

SAINT JEANNE DE LESTONNAC SCHOOL

HOME AND SCHOOL ASSOCIATION BYLAWS¹

Preamble

The Saint Jeanne de Lestonnac School Home and School Association ("Association") is an organization of parents who have chosen to participate more fully in the service of Saint Jeanne de Lestonnac School ("School") by organizing fundraising activities, and by providing funds that directly benefit the students, Faculty, the general plant, and equipment. Examples of what the Association provides funds for: improvements to maintain up-to-date technological programs and infrastructure, physical plant maintenance, security, and teacher benefits. Equally important, the Association also organizes fundraising activities which provide academic scholarships for students who otherwise would not be able to attend the School.

The Association does not act independently. It is an integral component of the school, which serves as a consultative or advisory organization for fundraising, community building activities, and other projects as requested by the Administration. The Association does not seek to direct the Administration or to control its policies, procedures, or curriculum.

ARTICLE I - NAME

The name of this organization shall be Saint Jeanne de Lestonnac School Home and School Association.

ARTICLE II - OBJECTIVES

The objectives of the Association shall be:

- To cooperate and assist the Faculty of the School in its efforts to promote the spiritual, moral, intellectual, social, and physical welfare of the students;
- To financially support improvements to the school facilities, equipment, and supplies as directed by the School Principal;
- To assist the School Principal, Administration and Faculty in any specialized program or project; and,
- To foster closer relationships and build community between our families and the School.

ARTICLE III - MEMBERSHIP

Membership in the Association shall be open to the entire School community. Every member of the Association should promote and participate in School activities.

Section I: All parents and guardians of children attending the School are members of this Association.

Section II: All School Administration, Faculty, and Staff are members of this Association.

Section III: All members are encouraged to attend the monthly general meetings, during which the Association's business is presented.

Section IV: All Association members shall receive a copy of these Bylaws via the School website.

ARTICLE IV - GENERAL MEETINGS

Section I: General meetings are held during the school year each month. There are typically ten general meetings per school year.

Section II: Other general meetings may be called by the President in consultation with the School Principal, as necessary.

Section III: A simple majority of the Executive Board present shall constitute a quorum, which shall be necessary to conduct the financial business of the Association. Other decisions may be made with a simple majority of the General Board, as defined in Article VII, present at a general meeting.

Section IV: The privileges of holding office, introducing motions, and debating shall be limited to the members of the Association in consultation with the School Principal.

ARTICLE V - EXECUTIVE OFFICERS AND SELECTION

Section I: The Executive Officers of the Association shall be President, Vice President, Secretary, Recording Treasurer, Check Writing Treasurer, and Depositing Treasurer.

Section II: The Executive Officers and School Principal shall constitute the Executive Board. The School Principal may also designate other School Administrators and Staff to hold membership on the Executive Board.

Section III: Selection of Executive Officers:

- A. The President shall nominate members to serve in all Executive Officer positions.
 - a. The member nominated to serve as Vice President shall serve two years in this capacity, observing and learning the responsibilities of the President. The Vice President will serve as President for the subsequent 2-year term.
- B. The slate of nominees shall be presented to the School Principal for approval. The School Principal has final approval authority for all nominations.
- C. The School Principal shall submit to the Executive Board the slate of Executive Officers for the coming year by the May general meeting. It is customary for the current Executive Board to accept the School Principal's slate of Executive Officers.

- D. Terms for all Executive Officers shall commence in June for a period of twelve months. Executive Officers are sworn in by the School Principal at the last general meeting of the year (typically June). An Executive Officer may serve two consecutive terms in the same capacity. The School Principal may approve additional terms in the event that an Executive Officer is needed to serve more than two consecutive terms.

ARTICLE VI - DUTIES OF THE EXECUTIVE OFFICERS

- Section I: The President shall preside over all Association General and Executive Board meetings, and shall serve as an *ex officio* member on all committees. The President, in conjunction with the School Principal, shall appoint all Committee chairpersons, and any vacancies that may occur during the school year. The President shall present a meeting schedule at the first general meeting of the year, and an agenda at the beginning of each meeting.
- Section II: The Vice President shall preside over all Association General and Executive Board meetings in the absence of the President. The Vice President shall serve in any vacancy on the Executive Board until the position is filled.
- Section III: The Secretary shall record the minutes of all Association general meetings and shall perform such other duties as delegated. The Secretary or President shall email the minutes to each General & Executive Board member within two weeks of the meeting. The Secretary or the President shall notify each General & Executive Board member by email of the upcoming general meeting at least one week in advance. The Secretary shall keep a record of all motions passed for follow up.
- Section IV: The Treasurer roles are divided into three distinct positions (Recording, Check Writing, and Depositing) and shall consist of three Association members who are not related by blood, marriage, or business ventures:
- A. The Recording Treasurer will reconcile the bank accounts monthly and report to the Association the Profit & Loss and other related financial statements at each monthly meeting of the Association. Additionally, the Recording Treasurer will prepare the annual budget in accordance with direction and input by the Executive Board, with final approval by the School Principal.
 - B. The Check Writing Treasurer shall pay out funds by check in accordance with the budget as approved by the Association, and shall keep an accurate record of all Association expenditures.
 - C. The Depositing Treasurer will be responsible for handling all check and cash deposits from fundraising activities and ensuring the deposits safely reach the bank account of the Association.

- D. All checks drawn on the Association bank account require both the Check Writing Treasurer and School Principal's signatures. In the absence of the School Principal, an alternate account signatory, as authorized by the School Principal and bank clearance, may provide the second signature. Transfers between bank accounts require the signatories of the President and the School Principal.

Section V: The Immediate Past-President will serve as Parliamentarian at all Association General Board meetings.

Section VI: Past-President(s) of the Association will have the honorary position of *ex officio* member(s) while they continue to be member(s) of the School community.

Section VII: Each Executive Officer is required to keep a written record of all activities and expenses of the office. These records will then be passed to the succeeding Executive Officer at the June meeting.

- A. In the event of unbudgeted expenses, and in discussion and concurrence with the School Principal, the Executive Board will have the authority to approve these expenditures from the Association bank accounts.

Section VIII: In the event of a vacancy in the Presidency, the Vice President shall automatically become President and assume the responsibilities of that office for the remainder of the term. Should a vacancy occur in the office of Vice President, Secretary or Treasurer, the President, with consent of the School Principal, shall appoint a successor to serve the unexpired term.

Section IX: When an Executive Officer fails to attend two consecutive meetings, at the discretion of the President and School Principal, the office may be declared vacant at the next meeting. In the event that an office is declared vacant, it will be filled in accordance with Section VIII above.

ARTICLE VII - HOME AND SCHOOL ASSOCIATION GENERAL BOARD

Section I: The voting members of the General Board shall consist of the Executive Officers, Committee Chairpersons, faculty representative(s), the Administration, and any appointed members.

Section II: The duties of the General Board shall be:

- A. To attend all monthly meetings;
- B. To provide input on individual committee budgets throughout the year;
- C. To present individual committee reports at each meeting;

- D. To review faculty needs presented by the faculty representative;
- E. To transact necessary business between meetings;
- F. To present new business;
- G. To review all motions passed for follow up;
- H. To participate in and support all Association functions; and,
- I. To review and make recommendations to amend the Bylaws, as appropriate.

Section III: General Board Meetings:

- A. General Board meetings shall be held monthly. All members are welcome to attend these meetings.
- B. Special meetings may be called by the President as necessary.
- C. A simple majority of the General Board shall constitute a quorum, which shall be necessary to conduct the business of the General Board.

ARTICLE VIII - GENERAL BOARD COMMITTEES

Section I: The Executive Board shall create and maintain Committees as may be required to fulfill the work of the Association. All Committees serve at the discretion of the Executive Board, and may be revised or eliminated as necessary.

Section II: Selection of Committee Chairpersons:

- A. At the February meeting, the President shall appoint two members from the Executive Board to serve on a Nominating Committee; one of whom shall be Chairperson. The Chairperson shall select three additional members from the Association, representing each of the following three groups: Preschool through Kindergarten; Grades one through four; and, Grades five through eight. The President shall not be a member of the Nominating Committee. The names of the additional members shall be presented by the Chairperson at the March meeting.
- B. The Nominating Committee should encourage the Association members to participate in the nominating process by offering suggestions for members who may be suited to serving as Committee Chairpersons. All nominees must be members of the Association.
- C. The Nominating Committee shall present to the President a list of members, representing all grade groups, for consideration to fill open positions. The Nominating Committee and President shall nominate members to fill each position.

- D. The Nominating Committee shall present to the School Principal a list of suggested Chairpersons. The School Principal has final approval authority of the nominations.
- E. Once the approval of the School Principal is obtained, the duties of each office shall be explained to the candidates by the President prior to acceptance of the position.
- F. The President shall present the appointed Committee Chairpersons at the May meeting.
- G. Terms for all Committee Chairpersons shall commence in June for a period of twelve months. A Chairperson may serve two consecutive terms in the same capacity. The School Principal may approve additional consecutive terms.

Section III: Committee Chairpersons shall be responsible for selecting their respective committee members.

Section IV: Committee Chairpersons are required to keep a written record of all activities and expenses of the office. These records will then be passed to the succeeding Chairpersons at the June meeting.

Section V: When a Committee Chairperson fails to attend three consecutive general meetings, at the discretion of the President and School Principal, the chair may be declared vacant at the next general meeting.

ARTICLE IX - PARLIAMENTARY AUTHORITY

Section I: Robert's Rules of Order (*rev.*) shall govern the Association, where applicable.

ARTICLE X – AMENDMENTS

Section I: These Bylaws may be amended by a 2/3 vote of the General Board members who are present at any general meeting of the Association, provided reasonable prior notice of a meeting has been given.

ARTICLE XI - DEFINITIONS

Home & School Association: The Saint Jeanne de Lestonnac School Home and School Association (“Association”) is an organization of parents who have chosen to participate more fully in the service of Saint Jeanne de Lestonnac School (“School”) by organizing fundraising activities, and by providing funds that directly benefit the students, Faculty, the general plant, and equipment.

Executive Board: The Executive Officers and School Principal shall constitute the Executive Board. The School Principal may also designate other School Administrators and Staff to hold membership on the Executive Board.

General Board: The voting members of the General Board shall consist of the Executive Officers, Committee Chairpersons, faculty representative(s), the Administration and any appointed members.

Home & School Association members: All parents/guardians, Administration, Faculty, and Staff of the School.

¹These Bylaws were revised and approved on 3/8/2021. The revisions contained herein supersede all other versions.