

St. Augustin Home and School Association Bylaws
July 1, 2025

Article I

Purpose: The purpose of the St. Augustin Home and School Association (or “association”) is to support overall education by coordinating activities between the home and school. Home and School Association will aid the 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 school faculty, 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 purpose of the Executive Board is to review requests for funds, make recommendations to the Home and School Association for voting, and to set the budget for the upcoming school year. The members of the Executive Board shall consist of the officers listed below.

Section 2. Officers

The officers of the association shall consist of the president, vice president, treasurer, assistant treasurer, secretary, one parent representative from grades kindergarten through second, one parent representative from grades third through fifth, and one parent representative from grades sixth through eighth. The roles of president and vice president may be co-roles where two people share the president position and two people share the position of vice president.

Section 3. Election of Officers

- A. Any member of the Home and School Association is eligible for nomination. Anyone interested should contact a member of the current executive board no later than two weeks prior to the April meeting or mark as interested on the Home and School volunteer survey.
- B. The election of officers will take place during the general meeting in April. Voting can be moved to a closed ballot if more than one candidate exists for the same position or to an electronic ballot at the discretion of the executive committee. A simple majority is necessary for approval.
- C. Elected officers will be installed at the May meeting.

Section 4. Meetings of the Association

The Home and School Association shall meet monthly September through May. Notice of the meeting and the agenda shall be provided to all members one week prior to the scheduled meeting.

Article IV

Duties of Officers:

Section 1. President(s)

A president shall preside at the general meeting of the Home and School Association and the Executive Board. The president shall perform duties as are incumbent of this office. The term of office is one year.

Section 2. Vice President(s)

The vice president shall assist the president with the overall management of the Home and School Association. A vice president shall preside at meetings of the association or executive board if the president is unavailable to perform such duties as are incumbent upon this office. It is the expectation that the vice president will run for president the following year. The term of office is one year.

Section 3. Treasurer

The treasurer shall receive all monies of the Home and School Association, shall keep an accurate account of the 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 executive board. The term of office is one year.

Section 4. Assistant Treasurer

The assistant treasurer shall assist the treasurer in all financial matters before the association, and perform such duties as are incumbent of this office. It is the expectation that the assistant treasurer will run for treasurer the following year. The term of office is one year.

Section 5. Secretary

The secretary shall keep the minutes of the Home and School Association meetings and executive board meetings. The secretary shall have monthly meeting minutes readily available to the association for review within three months of the meeting. The secretary shall also discharge such duties as are incumbent upon this office. The term of office is one year.

Section 6. Executive Board Parent Representative(s)

The executive board parent representative will have a child in the grade section that they are representing. One parent will represent grade levels kindergarten through second grade. One parent will represent grade levels third through fifth grade. One parent will represent grade levels sixth through eighth grade. The parent representative will receive and present information to the association and executive board that is pertinent to their grade levels. The representative will perform such duties as are incumbent of this office. The term of office is one year.

Section 7. Vacancies

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

Section 8. Attendance of Meetings

Executive officers are expected to attend a majority of the association's general meetings and executive board meetings.

Section 9. Term Limits

No member shall serve in a given Executive Board position for more than three consecutive years.

Section 10. Term of Office

The Term of Office for all Association officers shall run from July 1st to June 30th of the following year.

Article V

Committees:

Section 1. 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 2. 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 for 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

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:

- A. Program support (e.g. committees, meetings of the association, other expenses of the association)
- B. Teacher continuing education and professional development
- C. School enrichment programs

Section 3. Budget Policies

- A. Request for Expenditures. All requests for expenditure from the general fund shall be submitted to the Executive Board in advance of incurring the expense. Requests for reimbursement must be made in writing and submitted to the Executive Board.
 - Items that are not required to receive advance approval from the Executive Board and the general membership include 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 documentation to be reimbursed.
 - Receipts must accompany any request for reimbursement.
- B. Budget. A preliminary budget for the coming year shall be presented to the membership at the May general meeting. The annual budget for the general fund will be presented to

the membership for approval at the first general association meeting of the school year in September.

- C. Financial Review. All founders under the purview of the association shall undergo an independent financial review at the conclusion of the fiscal year. The Executive Board shall accept the report and present its conclusions to the general membership at the October meeting.
- D. Signatures. Two signatures are required for any check issued. The following shall be signatories on all Home and School funds:
 - 1. School Principal
 - 2. Treasurer

Adopted: