

**BYLAWS**  
**Our Lady of Peace Home School Association**  
**May 17, 2006**

**Article 1 - Name**

The name of this organization shall be the Our Lady of Peace (OLP) Home School Association (HSA). This document shall be referred to as the Our Lady of Peace Home School Association Bylaws (bylaws).

**Article 2 – Purpose and Objectives**

1. To bring into closer relation the home and school, so that parents and teachers may cooperate and reinforce the spiritual and intellectual training of the children.
2. To provide effective communication between the school and home in matters of mutual concern to parents, teachers and administrators.
3. To provide material assistance toward the improvement of the school. To cooperate with the school to support the improvement of education through fundraising in ways that will not interfere with the administration of the school.
4. To act as an advocate for parents and children and seek legislation favorable to Catholic schools. To support the “Protecting God’s Children Initiative” and comply with all guidelines associated with it.

**Article 3 – Structure and Membership**

*Section 1 – Membership*

The general membership shall include the parents or legal guardians of every student enrolled in Our Lady of Peace School. Each parent or legal guardian is a member of the HSA and entitled to vote in all general elections.

*Section 2 - Pastor*

The Pastor Moderator of Our Lady of Peace School shall be either the Pastor or his designee.

*Section 3 – Executive Board and Executive Committee*

1. There shall be an Executive Board consisting of the following members: the Pastor Moderator, the Principal, and the elected officers, namely the President, Vice President, Secretary, and Treasurer. The positions of Vice president may be shared by more than one individual.
2. There shall be an Executive Committee comprised of the Executive Board, the Standing Committee Chairpersons, and the Faculty representatives.

#### *Section 4 - Committees*

There will be standing and temporary committees designated by the HSA. The Standing Committees and their responsibilities are listed in Addendum I and are subject to change as necessary at any time with the approval of the Executive Board. Each Standing Committee Chairperson shall be appointed for a term of one year and serve at the pleasure of the President with the advice and counsel of the Executive Board. From time to time, temporary committees may be formed to address specific tasks or projects for a specific time period. A Temporary Committee Chairperson shall be appointed for the duration of the task and serve at the pleasure of the President with the advice and counsel of the Executive Board. The President and the Vice President shall be ex officio members of all committees of the OLP HSA, except the Nomination Committee. All fundraisers and potential fundraisers recommended by the HSA membership or committees need to be approved by the Executive Board and placed on the parish/school calendar.

#### *Section 5 – Membership Responsibilities*

Each family will be required to work a fixed number of volunteer hours that will be determined annually. A family, at the beginning of the school year, may elect to pay the equivalent monetary fee in lieu of working the mandated hours. However, if a family fails to work the required number of hours by the end of the school year, they will be assessed a fee for the difference between hours worked and the stated mandatory fee. In addition, annual class dues will be assessed at the beginning of the school year on a per child basis and will be collected by a representative of the HSA. These annual class dues are used to fund class activities and other activities as directed by the Executive Committee.

### **Article 4 – Roles of the Executive Board and Executive Committee**

#### *Section 1 – The Role of the Executive Board*

The role of the Executive Board is to organize the volunteer efforts of the parents in order to achieve the purpose and objectives of the organization.

#### *Section 2 – The Role of the Executive Committee*

The role of the Executive Committee is to coordinate the volunteer efforts of the parents and provide direct project management and leadership to specific standing and temporary committees.

#### *Section 3 – The Role of the Pastor Moderator*

The Pastor shall elect to be the Moderator, or shall appoint a designee to serve in his place. Together with the Principal he shall evaluate recommendations of the HSA. Because the Pastor is responsible for all activities within his parish, he retains the right to approve or disapprove recommendations from the Board and the Executive Committee and must approve the slate of candidates prior to the nominees being announced.

#### *Section 4 - The Role of the Principal*

The Principal, as educational leader of the school, acts as the primary facilitator who works with the teachers, students, and parents for the betterment of the school. The Principal shall serve as advisor to the HSA, be an active participant at its meetings,

together with the Pastor evaluate the recommendations of the HSA, and support the activities of the organization.

*Section 5 - The Role of the President*

The President shall preside at all meetings of the HSA and of the Executive Committee, appoint chairpersons of all standing and temporary committees and perform any and all duties as generally evolve from the office of President. The President serves as the primary representative to the Principal on all HSA related issues. The President will be the primary contact for all fundraising committees and provide guidance directly to the chairpersons and the committee members. The Class Parent Coordinator will also report to the President. The term of the President will be one year. The option to run for a second year is available.

*Section 6 - The Role of the Vice President or Vice Presidential Team*

The Vice President or Vice Presidential Team shall perform the duties of a President during his/her absence, and perform other duties as requested by the President(s). The Vice President(s) shall be the school's representative to the Word Cluster of the Pastoral Council unless the Executive Board approves a replacement. The Vice President(s) will be the link to the Council and will report back to the Board and the general membership on any issues that impact the school. The Vice President(s) will be the primary contact for all non-fundraising committees excluding the Class Parent Coordinator and provide guidance directly to the chairpersons and the committee members. The term of the Vice President(s) will be one year. A vice president may choose to run for a second year. One party of a Vice Presidential team may run for President alone the following year. One party or both of a Vice Presidential team may elect to run for a second year.

*Section 7 - The Role of the Secretary*

The Secretary shall keep the minutes of all general HSA and Executive Committee meetings and distribute these written minutes to the appropriate Board members within one week of the meeting. In addition, these minutes shall also be posted in the school by the HSA room, and on the website by the website administrator for viewing by any interested parties after they are approved by the President. Confidential matters will not be included in the printed minutes. The Secretary shall maintain a list of current membership, handle all correspondence of the organization, and perform other secretarial duties designated by the President. The term of the Secretary will be two years.

*Section 8 - The Role of the Treasurer*

The Treasurer shall keep an accurate account of the receipts and disbursements, render a Financial report at each general meeting and Executive Committee meetings, and prepare a written financial report annually. It should be noted that the funds of the OLP HSA are part of the parish funds and all disbursements are with the approval of the Pastor and the advice and counsel of the President. The Treasurer will also maintain the records on the status of class dues and will receive the record of volunteer hours from the volunteer coordinator and will share any outstanding issues with the Executive Board. The Treasurer shall be the HSA's representative on the Parish Finance Council unless the Executive Board approves a replacement. The Treasurer will be the link to the Finance

Council and will report back to the Board and the general membership on all nonconfidential issues that impact the school. The term of the Treasurer will be two years.

*Section 9 - The Role of the Standing and Temporary Committee Chairpersons*

The standing and temporary chairpersons shall coordinate the activities of their respective committees and provide reports to the Board as necessary. Each Standing Committee Chairperson shall be appointed for a term of one year and serve at the pleasure of the President with the advice and counsel of the Executive Board. The President and the Vice President shall be ex officio members of all committees of the OLP HSA, except the Nomination Committee.

*Section 10 - Confidentiality of the Executive Committee Meetings*

Any and all discussions which take place in the Executive Committee Meetings and are or may be referred to in the minutes of same will be held in strict confidence by all attending members until announcement of same is expressly made by the responsible party, i.e., Pastor, Principal, President, or person expressly designated by the former.

**Article 5 – Nomination, Election, Tenure, Election Cycles, Removal and Resignation of Officers**

*Section 1 - Nomination*

For the offices of President and Vice-President, any parent or legal guardian in the general membership may be nominated as a candidate or part of a pair of candidates (if the position is to be shared in the case of a Vice President). However they must meet the following requirements: HSA dues and all school accounts are paid promptly and on a consistent basis, the parent/guardian has served successfully as either a Secretary, Treasurer, Committee Chairperson, or as a member of a committee of the HSA for one full year. For the offices of Secretary and Treasurer, any parent or legal guardian in the general membership may be nominated as a candidate. However they must meet the following requirements: HSA dues and all school accounts are paid promptly and on a consistent basis.

The Nominating Committee is comprised of the nominating Chairperson and two additional members. They will be appointed for one year by the Executive Board, and cannot be current Executive Board members. The Nominating Committee shall solicit nominations from the floor at a general meeting that will be held (January/February) in the new year. In addition, written nominations will also be solicited in this same time period. The consent of each candidate must be obtained before his or her name is placed on the slate of candidates. The nomination committee will then present the slate of candidates to the Executive Board. The candidates will be reviewed and screened by the Executive Board, and official candidates will be announced at the next general HSA meeting.

*Section 2 - Election and Installation* The Nomination Committee will hold a general election. Ballots will be sent to each parent or legal guardian. Every parent or legal guardian is entitled to one ballot vote. The results will be announced at the last HSA

meeting of the school year. New officers shall be elected by a simple majority vote. The ballots will be counted prior to the start of the last HSA meeting of the school year. If there is no majority vote and a tie is the outcome for a particular position then the following will occur:

❖ **2a. -Case of more than 2 candidates or team of candidates running for the same position:**

The Nomination Committee will hold a run-off election for the candidates and/or teams that were tied for that position. Only the candidates that were tied will be placed on the ballot. A new ballot will be distributed to every HAS member present at this last HSA meeting. Each parent or legal guardian present may vote for a candidate. Votes will be counted at the meeting and the results will be announced that night.

❖ **2b. -Case of only 2 candidates or team of candidates running for the same position:**

The Nomination Committee will hold another election for the candidates and/or teams that were tied for that position. A new ballot will be distributed to every HSA member present at this last HSA meeting. Each parent or legal guardian present may vote for a candidate. Votes will be counted at the meeting and the results will be announced that night.

❖ **2c. - Case of another tie after the run-off election is held in either 2a or 2b:**

If after another round of voting, a tie occurs, then the Executive Board will meet and vote on the candidates. If that results in a tie, then the Secretary or Treasurer, whichever one is the most junior member of the Executive Board, will abstain from voting insuring an odd number of Board members. The results of the vote will be made known that night at this last HSA meeting. All officers shall remain in office until their successors are elected and assume office at the end of the school year. All outgoing Board members will transition their duties to the incoming members and share all appropriate information to their respective incoming counterparts.

*Section 3 - Tenure*

The term of office shall be one (1) year for the President and Vice-President or Vice Presidential Team and two (2) years for the Secretary and Treasurer. .

In the case where a President leaves office before completion of a full term, The Vice President or Vice Presidential team will fulfill their responsibilities for the remainder of the term.

In the case where one member of a Vice Presidential team leaves office before completion of a full term, the remaining team member will fulfill their responsibilities for the remainder of the term.

If the Treasurer or Secretary fails to complete a full term for any reason, these vacancies will be filled through the normal nomination process as discussed in Article 4, Section 1. A special election will be held within 45 days after the vacancy occurs and ballots will be sent to all parents or legal guardians. No elected Officer shall serve more than two (2) consecutive terms in the same office on the Executive Board. A provision shall be made

to assure that the terms are staggered. This provision will encompass the introduction of officers who may serve only one year so that appropriate overlap and continuity are present for the HSA. No Officer shall be nominated for a position while currently holding another office. They must resign their current position to run for the new position unless their term will expire at the end of the current school year in which the election will be held.

*Section 4 – Election Cycles*

❖ **4a. –Election Cycle A:**

**President – 1 year**

**Vice President – 1 year** with option to run again for a second year.

**Secretary – 2year term**

❖ **4b. –Election Cycle B:**

**Presidnet – 1 year**

**Vice President – 1 year**

**Treasurer – 2-year term**

*Section 5 – Removal from Office*

All Officers serve at the pleasure of the Pastor Moderator of the Parish. Additionally, any Officer may be removed from office for cause by a vote of two thirds of the Executive Board. An officer whose removal is to be considered shall receive at least two (2) weeks written notice of such proposed action and shall have the opportunity to address the Executive Board regarding such action prior to any vote on such removal. Chairpersons may be removed for cause by the President with the advice and counsel of the Executive Board.

*Section 6 – Resignation of Officers and Chairperson(s)*

An officer/chairperson may resign by submitting his or her resignation in writing to the Executive Board.

**Article 6 - Meetings**

Meetings of the general membership shall be held five (5) times per calendar school year as determined by the President and Principal. HSA Executive Committee meetings will be held five (5) timers per calendar school year and will typically precede the general meetings.

**Article 7 – Amendments**

Amendments to these bylaws can be proposed by a majority vote of the membership at any regular meeting or by a majority vote of the Executive Committee at any time. Within 10 days following the meeting in which resolution is adopted, the President shall give written notice of the proposed amendment to all members of the HSA. Final approval of the amendment shall be made in a simple majority of the members at the next general meeting. If the change has been adopted, written notification must be sent to the

