The Snack Coordinator shall:

- develop and execute the snack program schedule for Mondays – Fridays for the school year;
- perform weekly inventories and place orders as needed; and
- work with the Treasurer to ensure the timely collection/distribution of Snack program-related funds.

Section 9

The Hospitality Coordinator shall:

- organize refreshments for HSA events including the Back to School breakfast, Catholic Schools Week Open House, and other school-wide meetings as delegated; and
- purchase and deliver gifts on behalf of the HSA for events such as faculty weddings, retirements, and other purposes as directed.

Section 10

The New Family Liaison shall:

- coordinate contact with new families registered at St. Anne's to welcome them on behalf of the HSA;
- plan and execute the Welcome Cocktail Party in August; and

- avail themselves to new families throughout the school year to ease their transition to St. Anne's.

Section 11

The Class Parent Liaison shall:

- coordinate and oversee the efforts of Class Parents chosen by the faculty;
- serve as liaison between class parents and PE teacher regarding Field Days; and
- be available as a resource to class parents throughout the school year.

Section 12

The Faculty Liaison shall:

- coordinate and execute various faculty-appreciation events throughout the school year on behalf of the HSA; and
- work with the Treasurer to distribute Christmas and year-end faculty gifts.

Section 13

The Social Events Coordinator shall:

- develop a plan of social events for the school year and secure chairpersons for all events;
- oversee the execution of the social events planned; and
- work with the Treasurer to ensure timely collection/distribution of event-related funds.

Section 14

The Publicity Chair shall:

- promote St. Anne's School in the parish bulletin, local newspapers, and the Long Island Catholic by submitting articles/press releases of newsworthy happenings at the school;
- ensure that a publicity representative is present at all newsworthy student functions taking pictures; and
- place advertisements in local newspapers at the direction of the Principal.

Section 15

The eChalk Administrator shall:

- collect and upload current email addresses from all school families;
- maintain the school website and email distribution lists;
- send out all HSA and school email correspondence; and
- perform additional technology-related tasks as directed by the Principal.

Section 16

All officers shall:

- perform the duties prescribed in the parliamentary authority in addition to those outlined in these by-laws and those assigned from time to time; and
- deliver to their successors all official material by June 30th.

Article VII. Meetings

Section 1

HSA general membership meetings shall be held at a date and time selected by the HSA Board, not less than twice per school year.

Section 2

HSA Board meetings shall be held at the discretion of the President, generally once per calendar month during the school year.

Section 3

Special meetings may be called by the President, Pastor, Principal, or a simple majority of Board members.

Section 4

Each Board office shall make a report at every HSA Board meeting. Such report shall be delivered in person at the meeting or sent to the President in writing 24 hours prior to the meeting.

Section 5

Meeting minutes shall be taken at every meeting and distributed to the Board.

Article VIII. Parliamentary Authority

Section 1

Robert's Rules of Order Revised shall govern the HSA in all cases to which they are applicable and in which they are not in conflict with these by-laws.

Section 2 (a)

The President shall preside over all HSA general membership and HSA Board meetings.

Section 2 (b)

In the President's absence the Vice President shall preside over HSA general membership and HSA Board meetings.

Section 3

All HSA general membership and HSA Board meetings shall be conducted in a Christian manner. All in attendance shall be respectful of each other and their opinions.

Section 4

All Board officers are expected to uphold the confidentiality of Board discussions at all times.

Section 5

A quorum shall consist of 2/3 of Board officers.

Article IX. Amendments

These By-Laws may be amended at any Board meeting by a 2/3 vote of the Board officers present and entitled to vote, provided such amendment has been presented in writing to the Board at the previous meeting.

Article X. Reimbursement Of Expenses

Section 1

All money collected for the purpose of HSA activities must be forwarded to the Treasurer timely.

Section 2 (a)

Vendor invoices should be obtained whenever possible for expenses incurred on behalf of the HSA to facilitate direct payment by the HSA Treasurer. Direct payment by HSA check is the preferred method of payment for HSA-related expenses.

Section 2 (b)

Expenses incurred on behalf of the HSA that must be paid via credit card (i.e. online or catalog orders) must be paid with the parish credit card. Individuals placing the order shall contact the parish Director of Operations prior to purchase for the credit card number.

Section 2 (c)

Reimbursement is permitted for cash expenses incurred for HSA activities. An itemized, legitimate receipt must be given to the Treasurer timely. Reimbursement will be via check made payable to an individual. No checks shall be made payable to "Cash".

Article XI. Standing Rules

Section 1 Service Contracts

All school families are required to execute and fulfill an annual service contract which requires a minimum of 15 hours of volunteer service to the school.

Section 2 Email Addresses

All school families are required to register a current email address with the eChalk Administrator.

Section 3 VIRTUS Training

All parents must attend VIRTUS training in order to volunteer in the school or at school or HSA-related functions, attend class parties, or go on class trips. Opportunities to attend VIRTUS training are available throughout the school year and can be found on the diocesan website DRVC.org.

Section 4 Personal Business

All school families are prohibited from soliciting or advertising their personal business while at HSA meetings or other HSA functions, with the exception of St. Anne's parish-related events where advertising is expressly permitted (i.e. Spirit Day). Contact information of school families provided via the St. Anne's School family directory, class lists, and class email distributions may not be used for marketing purposes.

Section 5 Enrichment

Requirement for Enrichment Instructors are as follows:

- All class instructors must be Virtus trained prior to the start of classes per diocesan regulations. NO EXCEPTIONS.
- Instructors will be permitted to teach a maximum of two classes per session. Exception may be made on a case by case basis due to high demand.

- There is a 10 student minimum per class. Class maximum is at the discretion of the instructor, not to exceed 20. Classes in excess of 15 students require an additional instructor.
- Per-student Materials Fees are set by the instructor based on reasonable estimates. Expenses for materials will be reimbursed based on actual outlay. Diocesan audit standards require all reimbursements to be supported by receipts. Instructors will be reimbursed within one week of submitting receipts. All receipts must be submitted by the last day of class.
- Instructor stipends will be paid upon completion of the program.
- Only registered class participants may be present while enrichment classes are being conducted. For safety and liability reasons, instructors are not permitted to bring their children to class.
- Instructors teaching classes for grades K-3 are responsible for collecting the students from their classrooms at dismissal and walking them to the enrichment room.
- Instructors are responsible for the proper dismissal of all class participants based on the parents' directives. Instructors are responsible for escorting students to After Care if necessary.
- The Enrichment Coordinator is not permitted to instruct a class.

Section 6 New Family Liaison

The New Family Liaison (NFL) is charged with welcoming new families and helping with their transition to St. Anne's School.

- In mid-summer, NFL must contact the Principal for a list of new families with children entering grades K-8. List will include names, addresses, and phone numbers. NFL must call each new family to welcome them, provide NFL's phone # and email address, and answer any questions they may have.
- After calling, the NFL should send a welcome letter including answers to commonly asked questions and useful paperwork (service contract, lunch order forms, etc).
- NFL works with Hospitality Coordinator to host a Welcome Cocktail Party in late August in the SAS Library. NFL coordinates food and Hospitality provides paper goods and drinks. Email invitations should be sent to HSA Board and new parents.
- Throughout the school year the NFL should make themselves available for questions/concerns from new families and periodically contact them.

Section 7 Faculty Liaison

The Faculty Liaison (FL) is charged with keeping communication open between faculty/staff and the HSA and coordinating faculty appreciation events. All dates must be approved by Principal in advance.

- Welcome Back Breakfast – usually takes place within first few weeks of school
- Christmas Luncheon – monetary gifts are provided to non-homeroom teachers and staff of an amount determined by the HSA Board.
- Valentine's Day – small token of appreciation, such as chocolates in Teacher's Lounge.
- End of Year Luncheon – monetary gifts are given out to ALL faculty and staff at this luncheon. Amounts are determined by the HSA Board.
- Christmas & Spring Concerts – flowers are presented to Band Conductor and Chorus Director at the concert.

Section 8 Social Events Coordinator

The Social Events Coordinator oversees all HSA-sponsored social events throughout the year.

- Chairs for event are obtained through service contracts or at sign ups in the beginning of the school year.
- Dates for all social events are established by the HSA President and the rectory.

- Event information is maintained by the Social Events Coordinator and provided to event chairs prior to the events.
- Standing events include: Father/Son Night, Mother/Son Night, Father/Daughter Night, Mother/Daughter Mass and Dinner, 4&5 and 6,7,& 8 Halloween parties, Advent Wreath Making, Special Persons Day, Ladies Christmas Brunch and St. Patrick's Day Post-Parade party. Additional events may be added as approved by the HSA Board.
- The Social Event Coordinator works closely with the Treasurer to determine a budget for each event and notify event chairs.

Section 9 Publicity

The Publicity Chair is responsible for keeping abreast of events and activities that take place within St. Anne's School (nursery through 8th grade) and reporting those goings-on to local newspapers and the parish bulletin.

- Newsworthy events include but are not limited to field trips, service initiative events, assemblies, HSA-sponsored events such as; Field Day, Christmas & Spring concerts, school play, May Crowning, Breakfasts with Santa, St. Patrick's Parade, Living Legends, and Science Fair.
- Pictures should be taken at all newsworthy events so that photos may accompany articles.
- Publicity submits paid advertisements in collaboration with the Principal.

Section 10 Class Parent Liaison

The Class Parent Liaison (CPL) is charged with overseeing the Class Parents and serving as a resource to them throughout the year.

- Class Dues are determined annually by the HSA Board and approved by the Principal. CPL communicates due amount to all Class Parents.
- CPL provides Class Parents with letter templates for communication to school families to ensure a consistent message where applicable.
- CPL coordinates Field Day needs with PE teacher and communicates the information to Class Parents.

Section 11 Lunch

Lunch shift schedules for the school year are provided to all teams in September and the lunch volunteer calendar is available in real time on the St. Anne's School website. All lunch volunteers are expected to attend their scheduled shifts for the entire duration of the shift. In the event that a volunteer cannot make it on a scheduled day, it is that individual's responsibility to find a replacement. If a volunteer has difficulty finding a replacement, a Lunch Coordinator must be notified immediately to assist in securing coverage.

Section 12 Snack

Snack shift schedules for the school year are provided to all teams in September and the snack volunteer calendar is available in real time on the St. Anne's School website. All snack volunteers are expected to attend their scheduled shifts for the entire duration of the shift. In the event that a volunteer cannot make it on a scheduled day, it is that individual's responsibility to find a replacement. If a volunteer has difficulty finding a replacement, a Snack Coordinator must be notified immediately to assist in securing coverage.

Section 12 Fundraising

All fundraisers for the school must be approved in advance by the Principal.

Section 13 HSA Scholarship

Annually the HSA will fund two \$250 scholarships to be awarded to graduating 8th grade students of St. Anne's School who will be attending a Catholic high school and whose parent(s) have served as an HSA Board member at some point. The scholarship recipients will be chosen by the committee of 8th grade teachers and the Principal. The HSA President will provide the selection committee with the names of the eligible students.