

STS. PETER AND PAUL SCHOOL BYLAWS

Article I—Name

The name of this organization is the Sts. Peter and Paul Home and School Association (HSA), Wellston, Ohio. It is a local parent/teacher group organized under the authority of Catholic Diocese of Columbus.

Article II—Purposes

Section 1. The mission of the Home & School Association is

To develop, with spiritual guidance, parent-teacher relationships and collaboration, and to enhance students' educational experience.

Section 2. The mission of the HSA is promoted through an advocacy and educational program directed toward parents, teachers, and the general public; developed through conferences, committees, projects, and programs; and governed and qualified by the basic policies set forth by the Catholic Diocese.

Section 3. The organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter referred to as "Internal Revenue Code").

Article III—Basic Policies

The following are basic policies of HSA:

- a. The organization shall be noncommercial and nonpartisan.
- b. The organization shall work with the schools and community to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to executive committees of education, state education authorities, and local education authorities.
- c. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools, and the community at large.
- d. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, directors, trustees, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II of the Sts. Peter and Paul School Home & School Association.
- e. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.
- f. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be disbursed to Sts. Peter and Paul School.
- g. The organization or members in their official capacities shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

Article IV—Membership

Section 1. Members are limited to those affiliated with Sts. Peter and Paul School as staff and those who are related to or guardian of a student currently enrolled in Sts. Peter and Paul School.

Article V—Officers

Section 1. The officers of this local HSA shall be a president, no more than two vice presidents, 1st and 2nd, no more than two secretary(s), and a treasurer.

Section 2. Officers shall be nominated in April and elections shall be held in May of each year.

Section 3. The vote shall be conducted by ballot and a majority vote shall elect. When there is only one candidate for any office that election may be held by voice vote.

Section 4. The following provisions shall govern the eligibility of individuals to be officers of the Sts. Peter and Paul HSA:

a. Each officer shall be a member of this local HSA.

b. A person who has served in an office for more than one half of a full term shall be deemed to have served a full term in such office.

Section 5. Officers shall assume their official duties following the close of the meeting in May in which they are elected and shall serve for a term of two years or until their successors are elected.

- a. Elections for President and Secretary shall be held in odd years; Elections for Vice President and Treasurers shall be held in even years.

Section 6. A vacancy occurring in the office of president shall be filled for the remainder of the unexpired term by the 1st vice president. A vacancy in any office other than president shall be filled by the remaining officers; until such time as a suitable replacement is nominated and elected, following a similar two month schedule , as the annual election.

Article VI—Duties of Officers

Section 1. The president shall

a. Preside at all meetings of this local HSA;

b. Coordinate the work of the officers and committees of this local HSA in order that the mission may be promoted;

Section 2. The vice president(s) shall

a. Act as aide(s) to the president;

b. In their designated order 1st and 2nd, perform the duties of the president in the president's absence or inability to serve;

c. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, or the executive committee.

Section 3. The secretary shall

a. Record the minutes of all meetings of the Sts. Peter and Paul HSA;

b. Be prepared to read the records of any previous meetings;

- c. File all records;
- d. Have a current copy of the bylaws;
- e. Maintain a membership list;
- f. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, or the executive committee.

Section 4. The treasurer shall

- a. Have custody of the funds of this local HSA;
- b. Maintain a full account of the funds of this local HSA;
- c. Make disbursements as authorized by the president, executive committee, or this local HSA in accordance with the budget adopted by this local HSA;
- d. Have checks or vouchers signed by two people: the treasurer and one other person;
 - i. Any disbursement over \$750 requires a majority approval of the Home & School Association.
- e. Cause to be kept a full and accurate account of the receipts and disbursements in the books belonging to the Sts. Peter and Paul HSA;
- f. Provide a written financial statement to the executive committee at each meeting;
- g. Present an annual report of the financial condition of the organization;
- h. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, or the executive committee.

Article VII—Executive Committee

Section 1. The affairs of the Sts. Peter and Paul HSA shall be managed by the executive committee in the intervals between local HSA general membership meetings.

Section 2. Each executive committee member shall be a member of this local HSA.

Section 3. The members of the executive committee shall be

- a. elected officers;
- b. principal and/or a representative(s) selected by the principal.
- c. The president may appoint a parliamentarian, subject to approval of the executive committee of this local HSA.

Section 4. Duties of the executive committee shall be to

- a. Carry out such business as may be referred to it by the membership of the association;
- b. Appoint standing committee chairs;

- c. Approve the work of the committees;
- d. Create special committees;
- e. Create a report of the regular general membership meetings of this local HSA;
- f. Prepare and submit an annual budget to this local HSA's general membership for adoption each September;
- g. Approve payment of routine bills within the limits of the approved budget;

Section 5. If any member of the executive committee shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed by resolution adopted by a majority vote of the executive committee.

Section 6. Regular meetings of the executive committee shall be held with the date and time to be fixed by the executive committee at its first meeting of the year.

Section 7. Special meetings of the executive committee may be called by the president or when requested by two members upon seven (7) days written notice to each member of the executive committee.

Section 8. At all meetings of the executive committee, a majority of the members of the executive committee shall constitute a quorum for the transaction of business.

Section 9. Upon the expiration of the term of office or when individuals cease to hold the position that entitles them to be a member of the executive committee, they shall automatically cease to be a member of the executive committee and shall be relieved of all duties and responsibilities incident to such membership. All records, books, and other materials pertaining to the position shall be turned over to the president and all funds pertaining to the position shall be returned to the treasurer within fourteen (14) days. Bylaws of the Sts. Peter and Paul HSA

Article VIII—Committees

Section 1. Only members of this local HSA shall be eligible to serve in any elective or appointive positions.

Section 2. The standing committees of this local HSA shall be

- a. Fundraising Committee;
- b. Volunteer Committee;
- c. Welcoming Committee.

Section 3. The executive committee may create such special committees, as it may deem necessary to promote the mission of HSA and carry on the work of this local HSA.

Section 4. The term of office of a committee chair shall be one year or until the selection of a successor.

Section 5. The chair of each committee shall present a plan of work to the executive committee for approval. No committee work shall be undertaken without the consent of the executive committee.

Article IX- General Membership Meetings

Section 1. Regular meetings of the HSA shall be held at least four (4) times each school year. Seven (7) days notice shall be given to the membership of any change of date.

Section 2. Special meetings of the HSA may be called by the president or by a majority of the executive committee, seven (7) days notice having been given.

Section 3. The annual meeting shall be held in May.

Section 4. Fifteen (15) members shall constitute a quorum for the transaction of business in any meeting of the HSA.

Article X- Fiscal Year

The fiscal year of the Sts. Peter and Paul School Home and School Association (HSA) shall begin on July 1 and end on the following June 30.

Article XI- Amendments

Section 1. These bylaws may be amended at any regular general membership meeting of the Sts. Peter and Paul Home and School Association meeting by a two-thirds vote of those present and voting, provided the amendments have been approved by the executive committee and notice of proposed amendments has been provided to the membership thirty (30) days prior to the meeting.

Section 2. The executive committee, by a majority vote, may authorize the Committee on Bylaws to submit a revised set of bylaws as a substitute for the existing bylaws.