

Holy Spirit Catholic School Home & School Association Bylaws

Article I – Organization

1. The name of the organization shall be “**Holy Spirit Catholic School Home and School Association**” (HSA).
2. All former Home and School Organizations are hereby disbanded.
3. These By Laws supercede any previously dated Home and School Organization By Laws.

Article II – Objectives

The purpose of this organization shall be consistent with Catholic Diocese of Wichita directives:

1. *Foster cooperation between the school and parents by providing a forum to address school-wide issues of mutual concern;*
2. *Assist parents in understanding and fulfilling their sacred roles as Catholic school parents;*
3. *Provide a network for action on public policy issues that affect Catholic schools and Catholic school parents;*
4. *Assist in providing for the material needs of the school in a manner consistent with stewardship.*

From the Handbook of Policies for the Catholic Schools of the Diocese of Wichita.

Article III – Membership

1. All parents or legal guardians with children enrolled in the school, faculty members, administrators, staff, and pastor of The Church of the Holy Spirit shall be members of this organization.

Article IV – Officers

1. The elected officers shall be President, Vice-President, and Secretary.
2. These officers shall be elected at the April meeting.

3. The term of office shall be two years for all officers. No officer shall hold the same office for more than two consecutive terms.
4. The consensus of all officers will be the process of decision making within the Executive Committee

Article V – Duties of Officers

1. The President shall preside at all meetings of the organization, perform such duties described in these bylaws or designated by the organization, and coordinate the work of the organization in the direction of accomplishing its objectives.
2. The Vice-President shall act as a ready aid to the President, perform duties assigned by the President and in the absence of the President, assume the responsibilities of the President and other duties assigned.
3. The Secretary shall keep the minutes of all association meetings, provide written communications and other duties assigned.

Article VI – Executive Committee

1. The executive committee shall consist of HSA officers, the school principal, and the pastor.
2. The executive committee will meet as needed.

Article VII – Elections

1. Officers elected in April, will include President, Vice-President and Secretary. Other officers shall be elected as needed and determined by the executive committee.

Article VIII – Finances

1. All bookkeeping and accounts of the organization shall be maintained by the parish bookkeeper.
2. All expenditures exceeding the amount of \$100.00 must be approved by all officers.
3. All expenditures exceeding the amount of \$250.00 will be voted on by the HSA members present at the meeting.

4. Non-budgeted items for the school must have approval of the school principal and pastor.
5. All checks written on behalf of the H.S.A. will have the signature of the pastor and principal.

Article IX – Meetings

1. The regular meetings will be held on the 1st Tuesday of each month during the school year at 7:00pm in the Church.
2. When the 1st Tuesday of the month falls on a holiday or other period when school is not in session, meetings may be rescheduled and all H.S.A. members will be notified in advance.
3. The members who are present at the HSA meeting will constitute a quorum.

Article X – HSA Volunteers

1. The HSA will sponsor or otherwise coordinate volunteer activities for the school such as, but not limited to: school office, lunch monitoring, cleaning, etc.
2. The school principal maintains ultimate authority over volunteer activities.
3. The HSA members and their designees/appointees/substitutes will respect and abide by the following volunteer expectations:
 - a. Parents shall make every reasonable effort to ensure time commitments made for volunteering are held.
 - i. Parents shall immediately contact the volunteer schedule coordinator if any conflict arises with ongoing schedule requiring permanent change of schedule.
 - ii. Parents who are not able to maintain their volunteer commitments shall be responsible for scheduling a substitute 24 hours prior to committed time.

- iii. Parents who are not able to maintain their volunteer commitments due to emergency within 24 hours of the committed time and unable to schedule a substitute, shall notify the school principal as early in advance as possible. This notification shall be for courtesy purposes only so that the school staff may be aware to expect a volunteer shortage. **THIS IS FOR EMERGENCIES ONLY.**
 - iv. In no way is the school principal, pastor, staff or administrators responsible for scheduling substitute volunteers.
- b. Parents shall recognize that their time in the school, particularly during school hours, is volunteer time and not parenting time.
 - i. The teachers retain ultimate authority over all students, regardless if a student's parent is volunteering at any particular time.
 - ii. Parent volunteers shall respect the school and volunteer hours as time for their child's education and refrain from any attempts to interrupt that education, have impromptu parent-teacher conferences or otherwise distract from the education experience of all students.
 - c. Parents shall be bound to confidentiality of all student information exposed during their volunteer time.
 - i. Parents should not at any time discuss any personal or educational matters of any children, parents or teachers with any other parent, student or teacher, except their own children at appropriate times in the appropriate manner.
 - d. Parent volunteers shall follow the same school policies and procedures as outlined in the School Policy Handbook.

ADOPTED AND APPROVED JULY 26, 2005:

/s/ Father H, Pastor

/s/ Mrs. Kelly Bright, Principal

original signatures on file at Parish Office