



## **School of the Incarnation Home & School Association**

(Adopted by the Home & School Association November 12, 2002)

(Amendments adopted by the Home & School Association April 27, 2004)

(Voting Amendments adopted by the Home & School Association November 13, 2007)

(Changes adopted by the Home & School Association March 1, 2013)

(Amendments adopted by the Home & School Association April 10, 2019)

### ARTICLE 1 – NAME

The name of this organization shall be the School of the Incarnation Home and School Association, herein identified as HSA or the Association.

### ARTICLE II – OBJECTIVE

The purpose of the Association shall be to promote open communication and cooperation among parents, faculty, and administration of the School of the Incarnation. It shall direct and coordinate parental support through social and fundraising functions.

### ARTICLE III – MEMBERSHIP, VOTING & DUES

Membership shall consist of parents/guardians of students enrolled in the School of the Incarnation, the Principal, faculty, and the School Board.

All parents/guardians will have one (1) family vote. For purposes of business conducted by in-person vote at HSA meetings, a quorum of one-fourth of the membership must be present to vote with the majority vote deciding the outcome. If a quorum is not present, the vote will be conducted at the next HSA Executive Board meeting. For purposes of business conducted by votes not held in-person, votes will be decided based on the majority decision of the ballots cast. Tabulation of votes shall be based only on the number of votes cast for purposes of determining majority or plurality. A quorum of the Executive Board shall be a majority of the Board members.

The Executive Board has the authority to assess dues if deemed appropriate and necessary to the

financial soundness of the Association.

#### ARTICLE IV – EXECUTIVE BOARD

The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, the Fundraising Chairperson, the Parent Representative to the School Board, the School Principal, and a Faculty Representative (as determined by the Principal). The President, Vice President, Secretary, Treasurer and Fundraising Chairperson will be considered voting members. The Parent Representative to the School Board, Principal and Faculty Representative shall serve as ex-officio (non-voting) members.

1. The Executive Board shall have full responsibility to:
  - a. Conduct all of the Association’s business affairs, including the formation of standing committees, the review of committee reports, and the scheduling of the Association’s general meetings.
  - b. Establish a budget, and review and recommend disbursements of monies collected from Association fundraising events and other contributions with the Principal’s guidance and with input from Association members. All budgets and disbursements of monies must be compliant with Archdiocese of Baltimore financial policies.
  - c. Present the subsequent year’s budget to the Association at the last parent meeting of the current school year. The Treasurer shall present a budget update at each general meeting of the school year.

#### ARTICLE V – ELECTED POSITIONS & DUTIES:

1. The President shall preside at and administer all meetings of the Association and of its Executive Board, appoint the chairpersons of standing committees with the approval of the Executive Board, and serve as the official spokesperson of the Association. The President shall have oversight of all expenses of the Association and act as the Association’s liaison with the Principal. The President shall serve as a member of the Volunteer Committee to ensure this committee achieves its goals.
2. The Vice President, in the absence of the President, shall assume the duties of the President, shall assist the President as needed and shall perform other duties designated by the President. The Vice President shall facilitate the distribution of duties for the Association general meetings. The Vice President shall serve as a member of the Hospitality Committee to ensure this committee achieves its goals.
3. The Secretary shall record and maintain the minutes of all Association and Executive Board meetings. The Secretary shall maintain a file of all incoming and outgoing communications and records, and when requested, shall prepare official correspondence of the Association such as communications for the Principal’s Weekly Newsletter. The Secretary shall update the HSA social media pages such as Facebook. The Secretary shall update the Home and School Association page on the School of the Incarnation website. The Secretary shall also be a member of the Parish Liaison Committee to ensure this committee achieves its goals.
4. The Treasurer shall collect and deposit all monies received through fundraising and contributions and maintain records of all financial transactions of the Association. The Treasurer, in conjunction with the School of the Incarnation Business Manager and

Principal, shall review and recommend payment of bills, take a leadership role in the preparation of the Association's annual budget and prepare income and expense statements on a quarterly basis.

5. Fundraising Chairperson shall appoint the chairpersons of fundraising committees with the approval of the Executive Board and provide oversight of all fundraising projects. The Fundraising Chairperson shall secure funds for the Association to meet its fundraising goals and provide an event report to include a financial report to the Executive Board upon completion of each event. The Fundraising Chairperson is not responsible for the planning and execution of the annual Gala. This responsibility will be constituted annually as a regular standing committee. The Fundraising Chairperson shall be a member of the Gala Committee to ensure this committee achieves its goals.
6. Parent Representative to the School Board shall act as liaison between the School Board and School of the Incarnation parents; attend School of the Incarnation School Board meetings and report HSA activities to the School Board. The Parent Representative to the School Board is an ex-officio (non-voting) member of the School Board and may be invited to participate in a committee of the School Board.

## ARTICLE VI – ELECTIONS

1. Terms and Term Limits
  - a. The term of office for all officers of the Association shall be as follows:
    - i. President: Second year of the term after completion of the Vice-President role
    - ii. Vice-President: First year of the term
    - iii. Fundraising Chairperson: 2 Years
    - iv. Treasurer: 2 Years
    - v. Secretary: 2 Years
    - vi. Parent Representative to the Board: 2 Years
    - vii. Teacher Representative to the Board: 2 Years
  - b. No person shall serve on the Executive Board, in any combination offices, for more than two consecutive terms or four consecutive years.
2. Staggering of Elections
  - a. Elections for the offices of Secretary and Parent Representative to the School Board shall be held in even-numbered years, and elections for the offices of Treasurer, and Fundraising Chairperson shall be held in odd-numbered years. Elections for the office of Vice-President will be held annually.
3. Dates
  - a. Elections shall be held at the last general HSA meeting scheduled during the school year. The term of office for all officers shall begin on August 1 following the election and shall run until July 31 two years later. July will be a transition month for incoming and outgoing officers. Outgoing officers will remain as voting members of the Board during the transition month of July.

#### 4. Process

- a. The Executive Board shall appoint an Election Board no later than October 15 of each year.
- b. The Election Board shall solicit nominations for offices, publicize candidates at least two weeks prior to an election, and conduct and supervise regular and special elections. Members of the Election Board are not eligible to run for office.
- c. All members of the Association shall be eligible to serve in any office, except:
  - i. no member also serving as a member of the faculty or administration of the School of the Incarnation shall be eligible for election; and
  - ii. no spouse of a member of current faculty or administration of the School of the Incarnation shall be eligible for election; and
  - iii. no member, except for Parent Representative to the School Board, shall serve simultaneously on the Executive Board and as a representative on the School Board; and
  - iv. no member shall be eligible for election if serving the full term of office would cause that member to exceed the term limits described above.
- d. Voting for the annual election shall be conducted by paper ballot at the last Association general meeting. Absentee voting will be allowed by casting a vote in the main school office up to two weeks prior to the election. Votes will be decided based on the majority decision of the ballots cast by absentee ballots and paper ballots at the last meeting.

#### 5. Vacancies

- a. A vacancy in an office occurs upon the resignation, death, or removal from office of anyelected officer. In the event of a vacancy in the office of President, the Vice-President shall assume the office of President for the remainder of the President's current term.
- b. In the event of a vacancy in any other office, the President, with input from the Principal and the Executive Board, appoints a replacement to complete the unexpired term of the officer. This partial term need not prevent the appointee from being chosen for the same office for another term.

#### 6. Removal From Office

- a. An elected officer may be removed from office under the voting guidelines of Article III, following a resolution approved by a majority of the Executive Board calling for the Election Board to organize a special vote for this purpose.
- b. A special vote to remove an officer shall be conducted only after at least two weeks' notice to the HSA membership.

#### 7. Disputes

- a. The Executive Board shall resolve any disputes concerning elections, except no Executive Board member who is also a candidate in the disputed election shall participate in such deliberations.

### ARTICLE VII – STANDING COMMITTEES

#### 1. Membership

- a. The President, with the majority approval of the Executive Board, shall appoint or remove all committee chairpersons.
- b. There are no limits on the number of terms a committee chairperson may serve. The President may appoint a member of the Executive Board to serve as a committee chairperson.

- c. Each committee chairperson shall constitute the committee membership from among interested HSA members.
  - d. Committee chairpersons shall report regularly on the activities of their committee through their designated Executive Board member.
2. Standing Committees
- a. The following committees shall be constituted each year as regular standing committees:
    - i. Parish Liaison & Community Outreach is responsible for ensuring effective regular communication between the Association, the affiliated parishes, and the broader School of the Incarnation community. The Secretary shall serve as a member of this committee.
    - ii. Volunteer Committee is responsible for promoting parent and student involvement and volunteerism in all classroom, school wide, and community activities. The Volunteer Committee maintains a close relationship and supports the faculty coordinator for student services. This committee is also responsible for providing parents/guardians with ongoing educational resources based on membership need assessment and particular issues of concern, through workshops, dissemination of literature, presentations, etc. The President shall serve as a member of this committee.
    - iii. Hospitality Committee is responsible for organizing services designed to make parents, faculty, and guests feel welcome at HSA activities. The Hospitality Committee arranges for refreshments at meetings as appropriate, provides services to welcome new members of the School of the Incarnation community, and plays a lead role in organizing any welcome picnics at the start of the school year. The Vice President shall serve as a member of this committee.
    - iv. Gala Committee is responsible for planning and executing the annual Gala. The Gala Committee, working with the School of the Incarnation Business Manager, secures the venue, caterer, and entertainment for the event. The committee also works with and reports to the Fundraising Chair to ensure that budget guidelines and appropriate efforts are made to procure donations, both monetary and tangible, following the Archdiocese of Baltimore financial policies.
3. Ad Hoc Committees
- a. The Executive Board shall constitute ad hoc committees (i.e. review and revision of Association by-laws), as needed, to further the goals of the Association.

## ARTICLE VIII – MEETINGS

1. Association general meetings are held in September, November, January and April. Specific dates and times will be posted on the school calendar. The Executive Board may call special meetings provided that at least one week's notice is given to the general membership.

## ARTICLE IX – RULES OF ORDER

1. All meetings of the Association shall be conducted according to “Robert’s Rules of Order Revised” when applicable and when they are not inconsistent with these Bylaws and its amendments.

## ARTICLE X – ORGANIZATIONAL FINANCES

1. All finances of the Association shall be deposited in a financial institution and otherwise recorded in a record book of the Association. Such financial institution shall be determined by the Principal. Oversight of the funds will be the responsibility of the Treasurer, the President, the School of the Incarnation Business Manager, and the Principal.
2. The Principal, the President and the Treasurer are authorized to sign evidence of indebtedness of the Association. The Principal’s signature is the only signature required on all checks not to exceed \$5,000.

## ARTICLE XI – FISCAL YEAR

1. The fiscal year of the Association shall begin on July 1 and end on June 30 of each year.

## ARTICLE XII – AMENDMENTS

1. Requirements
  - a. These Bylaws may not be amended unless the proposed amendment shall have been publicized at least two weeks prior to the meeting at which the amendment shall be approved.
  - b. Amendments may be proposed by any member of the Association.
2. Regular Amendment
  - a. A regular amendment is presented to the Association with the approval of a majority of the Executive Board.
  - b. A regular amendment is adopted when approved by a majority of those present at a general HSA meeting so long as a quorum participates in the vote. For purposes of business conducted by in-person vote at HSA meetings, a quorum of one-fourth of the membership must be present to vote with the majority vote deciding the outcome. If a quorum is not present, the vote will be conducted at the next HSA Executive Board meeting. For purposes of business conducted by votes not held in-person, votes will be decided based on the majority decision of the ballots cast. Tabulation of votes shall be based only on the number of votes cast for purposes of determining majority or plurality. A quorum of the Executive Board shall be a majority of the Board members.
3. Special Amendment
  - a. A special amendment is presented to the Association without the approval of a majority of the Executive Board.

- b. A special amendment is adopted when approved by a majority of those present at a general HSA meeting so long as a quorum participates in the vote. For purposes of business conducted by in-person vote at HSA meetings, a quorum of one-fourth of the membership must be present to vote with the majority vote deciding the outcome. If a quorum is not present, the vote will be conducted at the next HSA Executive Board meeting. For purposes of business conducted by votes not held in-person, votes will be decided based on the majority decision of the ballots cast. Tabulation of votes shall be based only on the number of votes cast for purposes of determining majority or plurality. A quorum of the Executive Board shall be a majority of the Board members.