

## **St. Augustin Home and School Association Bylaws**

### **Article I**

**Purpose:** The purpose of the St. Augustin Home and School Association is to support on-going religious education by coordinating activities between the home and school. Separate from the annual budget, these funds will make ongoing growth and development possible. The Home and School Association will aid the faculty and school through the following areas: student enrichment programs; community building; service projects; classroom support; fundraising; and family support.

### **Article II**

**Membership:** All parents, guardians, and persons responsible for St. Augustin students, as well as faculty members are members of the association.

### **Article III**

#### **Governance**

##### **Section 1. Executive Board.**

The Executive Board shall have the general management and control of the business and affairs of the association and may exercise all the powers possessed by the association. The members of the Executive Board shall consist of the officers listed below and the school administrator.

##### **Section 2. Officers.**

The officers of the association shall consist of the president, vice president, secretary, treasurer and assistant treasurer.

##### **Section 3. Election of Officers.**

- A. By February of the association's program year, the president shall appoint a three-member nominating committee. The vice president shall serve as chair of the nominating.
- B. Any member of the Home and School Association is eligible for nomination. Anyone interested should contact the nominating committee no later than two weeks prior to the April meeting.

- C. The approval of the slate of officers will be held at the general meeting to be held in April. The president will ask for approval of the slate by a yes or no vote. A simple majority of those present is necessary for approval.
- D. Elected officers will be installed at the May meeting.

#### **Section 4. Meeting of the Association.**

The association shall meet monthly during the months that school is in session with the exception of March and December. Notice of the meeting and the agenda shall be provided to all members the week prior the scheduled meeting.

### **Article IV**

#### **Duties of Officers.**

##### **Section 1. President.**

The president shall preside at the general meetings of the Home and School Association, the Executive Board and the Finance Committee; sign checks if the Treasurer is unavailable and perform such duties as are incumbent of this office. The president ex-officio is a member of all the committees. The term of office is one year.

##### **Section 2. Vice President.**

The vice president shall assist the president with the overall management of the Home and School Association. The vice president shall preside at meetings of the association, the executive board and the finance committee if the president is unavailable and perform such duties as are incumbent upon this office. The vice president shall serve as the chair of the nominating committee. The term of office is one year.

##### **Section 3. Secretary**

The secretary shall keep the minutes of the Home and School Association meetings, meetings of the executive board and meetings of the finance committee. The secretary shall also discharge such duties as are incumbent upon this office. The term of office is one year.

##### **Section 4. Treasurer**

The treasurer shall receive all monies of the Home and School Association including the Adopt-A-Class fund, shall keep an accurate account of same and shall pay all bills. The treasurer will present financial statements at each general meeting of the Home and School Association. The treasurer shall prepare the yearly budget in coordination with the finance committee. The term of office is one year.

##### **Section 5. Assistant Treasurer**

The assistant treasurer shall assist the treasurer in all financial matters before the association; sign checks if the treasurer is unavailable and perform such duties as are incumbent of this office. The term of office is one year.

### **Section 6. Vacancies.**

A vacancy in any office may be filled by the Executive Board for the unexpired portion of the term.

## **Article V.**

### **Committees.**

#### **Section 1. Finance Committee.**

- A. The purpose of the Finance Committee is to review requests for funds, make recommendations to the Home and School Association for voting and to set the budget for the upcoming program year.
- B. The finance committee shall consist of the following members:
  - (2) past presidents
  - (1) parent representative from grades K-2
  - (1) parent representative from grades 3-5
  - (1) parent representative from grades 6-8
  - SCRIP program manager
  - School administrator

Each voting position will be held for two years, with half the terms expiring alternately each year.

- C. Any member of the Home and School Association is eligible for nomination to the Finance Committee. Anyone interested should contact a member of the Executive Board no later than two weeks prior to March 1<sup>st</sup>. A closed ballot vote will take place at the time of the general election for the Home and School Association. A simple majority of those present is necessary for election. The Executive Board can dispense with the ballot vote if only one candidate exists for each open position.

#### **Section 2. Home and School Association Committees.**

The Executive Board may organize such committees that are necessary to perform the functions of the association. The officers shall appoint committee chairpersons to perform the duties that are necessary. The committees will be specified by the officers of the Home and School Association no later than the start of the upcoming school year.

#### **Section 3. Bylaws Committee.**

The Executive Board shall comprise the Bylaws Committee. Proposed new amendments, additions or deletions must be read at one Executive Board meeting and provided to the members of the association in advance of the meeting of their consideration. Amendments to the bylaws shall be approved by a simple majority of those in attendance at the next monthly meeting of the Home and School Association.

## **Article VI**

### **Financial Policies**

#### **Section 1. Fiscal Year.**

The association's fiscal year and program year shall run from July 1 to June 30. All funds under the control of the association shall use the same fiscal year. The association shall carry forward a minimum balance of \$3,000 at the conclusion of the fiscal year. The association shall be allowed to reserve funds in excess of \$3,000 for specific projects.

#### **Section 2. Segregated Funds and Purposes.**

- A. General Fund. The purpose of the general fund is to receive and expend all funds raised through the Home and School Association. The general fund shall fund but is not limited to the following:
- Program support (i.e. committees, meetings of the association, other expenses of the association)
  - Teacher continuing education and professional development
  - Building enhancement
  - All-school enrichment programs.
1. School Store. The school store shall be a self-supporting program administered through the general fund of the association. The school store may carry inventory as approved by the finance committee.
- B. Adopt-A-Class. The Adopt-A-Class program shall maintain a separate checking account. The purpose of this fund is to support individual classrooms and special centers at the school through, but not limited to, the following:
- Classroom materials and supplies
  - Specialty furniture or items for the classroom
  - Grade appropriate enrichment opportunities
- C. SCRIP. The purpose of SCRIP is to provide tuition support for participating families and the tuition assistance fund. SCRIP shall maintain a separate checking account. Monies generated from the SCRIP program shall be dedicated as follows:

1. Fifty percent of the funds generated will be used to offset the upcoming school year's tuition at St. Augustin School, Dowling Catholic High School or for religious education at St. Augustin Church, for another family or for the tuition assistance program. The amount deducted, if any, from the upcoming year's tuition will be dependent upon an individual family's usage of the program. Credit card fees incurred by an individual's use of the program will be deducted from the final credit.
2. Twenty-five percent of the funds generated will be directed to the St. Augustin School tuition assistance fund to be used at the administrator's discretion.
3. Twenty-five percent of the funds generated will be used to cover administrative expenses of the program.
4. The manager of the program shall receive 100 percent of the funds generated through his or her participation in the program less credit card charges toward the following year's tuition.
5. The manager shall provide a monthly report to the Finance Committee. This report shall include a report on inventory on hand as of the last day of the month preceding the Finance Committee meeting.
6. By August 1<sup>st</sup> of each year, the manager shall provide a reporting of the amount of tuition reimbursement that each family shall receive from participation in the SCRIP program.

### **Section 3. Budget Policies.**

- A. Luke Roth Endowment Fund. The association shall designate a portion of its net proceeds as a contribution to the fund. This contribution shall be included in the program year budget as established by the Finance Committee. The amount to be contributed may be increased or reduced dependent on the success of the association's fundraising efforts.
- B. Adopt-A-Class. The program shall conduct fundraising from school families and supporters beginning July 1<sup>st</sup> of the upcoming school year.
  1. A minimum of \$100 will be maintained in the account.
  2. All requests for expenditures from the fund must be submitted in advance to the school administrator prior to consideration by the finance committee.
  3. Any class funds remaining by September 1<sup>st</sup> of the next school year shall revert to the general fund.
  4. Teachers must expend approved monies within sixty days of approval or the monies revert back to the general fund.
- C. Request for Expenditures. All requests for expenditure from the general fund shall be submitted to the Finance Committee in advance of incurring the expense.

Any request for expenditure not submitted on the appropriate form shall be returned to the individual making the request.

1. Items that are not required to receive advance approval from the Finance Committee and the general membership include:
    - a. budget line items. Each committee shall be provided the budget amount and are required to adhere to that limit. Expenditures must be accompanied by the appropriate document to be reimbursed.
    - b. General administrative expenses of the association. Banking fees, meeting expense, office supplies, etc. are not required to receive advance approval. Expenditures must be accompanied by the appropriate document to be reimbursed.
  2. Receipts must accompany any request for reimbursement after the expenditure is approved.
- D. Budget. The finance committee shall present annual budget for the general fund to the membership at the first general membership meeting of the school year.
- E. Audit. All funds under the purview of the association shall undergo an independent audit at the conclusion of the fiscal year. The finance committee shall accept the audit and present its conclusions to the general membership.

Adopted: \_\_\_\_\_ (date)