

Sacred Heart School of Glyndon, Maryland
Bylaws of the Sacred Heart Home & School Association

Revised and updated 2019

Article I – Duties of Officers

Section 1. The President

The President of the Sacred Heart Home & School Association (hereafter, also referred to as the “HSA”):

1. Shall preside at board meetings of the HSA and at the meetings of its Executive Board.
2. Shall appoint the chairperson of committees with the approval of the HSA Executive Board.
3. Shall perform such duties as the incumbent upon this office.
4. Shall represent the HSA via monthly report to the Sacred Heart School Board.
5. Is a member ex-officio on all committees.
6. Shall distribute copies of the “Purpose of the Home School Association” from the Archdiocese of Baltimore Guidelines for Home and School Association and “Robert’s Rules of Order, Revised” to all members of the Executive Board and Special Committees.
7. Assure and acquire email votes for quorum when necessary.
8. When an officer resigns, the President, with the input of the Principal, shall appoint a replacement to complete the unexpired term of the officer. This partial term need not prevent the appointee from being chosen for the same office for another term.

Section 2. The Vice President(s)

The Vice President(s) of the Association:

1. Shall perform the duties of the President at those times when the President is absent or unable to serve.
2. One of the vice presidents shall succeed to the office of the president in the event of a vacancy in that office, the determination of which shall be made by the two co-vice presidents; in the event that the co-vice presidents cannot decide such matter, the officers of the Executive Board will vote to determine by majority the successor of said position.
3. Shall assist the President at all times, and act as Program chairperson and shall perform such duties as are assigned to this office.
4. Shall review and update Bylaws at the end of the two-year term.

Section 3. The Recording Secretary

The Recording Secretary of the Association:

1. Shall keep the minutes of all HSA meetings and the meetings of the Executive Board.
2. Shall assist the Corresponding Secretary on special projects of mailings upon the request of the President.
3. Shall post the minutes of the HSA on the school website.

4. Shall notify all Executive Board and special committee members of pending meetings and request reports to add to the meeting agenda.
5. Shall submit agenda to President and Principal to approve prior to HSA meetings.
6. Shall distribute agenda at all HSA meetings.

Section 4. The Corresponding Secretary

The Corresponding Secretary of the Association:

1. Shall handle all correspondence and publicity of the HSA, including goodwill gestures as requested by the Executive Board (including, but not limited to, sympathy cards/flowers, thank you notes, congratulatory notes, etc.)
2. And shall be responsible for notifying members of important announcements.
3. Shall keep record of publicity announcements.
4. Shall update school marquee and maintain the bulletin board in the school lobby.

Section 5. The Treasurer

The Treasurer of the Association:

1. Shall keep accurate accounts of all financial matters of the HSA and shall make a report of those accounts at all General Meetings as required.
2. Shall collect and deposit all funds and shall make disbursements with the approval of the President and appropriate signatures as deemed by the Archdiocesan guidelines.
3. Shall maintain detailed records of all deposits and payments made from the HSA and will institute guidelines that will provide for the safeguarding of the HSA's funds.
4. Shall collect proof of expenditure prior to reimbursement and provide for a double signature on all checks (no checks can be pre-signed by either party; signature stamps, checks signed in advance and checks made out to "cash" should never be used.
5. Shall ensure proper documentation, specifically, that approved invoices and receipts must support all checks.
6. Shall send account statements to be maintained permanently at the school's business office; check stock should be sequentially numbered and maintained at the school in a locked cabinet or drawer.

Article II – Executive Board

Section 1. The Executive Board shall consist of the President, Vice-Presidents, Corresponding Secretary, Recording Secretary, Treasurer, Immediate Past President and the Principal of Sacred Heart School (or his/her appointed representative ex-officio).

The Executive Board:

1. Shall be responsible for conducting the HSA's business affairs and fundraising.
2. Shall act as chief advisory body on Home School Affairs.
3. Shall review Committee reports and recommendations, review financial and other administrative affairs.
4. As the President elects, handle executive matters not readily assignable to other committees or officers.

5. Shall meet on a regular and scheduled basis (monthly August – June) or upon call of the President.
6. All elected officers shall serve a two (2) year term.

Section 2. Voting Members

The Voting Members of the HSA shall include elected Officers, wherein each Executive Board Member or its appointed representative is allocated one vote, as follows:

Elected Officers

- President
- Co-Vice Presidents (2)
- Recording Secretary
- Corresponding Secretary
- Treasurer
- Immediate Past President (Tie breaker as needed)

Section 3. Faculty Representatives

The Executive Board shall welcome and encourage the attendance of at least two (2) School Faculty Representatives, one from both the elementary and intermediate school, to attend HSA meetings and convey items and issues of relevancy including, but not limited to, the school, teachers and student activities and accomplishments. Faculty representatives shall not partake in voting.

Article III – Committees

Section 1. Standing Committees

Standing committees are those committees that generate funds to support activities guided by the mission statement of the HSA and/or those committees whose purpose and activities are required throughout the school year.

Section 2. Special Committees

Special committees are those committees whose activities' purpose is to implement special events and interests of the HSA and its Membership; in general, they do not generate funds to directly support the HSA. The President may appoint additional committees to implement the HSA's objectives.

Section 3. Committee Chairs

The responsibilities of Committee Chairs are as follows:

1. Upon appointment, Committee Chairpersons shall select committee members and submit such to the Executive Board. Anticipated incentive programs and overhead costs must be reported. Business solicitation must be approved by the Executive Committee and Parish/School Development Office.

2. In maintaining Committee records, chairpersons shall report current status, findings, and recommendations to the Executive Board. Upon request of the President, Committee Chairpersons shall report the above findings to the general membership.
3. The Chairpersons are responsible for funds channeled through their committee. Such funds shall be turned over promptly to the Treasurer of the HSA on a regular basis or upon request of the President and the Treasurer. Likewise, all bills and receipts for reimbursement shall be forwarded to the Treasurer as soon as they are received.
4. All requests for budget increases must be submitted in writing, Voting on Budget Increases will be tabled until the following meeting pending review by the Executive Board and voting members of the HSA.

Article IV – Nominations

Section 1. Eligibility

1. Only one (1) parent or guardian of each family may hold elected office in a given term.
2. Nominee must be a parent or guardian of an enrolled student at Sacred Heart School.

Section 2. Previously Served Eligibility

1. Previously elected officers of the Executive Board may be eligible to serve another term of the same or different position, provided they wait a grace period of two (2) years. If there are no other candidates, and the Executive Board/Principal agree, the two (2) year waiting period may be waived.

Article V – Elections

Section 1.

The ballot (may also be completed by email or electronically) shall be distributed by the Executive Board to the members of the Sacred Heart School community within the first week of March.

Section 2.

In order to be considered valid, the deadline for ballot return shall be one week prior to the HSA meeting in March. In the event that inclement weather prohibits the adherence of the timeline outlined above, the Executive Board, with approval of the Principal, shall revise the timeline accordingly.

Section 3.

The Executive Board shall tabulate the nominations. Officers shall be elected by a majority of votes cast.

Section 4.

Prior to the March HSA meeting, ALL nominees shall be informed of the voting outcome.

Section 5.

At the March HSA meeting, the Executive Board will present names/introduce newly elected board members.

Section 6.

An induction ceremony shall be held at the final monthly meeting of the year. The new Executive Board becomes formally active at the conclusion of the school year.

Section 7.

In the event that the candidates for each office are unopposed, a ballot will not be distributed to the Sacred Heart School community.

Article VI – Finances

Section 1.

All funds of the HSA shall be maintained on deposit in the HSA's name in a Maryland bank account. The records of this account shall be maintained by the Treasurer and shall be open at all times to inspection by the Executive Board. All disbursements shall be made by check, written on the HSA's account and signed by any two (2) of the following officers: President, Vice-President(s) or School Principal. In addition to the positions named, the Pastor of Sacred Heart Church must be a signatory on the account.

Section 2.

An audit of the books shall take place at the end of the fiscal year. The audit committee shall consist of the Immediate Past Treasurer, Vice-Presidents, President and Immediate Past President. It is strongly recommended that an outside auditor review the books at the end of the two (2) year term.

Section 3. Concerning Cash Receipts

Organization funds must never be taken home by anyone. Funds collected must be stored in the parish safe and/or school safe until deposit. From receipt to deposit, all monies (whether cash or checks) should be handled by two people; no one person should ever be left alone with funds collected. All funds received should be logged according to their source. This log should then be totaled and signed by the money handlers to affirm accuracy and to provide accountability. This log should be compared to the validated deposit slip once received by the individual responsible for the general ledger. (Note: the individual responsible for the general ledger should not participate in the counting of the funds received.)

Section 4.

All financial requirements are subject to compliance with any Archdiocesan directives.

Article VII – Rules of Order

Section 1.

All meetings of this HSA and its Executive Board shall be conducted in accordance with Robert's Rules of Order, as long as Robert's Rules of Order do not conflict with the HSA's Constitution and Bylaws and the Archdiocese of Baltimore Guidelines for Home and School Associations.

Section 2.

Any suggestion made at a general meeting concerning a modification of established school policy or practice shall be referred, without debate or vote, to the Executive Board for study/review. The Executive Board will present its findings to the Principal.

Article VIII – Quorum

Section 1.

One fourth (1/4) of the voting members in good standing shall constitute a quorum at any regular or special meeting of the HSA.

Section 2.

A majority of the members of the Executive Board shall constitute a quorum at meetings of the Executive Board.

Article IX – Meetings

Unless otherwise prescribed by the Executive Board, the regular General Meetings of the HSA shall be held quarterly during the course of the school year. The President, with the approval of the Executive Board and in conjunction with the Principal, shall determine the scheduling of said General Meetings. Officer Meetings shall be held on an as-needed basis during the calendar year as determined by the President.

Article X – Volunteer Requirements

Persons volunteering for duties at Sacred Heart School of Glyndon that involve direct association with minors must comply with VIRTUS directives established by the Archdiocese of Baltimore, specifically those upheld by the Administration of Sacred Heart School of Glyndon, Maryland.

Article XI – Notifications

Section 1.

All notification items referenced in the HSA's Constitution and Bylaws, may be distributed to the Officers, Committee members, Faculty representatives and to the Sacred Heart School community electronically and/or posted on the school website in lieu of print, with the approval of the President.

Section 2.

Any Committee that intends to distribute printed materials, electronic notifications, and/or website notification, must submit the materials and/or notifications to the HAS President for review before it is forwarded to the School Administration for approval.

###