

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

## **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. Separate from the annual school 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 (2) co-presidents, (2) co-vice-presidents, secretary, treasurer and assistant treasurer.

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

- A. By February of the association's program year, the president shall appoint a four-member nominating committee. The co-vice presidents shall serve as co-chairs of the nominating committee.
- 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 election of officers will take place the day of 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 nominating committee. A simple majority is necessary for approval.
- D. Elected officers will be installed at the May meeting.

**Section 4. Meetings of the Association.**

The association shall meet monthly September through May. 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. Co-Presidents.**

A president shall preside at the general meetings of the Home and School Association, the Executive Board and the Finance Committee and perform such duties as are incumbent of this office. The co-presidents are ex-officio members of all the committees. The term of office is one year.

**Section 2. Co-Vice Presidents.**

The co-vice presidents shall assist the co-presidents with the overall management of the Home and School Association. A co-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 co-vice presidents shall serve as the co-chairs of the nominating committee. It is the expectation that the co-vice presidents will run for co-presidents the following year. 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, 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 treasurer shall attend the first Finance Committee Meeting of the following year and present fiscal year end reports. 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, 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 6. Vacancies.**

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

**Section 7. Term Limits.**

No member shall serve in a given Executive Committee position for more than two consecutive years.

**Section 8. Term of Office**

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

**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) most recent co-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
  - Executive Board

Each parent representative will serve a two year term. Past co-presidents will serve a one year term. The executive board will serve during their regular one year term. Terms for the remaining positions shall expire in alternating years.

- 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 Nominating Committee no later than two weeks prior to the April general meeting. A closed ballot vote will take place at the time of the general election for the Home and School Association or by electronic ballot at the discretion of the nominating committee. A simple majority is necessary for election. The Executive Board can dispense with the vote if only one candidate exists for each open position.
- D. A vacancy in any office may be filled by the Executive Board for the unexpired portion of the term.
- E. No member shall serve in a given Finance Committee position for more than two years.

**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. SCRIP. The purpose of SCRIP is to provide support for the tuition assistance fund and rebates for participating families 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 paid to the participating families based upon each 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 rebate.
  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(s) 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(s) 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.  
By July 1<sup>st</sup> of each year, the manager shall pay to participating families all remaining funds due under paragraph 2B.1, above.

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

- A. 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 documentation 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 documentation to be reimbursed.
  2. 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 finance committee shall present the annual budget for the general fund to the membership at the first general membership meeting of the school year in September.
- C. Financial Review. All funds under the purview of the association shall undergo an independent financial review at the conclusion of the fiscal year. The finance committee shall accept the report and present its conclusions to the general membership at the October meeting.
- D. Check signatories. The following shall be signatories on all Home & School funds:
  1. Co-Presidents
  2. Co-Vice Presidents
  3. Treasurer
  4. Assistant Treasurer
  5. Parish Pastor
- E. Two signatures are required for any check issued.

Adopted: April 25, 2017