

Bylaws of the Home and School Association of Pope John Paul II School

ARTICLE 1: Name, Description, and Purpose

Section 1-Name:the name of the organization shall be Home and School Association of Pope John Paul II School. The HSA is located at 221 Farmington Avenue, New Britain CT 06053.

Section 2-Description: The HSA is a non profit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501 (c)(3) of the internal revenue code.

Section 3-purpose:The purpose of the HSA is to enhance and support the educational experience at PJP II, to develop a closer connection between school and home by encouraging parent involvement, and to improve the environment at PJP II through volunteer and financial support.

ARTICLE 2:Membership

Membership shall be automatically granted to all parents and guardians PJP II students, plus all staff at PJP II. There are no membership dues. Members have voting privileges, one vote per household.

ARTICLE III: Officers

Section 1: Executive Board- The executive board shall consist of the following officers: President, Vice President , Secretary, and Treasurer. Officer's positions can be shared. The school principal or his/her designee, is a voting member of the Executive Board.

Section2: Terms of office- The term of office for all officers is one year beginning August 1 and ending July 31 of the following year. Officers can serve only 2 consecutive years if re-elected.

Section3: Qualifications - Any member in good standing may become an officer of the HSA.

Section 4 Duties-

Executive Board- Develop the annual budget , establish and oversee committees to conduct work of the HSA, establish fundraising programs, and approve by majority vote of the Board unbudgeted expenditures of no more than \$100.00.

President: Preside at general HSA meetings and Executive Board meetings, serve as the official representative of the HSA, and retain all official records of the HSA.

Vice President: Oversee the committee system of the HSA, assist the President and chair meetings in absence of the President.

Secretary: Record and distribute minutes of all Executive Board meetings and all general HSA meetings, prepare agendas for official HSA meetings, and hold historical records for the HSA.

Treasurer: Serve as a custodian of the HSA finances, collect revenue, pay authorized expenses, follow all financial policies of the HSA, and hold all financial records.

Section 5: Board Meetings- The Executive Board will meet once a month during the school year, or at the discretion of the President.

Section 6: Removal- An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by majority vote of the Executive Board.

Section 7: Vacancy- If a vacancy occurs on the Executive Board, the President shall appoint a HSA member to fill the vacancy for the remainder of the term.

ARTICLE IV: Meetings

Section1: General HSA Meetings- General HSA meetings shall be held to conduct the business of the HSA. Meetings will be held monthly during the school year or at the discretion of the Executive Board.

Section2 : Voting- each member in attendance at HSA meeting is eligible to vote, one vote per household. Absentee and proxy votes are not allowed.

Section3 Quorum- 7 members of the HSA present and voting constitute quorum for the purpose of voting.

ARTICLE V: Financial Policies

Section 1: Fiscal Year- The fiscal year of the HSA begins August 1 and ends July 31 of the following year.

Section 2 : Banking- All funds shall be kept in a checking account in the name of Pope John Paul 2 school Home and School Association requiring 2 signatures of the executive board and held at a local financial institution.

Section 3- Reporting- All financial activity shall be recorded in a computer-based or manual accounting system. The treasurer shall reconcile the account monthly and report all financial activity monthly. The HSA shall arrange an independent review of its financial records each year.

Section4 : Ending Balance- The organization shall leave a minimum of \$2000.00 in the treasury at the end of each fiscal year.

Section 5 Contracts

Authority to sign contracts is limited to the President or the President's designee.

ARTICLE VI: Bylaws Amendments

Amendments to the bylaws may be proposed by any HSA Member. Amendments presented at a HSA meeting shall be considered for voting at a subsequent meeting. 2/3 approval of all members present and voting is required to adopt an amendment to the bylaws.

ARTICLE VII: Dissolution

In the event of dissolution of the HSA, any funds remaining shall be donated to Pope John Paul 2 school.

ARTICLE VIII: Parliamentary Authority

The authority for this organization shall be Robert's Rules of Order Newly Revised.