

**BYLAWS OF**  
*ANNUNCIATON CATHOLIC HOME & SCHOOL ASSOCIATION*

**ARTICLE I: NAME**

The name of the organization shall be the Annunciation Catholic Home & School Association.

**ARTICLE II: MISSION**

The mission of this association shall be to promote the welfare of the students and school in cooperation with the policies and procedures set forth by our Pastors, principal, and teachers.

The objectives of the Home & School Association shall be:

- A. To promote open communication among the parents, teachers, and administration.
- B. To provide membership with information that will aid education, growth, and development.
- C. To promote good will and cooperation among parents, faculty, administration, the School Advisory Board, and the parishes of St. Luke, St. Catherine, and Sacred Heart.
- D. To direct and coordinate parental support to Annunciation through assistance in activities, social functions, and fundraisers.
- E. To foster the political action of parents as advocates regarding national, state and local legislation that affects Catholic schools as well as the lives of the students and parents.

**ARTICLE III: MEMBERSHIP**

Parents and guardians of the students of Annunciation, the administration and faculty of the school, and the Pastors of St. Catherine, St. Luke, and Sacred Heart are members of the H&SA.

**ARTICLE IV: EXECUTIVE BOARD**

The executive board shall consist of the officers of the H&SA, the Pastors, and principal. The executive board shall conduct the business affairs; provide programs of interest for the general meetings; form committees when necessary and appropriate; review committee recommendations and report on their final disposition; and review and recommend disbursements of money collected from dues and fundraising events.

**ARTICLE V: OFFICERS AND DUTIES**

- A. The officers of the H&SA shall consist of President, Vice-President, Secretary, and Treasurer. Non-voting, ex-officio members shall include the Principal of Annunciation and the Pastors of St. Luke, St. Catherine, and Sacred Heart. Officers shall meet monthly with the principal.
- B. The duties of the officers shall be defined as follows:
  1. The **President** shall preside at all the meetings of the H&SA and of the executive board and shall be an ex-officio member of all committees; attend School Advisory Board meetings as an official spokesperson for the H&SA; shall meet with the Pastors and principal whenever necessary and shall report back to the H&SA; request approval for all activities from the Pastors and/or principal; and, with principal approval, shall be responsible for publicizing meetings and functions in newsletters, parish bulletins, and local papers as appropriate.
  2. The **Vice-President** shall preside in the absence of the President in any meetings and shall act as program chairs, and shall be responsible for assuring that all H&SA committees meet their goals and report their results and recommendations to the H&SA.
  3. The **Secretary** shall act as membership chair; record, read, or distribute copies of the minutes of the executive board and general meetings; conduct the correspondence of the H&SA; and maintain a current file of reports, records, and correspondence.
  4. The **Treasurer** shall collect and deposit all monies received through fundraising and contributions; maintain records of all receipts and expenditures; prepare a current report for each meeting to be filed for audit; be responsible for all bills with the executive board's approval; and make available for audit all records at the end of each school year. All money shall be at the disposal of the Pastors and principal.

**ARTICLE VI: STANDING COMMITTEES AND FUNCTIONS**

- A. All members of the H&SA are eligible to be members of the committees. Each committee will have a chair appointed by the H&SA officers or chosen by the committee members. Each committee chair shall report to the Vice-President keeping them updated on the work of the committee and reporting at the three (3) annual general meetings.
- B. The following standing committees shall be maintained:
  - 1. Hospitality: to serve as official school hosts/hostesses, provide refreshments for special and routine events, and serve as the official school welcoming committee
  - 2. Green Fingers: to oversee supplemental maintenance projects, not provided by professional cleaning and landscape services, and to beautify grounds and buildings
  - 3. Traffic Supervision: to work with teachers and the school safety patrol to provide for the safe arrival and dismissal of students
  - 4. Dessert Day: to oversee selling of dessert items sold at student lunchtime (all Fridays except during Lent.)
  - 5. School Linens and Uniforms: to pick up laundry, and mend health room sheets, HSA-event tablecloths, and recycled uniforms
  - 6. SCRIP: to accept and place SCRIP and to appropriate money earned to the school and families.
  - 7. Boxtops: to publicize, collect, and batch labels for refund
  - 8. School History: to maintain a school photo album and scrapbook of news clippings

**ARTICLE VII: ELECTION OF OFFICERS**

- A. Officer positions available for the upcoming year shall be announced at the April meeting. A slate of candidates will be prepared and sent to all school families via the school newsletter, with voting through an online forum, and officers named by a majority vote (50% plus one.)
- B. Nominees may be asked to submit their qualifications, in writing, to the principal.
- C. The term of office may be renewed at the discretion of the principal and the pastors.

**ARTICLE VIII: MEETINGS**

Three meetings shall be held each year, in September, January, and April.

**ARTICLE IX: AMENDMENTS**

Amendments to these bylaws may be proposed by any member of the H&SA at the school. Any amendments to the bylaws will be sent to all school families via the school newsletter, with voting through an online forum.

**ARTICLE X: ORDER OF BUSINESS**

The following shall be the order of business:

- 1. Call to order
- 2. Opening prayer
- 3. Flag salute
- 4. Reading and approval of minutes (posted on school website) from previous meeting
- 5. Officer and committee reports
- 6. Faculty or H&SA announcements
- 7. Principal's Report
- 8. Program
- 9. Adjournment and closing prayer