

**CONSTITUTION AND BY-LAWS FOR THE
PARENTS' CLUB OF**

THE CATHOLIC SCHOOL OF VISALIA, GEORGE McCANN MEMORIAL

ARTICLE I: NAME, PURPOSE, AUTHORIZATION, AND RELATIONSHIPS

Section A: **NAME** - The name of this Organization shall be the Home and School Association of The Catholic School of Visalia, George McCann Memorial, herein after referred to as the "H.S.A."

Section B: **PURPOSE** - The purposes of the Home and School Association shall be:

1. To promote a broader appreciation of the mission, goals, and ideals of our school and Catholic Education in general;
2. To enlist the spiritual, educational and social resources of home and school to provide the best Catholic education possible;
3. To foster the integration of families into the life of the parish and parish school community;
4. To provide a solid resource group to plan, coordinate, and staff the school's social and fundraising efforts;
5. To provide a forum of exchange for parents and teachers on matters of mutual interest;
6. To establish, guide, and coordinate the efforts of parent organizations;

Section C: **AUTHORIZATION** - The H.S.A. shall serve at the pleasure of the Principal and in the Principal's absence, the Superintendent; and shall function in an advisory capacity to the Principal. Decisions of the H.S.A. are subject to the Principal's review and approval.

Section D: RELATIONSHIP WITH OTHER SCHOOL ORGANIZATIONS - As distinguished from the school's advisory board, the H.S.A. does not have an official role in the adoption of the school policy or annual budget. The H.S.A. may recommend school policies to the school's advisory board.

ARTICLE II: MEMBERSHIP

Section A: **MEMBERS** - All parents and guardians of children presently attending The Catholic School of Visalia, George McCann Memorial are eligible to be active members.

Section B: **ASSOCIATE MEMBERSHIP** – Persons who do not qualify as a Member of the H.S.A., may be extended an associate membership by the decision of the Executive Board.

ARTICLE III. OFFICERS

Section A: **OFFICERS** – The officers of the H.S.A. shall include at least a President, Vice President, Treasurer and Secretary.

Section B: **PRESIDENT** – The President shall preside at all meetings of the H.S.A. and of the Executive Board. The President shall be an ex-officio member of the entire H.S.A.'s committees and the school's Board of Education. The President must have served one year on the board before serving as President.

Section C: **MODERATOR** – The Principal of The Catholic School of Visalia, George McCann Memorial shall be ex-officio Moderator of the H.S.A. The Principal's approval is required for all expenditures of the H.S.A.'s funds and for all speakers who are invited to address the H.S.A.. The Principal may request a report from any officer or agent of the H.S.A. at any time. While the Principal may be unable to attend all the meetings of the H.S.A., the Principal or designee shall be present for all general membership meetings of the H.S.A..

Section D: **1ST VICE-PRESIDENT** – Shall perform the duties of the President in the President's absence and shall assume the duties of the office until the next annual election if the office of the president becomes vacant. The primary function of the Vice President is to manage all efforts for fundraising. She/he shall create a committee; manage all marketing and promotion of the fundraising drive.

2ND VICE-PRESIDENT – Shall assist the First Vice President in managing the fundraising efforts. Shall perform the duties of the First Vice President in the First Vice President's absence and shall assume the duties of the office until the next annual election if the office of the First Vice President becomes vacant.

Section E: **SECRETARY** – The Secretary shall keep an accurate record of all meetings of the H.S.A. The Secretary shall provide members with notice of regular meetings, publish the business agenda and minutes of all meetings, maintain a membership list, handle the correspondence of the H.S.A., and perform such other duties as the President or Executive Board shall designate.

Section F: **TREASURER** – The Treasurer shall receive all monies and shall only make disbursements that are recommended by the President or the Officers and approved by the Principal and/or Superintendent. The Treasurer shall make a financial report at each general meeting and provide quarterly and annual written reports to the President. The written reports are to detail 1) fundraising revenues and expenses, 2) general revenues and expenses, 3) expenditures for school related programs voted on by the members and approved by the Principal,

and 4) funds for the **H.S.A.** and the group or class for which the funds have been retained.

DIRECTORS: Shall help with the planning of fundraising events and other H.S.A. activities. There shall be (3) Directors: One (1) shall be the Head Room Parent The headroom parent role is a 2-year maximum term. Two (2) directors shall be elected by the Organization.

Section G: ELECTIONS – Nominations for officers shall be made by a member of the **H.S.A.** and take place at least one meeting prior to the election meeting. A committee designated from the Executive Board and the Principal shall approve nominees. Only Members of the **H.S.A.** shall be eligible for any elective office. The election of officers shall take place on the last meeting day of the school year either by a formal voting process or by acclamation. If a formal voting process is used, the voting shall be by secret ballot and a plurality of votes shall suffice for election. The officers shall be installed the last meeting of the year. Those newly elected officers shall hold the office for one year with a three-year limit in that role.

ARTICLE IV: THE COMMITTEE

Section A: MEMBERS – The administrative body of the H.S.A. shall be known as the **EVENT COORDINATORS COMMITTEE**, hereafter referred to as the “ECC”. The ECC shall consist of:

1. **Elected Members:** The President, Vice-Presidents, Treasurer, Secretary, and two Directors.
2. **Ex-Officio Member:** The Principal

Section B: ROLE – All matters of the H.S.A.’s policy and administration shall be vested in the ECC.

Section C: QUORUM – A quorum of the ECC members shall be a majority of the members of the Officers.

Section D: MEETINGS – Meetings of the ECC shall be held at the call of the President, or Principal.

Section E: VACANCIES – During an officer’s unexpired term of office, the ECC shall have the right to fill any vacancies among the elected offices of the **H.S.A.**, subject to the prior approval of the Principal.

Section F: REMOVAL – The members of the ECC shall serve at the pleasure of the Superintendent and Principal and may be removed by either for cause. Any ECC member who is absent from three consecutive meetings shall cease to be a member unless excused by action of the remaining members of the ECC.

ARTICLE V: MEETINGS

Section A: REGULAR AND SPECIAL MEETINGS OF THE H.S.A.- Regular meetings of the H.S.A. shall take place quarterly. Event coordinator meetings shall be held quarterly. The President, Superintendent, Principal, or the ECC may call special meetings of the H.S.A. Special meetings are not open to the regular members of the H.S.A.

Section B: NOTICE – Notice of the H.S.A.'s regular meeting shall be published by the President or Secretary.

Section C: QUORUM – At any regular or special meetings of the H.S.A., those present shall constitute a quorum.

Section D: MEETING AGENDA – The following outline may be used for all H.S.A. meetings:

- I. Opening Prayer
 - a. Approval of Minutes
 - b. Roll Call of Officers
 - c. Financial Report
- II. Principal Reports
- III. Event, Scrip, and/or Fundraising Report
- IV. Old/New business
- V. Closing Prayer

PLANNING THE AGENDA: Suggestions for an agenda item for a subsequent meeting can be given orally by the general membership during a meeting, or at any other time in writing at least two (2) weeks prior to the next meeting. The President, Secretary and Moderator shall decide the agenda which the Secretary will publish and distribute prior to the next meeting.

Section E: RULES OF ORDER – The Officers shall set the rules or procedures for meetings of the H.S.A. Robert Revised Rules of Order may be used.

ARTICLE VI: MANAGEMENT OF SCHOOL-RELATED ACTIVITIES INCLUDING FUNDRAISING
– The management of all school-related activities including fundraising is an administrative function of the school. All activities of the H.S.A. shall be proposed to the Principal and/or the Superintendent for approval. The Principal shall work with the Pastor to coordinate and integrate the activities of the school and parish.

ARTICLE VII: MANAGEMENT AND USE OF FUNDS

Section A: MANAGEMENT OF FUNDS – The funds of the H.S.A. shall be used only for the school and for operating expenses of the H.S.A. Solicitation of money from members for purpose not pertaining to the approved work of the H.S.A. and

school is prohibited. The consent of the Principal and/or the Superintendent is required for expenditures of the H.S.A. There shall be quarterly and annual written financial reports and public reporting to the members of the H.S.A. concerning the income and expenditures of the H.S.A.'s funds.

Section B: **CHECKS** - All checks must come directly from the H.S.A. account. Check requests with receipts and/ or invoices must be submitted at least three days in advance. The Principal and/or the Superintendent will approve requests. The Principal signs all checks. The school bookkeeper shall oversee all H.S.A. accounting and balance the checkbook.

Section C: **USE OF FUNDS** - All funds, except funds restricted or endowed for specific purposes as approved by the Principal and funds retained for the H.S.A.'s administrative expenses (usually under \$500), shall be turned over to the school at the end of each academic year.

Section D **FUNDRAISING OBLIGATION** - The H.S.A. shall have an annual obligation to raise an amount determined by the Principal and the Superintendent based on the needs of the school. This amount is subject to change at the discretion of the Principal and Superintendent. Any funds that exceed the obligation will be available for the H.S.A. to spend on the children/school based upon a list provided by the Principal to the H.S.A. and a vote for what items to purchase will take place at regularly scheduled H.S.A. meeting. However, it is the H.S.A.'s responsibility to assist in the school's financial security. If the school's reserve is not at the desired amount by the Board, Principal and Superintendent it will be at the discretion of the Board, Principal and Superintendent to determine the excess amount of funds spent on the children annually in excess of the obligation.

ARTICLE VIII: COMMITTEES

Section A: **STANDING COMMITTEES** - The President and/or the ECC shall have the right to create or abolish Standing Committees and to appoint the chairpersons of such committees with approval of the Superintendent and Principal. All Chairpersons or event coordinators shall be members of the H.S.A..

ARTICLE IX: AMENDMENTS

ITEMS IN BOLD PRINT MAY NOT BE AMENDED. Amendments to this Constitution shall be proposed at Board of Directors meeting and voted on at the next. A two-thirds vote of the Board of Directors membership attending is necessary to amend the Constitution and By-Laws. **Amendments become effective upon receiving the written approval of the Superintendent and Bishop of the Diocese of Fresno.**

Revised by The Catholic School of Visalia, George McCann Memorial Home and School Association this 26th day of February, 2020:

Accepted by Home and School Association President

Kim Spalletta
Home and School Association President

2/26/20
Date

Accepted by Principal:

Sheila A. Rast
Sheila A. Rast

2-26-2020
Date

Accepted by Superintendent:

Monag Jaulkner
Superintendent

3-10-2020
Date

Approved by Bishop:

Jim Beun
Bishop or Bishop's Delegate

3-10-2020
Date