



**BYLAWS**  
of the  
**CORPUS CHRISTI CATHOLIC SCHOOL**  
**HOME AND SCHOOL ASSOCIATION**

# ***TABLE OF CONTENTS***

<b>ARTICLE I.</b>	<b><i>NAME AND LOCATION</i></b>	<b>3</b>
<b>ARTICLE II.</b>	<b><i>ELECTION OF BOARD MEMBERS</i></b>	<b>3</b>
<b>ARTICLE III.</b>	<b><i>REMOVAL OR RESIGNATION OF OFFICERS/BOARD MEMBERS</i></b>	<b>4</b>
<b>ARTICLE IV.</b>	<b><i>MEETINGS</i></b>	<b>4</b>
<b>ARTICLE V.</b>	<b><i>EXECUTIVE OFFICERS</i></b>	<b>4</b>
<b>ARTICLE VI.</b>	<b><i>COMMITTEES</i></b>	<b>6</b>
<b>ARTICLE VII.</b>	<b><i>LOANS, CONTRACTS, CHECKS AND LEGAL ACTIONS</i></b>	<b>9</b>
<b>ARTICLE VIII.</b>	<b><i>FINANCE</i></b>	<b>9</b>
<b>ARTICLE IX.</b>	<b><i>FUNDRAISING</i></b>	<b>9</b>
<b>ARTICLE X.</b>	<b><i>NOTICES</i></b>	<b>10</b>
<b>ARTICLE XI.</b>	<b><i>POLICY AND PROCEDURES</i></b>	<b>10</b>
<b>ARTICLE XII.</b>	<b><i>DISSOLUTION</i></b>	<b>10</b>
<b>ARTICLE XIII.</b>	<b><i>AMENDMENTS TO BY LAWS</i></b>	<b>11</b>
<b>ARTICLE XIV.</b>	<b><i>REVIEW</i></b>	<b>11</b>

## **Article I.           *Name and Location***

- Section 1.   The name of this organization shall be as specified in its Constitution or any amendments thereof.
- Section 2.   The principal office shall be as specified in the Constitution. The Business of the organization may be transacted at such other locations and places as the Board may from time to time determine.

## **Article II.           *Election of Officers/Board Members***

- Section 1.   Definition: “Board Member” shall be defined as any Executive Officer (as defined in the Constitution) or Standing Committee Chair of the Home and School Association.
- Section 2.   Any member of the Association (excluding any honorary member) is eligible to become a Board member including holding the office of Past President, President, Vice-president, Secretary, and Treasurer. Any employee of either St. Francis de Sales or Our Lady of the Lake Parishes, is excluded from holding any executive office as defined in Article V of the Constitution.
- Section 3.   The Nominating Committee shall consist of the President, Volunteer Coordinator, and a third member appointed by the Executive Officers. This Committee shall be seated at the January meeting.
- Section 4.   Recommendations and nominations for Board Members shall be made at the March meeting by the Nominating Committee. Nominations may also be accepted from the floor at this meeting.
- Section 5.   By simple majority, the members of the Association shall elect a Vice-President, Secretary, Treasurer and Standing Committee Chairs. Elections for open positions will take place at the April meeting, and board members will be seated at the June meeting.
- Section 6.   If a Board position remains open following the April election, or if a mid-year vacancy occurs, the Board may recruit and appoint someone for this position. Appointments must be voted upon by the next open session of the Association before becoming effective.
- Section 7.   A simple majority of the votes cast by eligible members in attendance at the meeting shall constitute a legal election.
- Section 8.   Terms for the Board Members are as follows:
- a) Standing Committee Chairs, Vice-President, President and Past President shall serve a one year term. (See Section 9 of these by-laws regarding the Vice-President, President and Past President positions).
  - b) Treasurer and Secretary shall serve a two year term with the beginning of the terms to commence in alternating years. The Treasurer shall serve a two year term with re-election every odd year. The Secretary shall serve a two year term with re-election every even year.

Terms shall begin on June 1<sup>st</sup> following the April election. With the exception of Past President, President and Vice-President, officers may serve a maximum of two (2) consecutive terms in the same office upon majority vote at the April meeting.

Section 9. The Vice President shall automatically assume the office of President the following year. The President shall automatically assume the office of Past President the following year, thus serving one (1) year in each of the three (3) offices.

### **Article III.        *Removal or Resignation of Officers/Board Members***

Section 1.        The Board shall request the resignation of any officer for the following reasons:

- a) Actions by the officer/board member which are illegal, immoral, unchristian, or otherwise inappropriate.
- b) Failure of the officer/board member to perform the duties of the office as defined in Article V of these By-Laws.
- c) Potential conflict-of-interest situations, as determined by the Council of Pastors.

Section 2.        If the officer/board member refuses to resign upon request:

- a) A special meeting of the entire membership shall be called. Notice shall be given in accordance with Article X of these bylaws.
- b) The officer's/board member's position can then be revoked by an affirmative majority vote of all Association members present at the meeting, excluding the officer whose resignation is being requested.

### **Article IV.        *Meetings***

Section 1.        The Home and School Association will typically meet on the first Monday of each designated month, August through June, at 7:00 p.m., in a designated room at Corpus Christi Center. Should scheduling conflicts arise, the meeting time and place can be changed by the President as long as notice is provided to all Association members at least one-day prior to the meeting.

Section 2.        All Executive Officers and Standing (At-Large) Committee Chairpersons are expected to attend all scheduled meetings, unless otherwise excused.

Section 3.        Unless otherwise specified in the Constitution or these By-laws, a simple majority of the Association members present and voting shall carry any motion.

### **Article V.        *Executive Officers***

- Section 1. The duties of the Officers shall be those prescribed by the following sections. Those positions not described in the following sections shall have their duties prescribed by the Association as required. All Executive Officers shall have voting rights with the exception of the Past President, who serves in an advisory role (except as in Section 2 below).
- Section 2. The Past President shall:
- a) Be available to assist the President, especially with details pertaining to their time served as President.
  - b) Act as an advisor to the President should new questions or issues arise.
  - c) Be allowed to hold office concurrent with their term as Past President. If the Past President is elected to an Executive Office, the Officer will hold all Executive Board voting rights as established for the office as elected.
- Section 3. The President shall:
- a) Preside at all regular and special meetings
  - b) Decide all questions of order
  - c) Set agenda for the meetings
  - d) Act and judge impartially
  - e) Declare results of all votes
  - f) Train the Vice President
  - g) Perform such other duties as are incumbent upon the office of President.
  - h) Sign all contracts approved by and for the Association.
- Section 4. The Vice President shall:
- a) Perform the duties of President at the request of, or in the absence or incapacity of, the President.
  - b) Receive all vendor literature regarding the fall fundraising event and select and designate a member to fill the Chairperson's position of the event. Work with the fall fundraising committee to select the vendor of the event.
  - c) Work with the President to learn the position for the following school year.
  - d) Perform such other duties as are incumbent upon the office of Vice-president.
  - e) Act as a liaison to the winter fundraiser chair(s) should the assistance of the H & S Board be needed to promote the event.
- Section 5. The Secretary shall:
- a) Maintain a written record of the proceedings of all meetings.
  - b) Be responsible for all necessary correspondence.
  - c) Make available copies of the minutes of regular membership meetings to members at the next regularly scheduled meeting.
  - d) Make the record of all meeting minutes of the Association open for inspection by any member upon reasonable notice at a place and time convenient to the Secretary.
  - e) Shall act as secretary at all meetings of the Association, unless he/she is absent or unable to perform the duties, in which case the President shall appoint a member to act as secretary of the meeting.
- Section 6. The Treasurer shall:

- a) Adopt and implement an accounting system which shall include those processes necessary to protect the integrity of the funds entrusted to the Association. At a minimum, this system shall include the following actions:
  1. Receive all the monies, keep an accurate record of all receipts and expenditures, and pay out of monies as approved in accordance with the procedures established by the Association.
  2. Upon receipt of monies, the Treasurer or other authorized officer shall deposit monies in the name of the Association in a bank approved by the Association.
  3. Manage the Association's financial accounts to optimize these assets for maximum return on investment.
  4. Disbursements may be made by check only, and only with an appropriate written back-up in the form of a statement, signed bill or previously Association Board authorized expenditure. All requests for payments exceeding monies budgeted and approved, shall be reviewed and approved by a majority of the membership, if possible, or the Executive Committee members, in the event of an emergency, for payment.
  5. Maintain and balance the checkbook of all checking accounts under the Association's name.
- b) Provide a written report at each regular membership meeting, which details the receipts, disbursements, and the cash balance of all accounts.
- c) Make the accounts and books of the Association open for inspection by any member upon reasonable notice at a place and time convenient to the Treasurer.
- d) Chair a special select committee for the selection of the financial institution in which the Association keeps its accounts, whenever this action is required.

In the event that the Treasurer will be unavailable for Home and School business in excess of one business week (5-business days), the checkbook and Home and School financial records will be transferred to the President for safekeeping. This will provide the means of continuing business as necessary in the absence of the Treasurer. If the President is also unavailable during this same period, that Officer will designate another Executive Officer to hold these items until the Treasurer/President is again available.

Section 7. The CCCS Board of Education will provide a Liaison to the Home and School Association. This Liaison shall provide the CCCS Board of Education a copy of meeting minutes from the regular membership meetings of the Association. The Liaison shall also provide updates to the Association on the relevant issues from the Board of Education meetings.

## **Article VI. Committees**

Section 1. Committees shall be appointed to perform the work of the Association.

- Section 2. There shall be two types of committees:
- a) Standing (At-Large) Committees, whose chairpersons are elected as stated in Article II Section 5 of these By-laws.
  - b) Select Committees, appointed by the President for a special purpose or function.

Section 3. The following committees shall be established and designated as Standing Committees and their chairs as Board Members:

- a. Executive Officers Committee
- b. Room Parent Committee
- c. Hospitality Committee
- d. Volunteer Coordinator
- e. Fall Fundraising Committee
- f. Other Fundraisers Committee
- g. Winter/Spring Fundraising Committee
- h. Field Day Committee
- i. Special Events Committee
- j. New Families Committee
- k. Other Special Events Committee

Section 4. The Chair of each Committee shall recruit others to serve on the committee. Committee members are not required to be Association members.

Section 5. Each Chair of each committee should report at the regularly scheduled monthly meeting of the Association. Officers not able to attend a regularly scheduled meeting are strongly encouraged to:

- a.) provide a written report regarding the current status of their duties/projects for the meeting.
- b.) provide a substitute to stand in for them, in order to read the report and perform the duties of the Chair, if necessary, and communicate the business of the meeting back to the Committee Chair.

Section 6. The Executive Officers Committee shall review the previous year's budget and determine needs and costs for the upcoming school year during the first calendar quarter of the year. The operating and capital budgets will be completed and presented for review by the Association members at the regularly scheduled May membership meeting.

The Executive Officers Committee has the authority to conduct the affairs of the Association between the regularly scheduled Association meetings when deemed necessary due to the urgency of the issue. A quorum of 4 out of 5 of the voting officers must be in attendance at the meeting in order for business to be conducted. A *unanimous* vote by all those in attendance shall be required for all decisions to be acted upon. Decisions made by the Executive Committee must be presented at the next open session of the Association.

Section 7. The Room Parent Committee:

- 7.1) Will coordinate the Room Parents and assist in the planning and hosting of parties and other events as teachers request. The committee chair will notify each grade's Room Parent of his/her responsibilities concerning that grade's events.
  - 7.2) The Second-Grade Room Parent will coordinate the May Crowning First Communion Reception for the second-grade students.
- Section 8. Hospitality Committee: Will coordinate volunteers and provide refreshments for various school programs and student and staff events.
- Section 9. Volunteer Coordinator: Shall coordinate identification of volunteer opportunities and assist committee chairpersons in recruiting volunteers. The Volunteer Coordinator is a mandatory member of the Nomination Committee
- Section 10. The Fall Fundraising Committee shall oversee, coordinate and manage this major annual fundraising event for the Association. This may include:
- a) Obtaining the necessary permits and licenses to implement the fundraiser.
  - b) Following all applicable Internal Revenue Service requirements for prizes and donations to the fundraiser.
  - c) Match the fundraising objective to the combination of capital and operating budget goals of the Association.
  - d) Organizing the volunteers to assist in preparing for and running the event.
- Section 11. Other Fundraisers Committee shall be responsible for additional fundraisers (e.g. The Book Fair, Pop Can collections, etc.) and coordinating volunteers for these events.
- Section 12. The Winter/Spring Fundraising Committee shall oversee, coordinate and manage this major annual fundraising event for the Association. This may include:
- a) Obtaining the necessary permits and licenses to implement the fundraiser.
  - b) Following all applicable Internal Revenue Service requirements for prizes and donations to the fundraiser.
  - c) Match the fundraising objective to the combination of capital and operating budget goals of the Association.
  - d) Organizing the volunteers to assist in preparing for and running the event.
- Section 13. The Field Day Committee shall coordinate Field Day.
- Section 14. The Family Social Events Committee shall coordinate family non-fundraising events, such as the Ice Cream Social, Family Book Night, etc.
- Section 15. The New Families Committee shall help coordinate activities and events for new families and students entering Corpus Christi such as new family handbook/information, "sponsor families", etc.
- Section 16. Other Special Events Committee will be responsible for coordinating the Home and School Sacramental Gifts for the second-grade students, the Tulip Time Kinderparade post-parade snack, and other ad hoc special events, as requested.

## **ARTICLE VII. *Loans, Contracts, Checks and Legal Actions***

- Section 1. No borrowing by the Association or loans to others may be made, unless authorized by affirmative vote of not less than two-thirds of the entire membership of the Association. As the Association has no assets to secure any loans or lending, approval by the CCCS Board of Education must be secured before any transactions of this type are entered into.
- Section 2. Unless otherwise specified in these bylaws, the Executive Committee shall designate how, and by whom, any checks, contracts, money orders or other financial documents are to be signed.
- Section 3. The Association shall not bring any action at law without the approval of the Association Board or the affirmative vote of not-less than two-thirds of the entire membership of the Association. Before any action of this type is implemented, the CCCS Board of Education shall be consulted for guidance and legal assistance.

## **ARTICLE VIII. *Finance***

- Section 1. The fiscal year of the Association shall end on the 30<sup>th</sup> day of June.
- Section 2. At the end of the fiscal year, the Operating budget and the Capital budget shall be closed out on the books and any funds left over transferred into the next fiscal year's budgets.
- Exceptions:*
- a. *When a capital item has been ordered during any fiscal year, the monies to pay for that item shall be carried forward into the next fiscal year's capital budget account, if necessary, as a separate and specific line item in order to pay for that item.*
  - b. *When a specific item has been identified that requires large capital fundraising efforts in accordance with Article IX; Section 2, the allocated funds shall be carried forward from year to year as necessary, and as a separate line item in the capital budget, until enough money has been raised to procure that item.*

## **ARTICLE IX. *Fundraising***

- Section 1. The Association shall work with other organizations, i.e. the Corpus Christi Catholic School Athletic Boosters and the CCCS Board of Education, to coordinate the fundraising activities for the benefit of the children of Corpus Christi Catholic School.
- Section 2. By June of each year, the Association shall identify any special needs that will benefit the children. These needs may be either capital or one-time operating budget issues. The Fall, Winter/Spring and Other Fundraising Committees shall be notified of what these needs are to facilitate the printing of tickets and promotional items and to allow them to inform potential contributors of our intended fundraising goal(s).

The special needs will be identified with input from the principal of the school. Once a list of needs has been identified, the Association shall vote, by simple majority of those present at the meeting, on those items that it will work towards funding.

Section 3. Proceeds from the Fall, Winter/Spring and other fundraising events will be used first to fund the Association's Operating budget. Additional proceeds will then be distributed to funding the identified special needs item(s).

## **ARTICLE X. Notices**

Section 1. No action for removal of an officer shall take place unless the Association has notified the officer, in writing, of the intent to remove, at least two-weeks before a proposal is brought forward for removal.

Section 2. Notice for general membership meetings shall be issued at the end of the school year for the following year. This notice shall be published and sent home to full members of the Association in June and again in September.

Section 3. Notice for special meetings or rescheduled regular meetings of the general membership shall be sent home to the membership as much in advance as possible but not less than a minimum of 24-hours notice.

Section 4. Notice of meetings where the Constitution or Bylaws will be modified/changed shall be sent home to the membership at least one week prior to the scheduled meeting.

Section 5. Notice can be in the form of a flyer, bulletin, letter or e-mail. Delivery can be via any method that reasonably assures that the membership will receive the notice.

## **ARTICLE XI. Policy and Procedures**

Section 1. The Executive Committee may establish policies and procedures as they deem necessary concerning implementation of the Constitution and these Bylaws without the necessity of having to amend these bylaws.

## **ARTICLE XII. Dissolution**

Section 1. If the Association ceases to exist, the Association Treasurer shall within 90 days:

- Close all line item accounts.
- Make sure all open expense items are closed.
- Make distribution by check, payable for 30-days, to the CCCS Board of Education for any remaining funds left in the accounts.
- Close the savings and checking accounts.
- Along with the Secretary, turn over all records to the Board of Education for retention and safekeeping.

### **ARTICLE XIII. Amendments to Bylaws**

Section 1. These Bylaws may be amended at any general meeting by affirmative *majority* vote of the Association membership present, provided the proposed amendment has been read to the membership at the previous regular meeting and written notice has been sent to membership in accordance with Article X of these bylaws.

### **ARTICLE XIV. Review**

Section 1. These Bylaws shall be reviewed by the Executive Committee at a minimum, every two years on the even year, and at least two months prior to the regular membership meeting where elections of officers/board members takes place.

Section 2. Results of this review shall be documented in the meeting minutes of the Executive Committee meeting. These minutes shall be presented at the next regularly scheduled meeting of the membership. After discussion, if any, a simple majority affirmative vote of the membership present at the meeting in which the review of the bylaws by the Executive Committee is presented, shall constitute approval.

These Corpus Christi Catholic School Home and School Association Bylaws are hereby reviewed and approved on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

(day) (month) (year)

\_\_\_\_\_/\_\_\_\_\_  
*Nancy Shrode* (date)  
Corpus Christi Catholic School  
Home and School Association President

\_\_\_\_\_/\_\_\_\_\_  
*Jill Miskelley* (date)  
Corpus Christi Catholic School  
Home and School Association Vice-President

The CCCS Board of Education has reviewed these Bylaws and found them to be in conformance with the Spirit and Intent of Catholic Education, the financial support of the parents & guardians, and with the mission of Corpus Christi Catholic School.

\_\_\_\_\_/\_\_\_\_\_  
*Martin Schulist* (date)  
President – CCCS Board of Education

First scheduled review date of this document is: **January 1, 2010**