

CONSTITUTION AND BY-LAWS DIVINE SAVIOR CATHOLIC HOME AND SCHOOL ASSOCIATION

The Home and School Association believes that parents are the first to communicate faith and to educate their children. This Association will strive to facilitate a partnership between home and school; encourage and nourish quality Catholic Education; provide opportunity for families to get acquainted with one another and to share ideas, experiences and God given talents as they participate within the Parish community in the spirit of hospitality. This constitution and by-laws will govern the business and meetings of the association.

ARTICLE I

The aims of this Association will be to sponsor fund-raising activities that supplement the school; to promote an organized effort to involve the parents with the school; to facilitate a partnership between parents and educators and to cooperate between all approved Archdiocesan organizations within Divine Savior Catholic School. The Association will report directly to the parish Education Committee.

ARTICLE II

1. All parents and legal guardians of children attending Divine Savior Catholic School are considered eligible members of the Association.
2. Divine Savior Catholic School faculty (unless parents or legal guardians of children attending Divine Savior Catholic School) will be considered honorary members of this Association and have no voting privileges.

ARTICLE III

1. The officers of this Association will be: president, vice-president/secretary, and treasurer.
2. The election of officers will be formally voted on by those attending the May meeting.
 - A. Nominations will be solicited by email of request to all school families 30 days before the May meeting. Nominations will be returned back within a week of the solicitation. If all nominees decline, a second appeal for nominees will be made. If only one nominee accepts, the secretary will cast the ballots for that person.
 - B. If multiple nominees accepts, voting will occur by written ballot allowing one vote per each parent or legal guardian. Written Ballots will be cast at the May home and school meeting. Ballots will be turned over to the principal. Ballots will be counted by the principal and at least one other member of the Education Committee at school or in the parish office.
 - C. All officers will serve one two-year term and have the option to run for a second consecutive term. No officer will serve more than two consecutive terms in the same office.
3. If an elected/appointed officer cannot fulfill his/her term, a special election will be held. If the abdicating officer leaves more than half of a term (12 months or more) the new officer will complete the term and have the option to continue for another two-year term in that office.
4. New officers will be introduced after the ballots have been tallied. In order to effect a smooth transition, new terms will begin on July 1st of the current school year and end on June 30th to coincide with the Association's fiscal year.

ARTICLE IV

1. General meetings of the Association shall be held as determined by the officers and shall be a minimum of three meetings per school year. All meetings of the association are important and member attendance is strongly encouraged. At the September meeting, fundraising events are introduced for the upcoming school year and volunteers are required to sign up for events.

Each family's commitment will be to work 2 revenue, 2 non-revenue, and 2 fish fries unless otherwise announced by the Education Committee.

Families may opt out of their fundraising obligation by paying, an amount equal to the Association's current year financial obligation divided by the current number of school families. Families who choose to opt out will be billed through the FACTS program.

ARTICLE V

The duties of the officers shall be to plan the program of the Association, to coordinate fund-raising activities, and to present a financial report at the general meetings of the Association.

1. The president will preside at all meetings of the Association. The president will delegate such responsibilities, as he/she deems necessary and provide an agenda, in advance, which has been prepared in cooperation with the school principal. There must be two officers present to chair any Association meeting. If this is not possible, the meeting will be rescheduled.
2. The secretary will act as an aid to the president and will perform the duties of the president in the absence or resignation of the president. The secretary will keep an accurate record of all meetings of the association, prepare minutes of the meetings and submit/post them to all parents and staff of Divine Savior Catholic School within 2 weeks after the meeting, conduct the correspondence, and perform such other duties as delegated by the president.
3. The treasurer presents a finalized budget for members to view and discuss.
4. The Home and School Association in cooperation with the Education Committee will govern the committee's financial affairs.

ARTICLE VI

1. There will be a fund-raising chairperson of each event to promote the program and objectives of the Association.
2. The chairpersons of all fund-raising committees will present their plans to the officers for approval. Plans are to include staffing requirements. The combined staffing requirements for all fundraisers (not including mandatory fish fry events) should not exceed the total parental obligation. All fundraising committee chairs will follow the standard accounting policy and procedure of having each vendor submit an invoice to be paid by the treasurer within one week, not to exceed 30 days. Exceptions may be made with prior office approval.
3. Receipts must be submitted for all expenditures. A reimbursement form shall be completed and signed by the event chair prior to payment being made by treasurer.
4. Each event chair must complete the profit and loss form and submit it to the treasurer within 30 days of completion of the event.
5. The president of this Association may authorize expenditures not to exceed \$500.00.
6. The Education Committee must approve purchases exceeding \$500.00. All requests for purchases exceeding will need to come to the Education Committee President for approval. Members will be notified in a timely manner.
7. The Association will target a reserve fund of \$25,000 at all times. All balances will be reviewed and reconciled annually at the end of the fiscal year. In addition to the reserve fund, the checking account will contain a balance sufficient to cover Association operating expenses for the current fundraising year.
8. Any funds in excess of the targeted reserve and checking account balances and after the current year obligation to the parish is paid, will be made available for disbursement, this determination will be made at the September meeting. The Association will make recommendations for allocating excess funds. Association members will vote on these recommendations. The Association will present the list of recommended spending priorities to the Education Committee for approval.

ARTICLE VII

These by-laws may be amended at the education committee by two-thirds vote of the members present.

The Mission of Divine Savior Catholic School is to provide an environment for children to excel personally, academically and spiritually. Together we share in the mission of Divine Savior Parish to foster a faith-filled community where Catholic values are learned through prayer, service and love. Our goal is to use these values to develop lifelong learners and compassionate leaders