

Christ the King Cathedral School

Home and School Association Bylaws

February 14th, 2011

Article I Name and Duties

- A. The name of the Association shall be “Christ the King Cathedral School/Home and School Association”.
- B. Purpose and duties shall be:
 - 1. A non-profit association dedicated to the improvement and enrichment of Christ the King Cathedral School.
 - 2. To promote the welfare of youth in school, at home, in the community and at their place of worship.
 - 3. To bring a closer relationship to home and school so that parents and teachers may cooperate in the education of the youth.
 - 4. To inform parents, in general, of functions and events pertaining to Christ the King Cathedral School.

Article II. Definitions

- A. Christ the King Cathedral School/Home School Association, hereinafter referred to as, “HSA”.
- B. Christ the King Cathedral School, hereinafter referred to as “CTKC”.
- C. “Administration” – the person(s) in charge at Christ the King Cathedral School, the superintendent, principal, vice-principal or other school official given authority to represent Christ the King Cathedral School in business matters.
- D. “Members” – Any teacher/faculty member of CTKC and parent/legal guardian of a registered student at CTKC
- E. “Board” – The board comprised of the officers, committee chairs and special committee chairs as described in Article V of the “HSA” bylaws.
- F. “Students” – The youth enrolled and registered at “CTKC.”
- G. Executive Board – The President, VP of FUN-Raising, Immediate Past President, Secretary and Treasurer.

Article III. Membership

- A. Members are encouraged to participate in general membership meetings, events and functions at CTKC and may be elected as officers, committee chairpersons/ coordinators and/or committee members.

Article IV. Dues

- A. Each member shall pay membership dues as determined by the HSA. Dues are charged for each family. Dues will be collected by the administration during enrollment and immediately deposited in the HSA account.

Article V. Officers and Committees

- A. The officers shall be as follows:
 - 1. President
 - 2. Immediate Past President
 - 3. Vice President of FUN-Raising
 - 4. Secretary
 - 5. Treasurer

- B. The standing committees shall be as follows:

1. Welcoming
 2. Teacher Appreciation
 3. Parent Service
 4. Elementary Room Parents
 5. Middle School Room Parents
 6. High School Room Parents
- C. The special committees are key leadership positions within the HSA and they are addressed in Article VI. Examples of special committees/liasons are Fall Festival, South Plains Fair Booth, Tamale Dinner & Raffle, Parish Life, Technology Advisor etc.
- D. Officers, committees and volunteers must meet the requirements of CTKC and/or HSA to perform their duties.

Article VI. Duties of Officers and Committee Members

- A. Board
1. Shall serve as the governing body of the HSA and will review all issues pertaining to the HSA.
 2. Shall meet prior to the monthly HSA meeting.
 3. Shall serve and make decisions that will be presented to the general membership.

OFFICERS:

- B. President
1. Shall conduct all Board meetings and general membership meetings.
 2. Shall appoint Standing and Special committee chairpersons/coordinators with the approval of the Board.
 3. Shall be an ex-officio member of the School Board and as such attend School Board meetings and submit reports to the Board or may send a non-voting HSA representative.
 4. Shall serve as immediate Past President upon completion of term as President.
 5. Shall be responsible for direction of HSA.
 6. Shall supervise the officers of HSA.
 7. Shall ensure that all officers, committees and volunteers are qualified to perform their duties and have met any requirements of CTKC and/or HSA.
 8. Shall conduct meetings in parliamentary order.
 9. Shall supervise all standing committees and their individual reports.
 10. Shall be responsible that voting and bylaws are followed.
- C. Immediate Past President
1. Shall act as an advisor to President.
 2. Shall serve as ambassador for the HSA.
- D. Vice President of FUN-Raising
1. Shall supervise all fund raising efforts of the HSA.
 2. Shall research and review fund raising programs and present to the Board those programs deemed worthy of consideration.
 3. Shall serve as the liaison between the CTKC School Board and HSA and will present all fundraising activities to the CTKC School Board for discussion and approval.
 4. Shall recommend and designate special committees to implement fund raising programs approved by the Board and assist with those committees.
 5. Shall assist the President with relationships outside the HSA.

- E. Secretary
1. Shall record minutes of all meetings and present report to the Board.
 2. Shall prepare Board-reviewed summary of minutes and provide to the members.
 3. Shall keep records of meetings/minutes at a designated location to be made available to the HSA Board and members.
 4. Shall prepare correspondence as directed by the Board.
 5. Shall be responsible for HSA bulletin board and scrapbook.
 6. Shall be responsible for special gifts and recognition as directed by the Board.
 7. Shall preside at meetings and carry out the role of the President in the absence of the President.
- F. Treasurer
1. Shall keep an accurate record of all funds and publish a monthly Balance Sheet for review by the Board prior to the monthly HSA meetings.
 2. Shall present a monthly Balance Sheet at the monthly HSA meetings.
 3. Shall maintain appropriate records of all bank accounts and funds.
 4. Shall co-sign all checks above \$200 with CTKC administration and consult with President regarding questionable expenditures not already approved by the Board.
 5. Shall ensure funds are distributed only when approved by the Board or in accordance with the approved budget.
 6. Shall prepare a budget for the Board in August of each year.
 7. Shall present oral and written reports of funds at meetings.

COMMITTEE CHAIRS:

All Committee Chairs:

1. Shall recruit committee members.
2. Shall report monthly to the President
3. Shall prepare and present reports at monthly HSA meetings.

G. Welcoming Committee Chair

1. Shall coordinate welcoming activities of all members and students.
2. Shall assist with all orientation programs of CTKC members and students.
3. Shall assist with registration at CTKC and Open House events.

H. Teacher Appreciation Chair

1. Shall coordinate all teacher appreciation activities throughout the year including Teacher Appreciation Dinner, birthdays, Fall Luncheon, Christmas gifts, Teachers Appreciation Day and End-Of-Year-Luncheon.
2. Shall coordinate welcoming activities of new teachers in regard to orientation to HSA.

I. Parent Service Chair (Volunteer Training)

1. Shall assist Committee Chairs in recruiting parent volunteers to assist and serve on all committees of the HSA.
2. Shall record and track parent service hours and report monthly to HSA and members.
3. Shall assist with registration and orientation programs at CTKC.

J. Elementary/Middle/High School Room Coordinators/Sponsors

(three separate Coordinator positions)

1. Shall coordinate and recruit classroom parents to serve as Room Parents or Sponsors.
2. Shall conduct Room Parent meetings and educate Volunteers.
3. Shall coordinate school parties and special events as approved by the administration and Board.
4. Shall assist with communication between classroom parents and HSA and administration.
5. Shall assist classroom teachers as requested.
6. Shall assist with Open houses and parties.

Article VII. Elections, Terms, Vacancies and Removal from Office/Committee

- A. Nominations or presentations of Officer/Committee Chair Slate shall be in the spring of each year with elections at the last general membership meeting of the year.
- B. Election of officers shall be by simple majority of members present at the meeting.
- C. Each officer term shall be for one (1) year or until the next election.
- D. Executive Board Officers and committee chairpersons shall assume their duties for the upcoming school year on the month following the last day of the previous school year.
- E. Executive Board Officers may serve consecutive terms.
- F. Any executive board officer or committee chair may be removed if he/she does not perform the specified duty of the elected office. Removal requires a simple majority vote by the Board.

Article VIII. Meetings

- A. The Board shall meet once each month during the school year at a time agreed upon by the Board. Board meetings shall be open to the members. The Board may also communicate via email for certain voting situations when deemed necessary by the President so long as all Board members are notified in advance with reasonable time frame.
- B. General membership meetings shall be held during the school year and announced at the start of the school. Any changes to the meeting dates and times shall be announced within a reasonable time.
- C. The President may call special meetings whenever it is deemed necessary; special meetings shall be announced with reasonable time for members/officers to attend.

Article IX. Changes, Additions, Corrections, Deletions

- A. Any changes, additions, corrections, or deletions affecting these bylaws shall be submitted in writing to the Executive Board for their consideration. If approved by a simple majority vote, these changes, additions, corrections, or deletions will take effect immediately. Voting may take place by email.
- B. When parliamentary procedure is not addressed in bylaws, the President shall preside under Roberts Rules of Order.

Article X. Voting

- A. Each member of registered student(s) shall have one vote. Members must be current with dues in order to vote. Voting at all meetings will be counted by a show of hands. Prior to vote, any member may call for silent vote.