



St. Ignatius
Catholic School

Holy Apostles

ST. IGNATIUS CATHOLIC SCHOOL HOME AND SCHOOL ASSOCIATION

CONSTITUTION AND BYLAWS

REVISED JUNE, 2017
ST. IGNATIUS CATHOLIC SCHOOL
6300 N. Meridian Rd. Meridian, ID 83646

Mission Statement

The purpose of the St. Ignatius Home and School Association (HSA) is to support quality Catholic education for the students of St. Ignatius Catholic School through a collaborative network of volunteers, parents, faculty and school administration who provide a nurturing environment in which our students are challenged to grow in faith, knowledge and the skills necessary to reach their full potential. The Home and School Association places the highest priority on the spiritual and moral development of our students and families.

Focusing on service toward others, we will strive to create a community that integrates academic excellence with Catholic values and welcomes participation from all members of the St. Ignatius Catholic School, Holy Apostles Parish and the greater Treasure Valley community. The Home and School Association will also serve as the primary fundraising vehicle for St. Ignatius Catholic School.



ST. IGNATIUS HOME AND SCHOOL ASSOCIATION
CONSTITUTION AND BYLAWS

ARTICLE I

NAME AND ADDRESS

This organization shall be known as the St. Ignatius Home and School Association (HSA), hereinafter referred to as “the Association”. The business address of this organization shall be 6180 N. Meridian Road, Meridian, Idaho, 83646.

ARTICLE II

PURPOSE

The purpose of these bylaws is to establish operational structure and guidelines for the Association.

The Association has been organized to:

Section 1: Promote Catholic education at St. Ignatius Catholic School, hereinafter referred to as “the School”, in the attainment of objectives stated in the Mission Statement. Promote the educational, spiritual, physical, cultural and social development of the students in complete cooperation with the Parish Pastor, School Principal, School Board, and the enrolled families of St. Ignatius Catholic School.

Section 2: Form and strengthen, through the personal involvement of parents, teachers, administrators and students, the necessary spiritual and material support, to ensure a quality Catholic education.

Section 3: Publicize and celebrate the School’s accomplishments in an effort to recognize the same and to raise the awareness of the general public and surrounding communities of the School.

Section 4: Act as a fundraising entity to support the mission, operation and development of the School, its curriculum, extra-curricular activities, physical plant and in any other way in keeping with the School’s Mission.

ARTICLE III
MEMBERSHIP

The General Membership of the Association shall be open to all parent(s) and guardian(s) of children attending the School.

General meetings shall be open to all parent(s)/guardian(s) of children of the School, faculty members, administrators and members of the parish. Voting is extended only to the parent(s)/guardian(s) of children presently attending the School. Each such family shall have only one (1) vote in the organization.

Individual members shall be eligible for election to the School Board or the St. Ignatius Home and School Association. No member or spouse of a member of the School Board shall serve as an elected officer of the Association. However, an exception may be made to the former if deemed necessary and approved by the School Principal and Holy Apostles Pastor.

ARTICLE IV
ORGANIZATION

Section 1: The Association shall be a voluntary, non-profit association of members. No part of the income or assets of the Association shall be distributed to its members or officers. Officers shall serve without pay.

Section 2: The Association Board shall consist of:

1. Voting Members: President, President-elect, Vice President, Secretary, Treasurer, Volunteer Coordinator and Fundraising Coordinator.
2. Ex-officio Non-voting Members: Full time faculty members, School Principal, and Past Association President. The Holy Apostles Parish Pastor shall also have ex-officio membership of the Association.

ARTICLE V
OFFICERS

The Officers of the Association shall be as follows:

Section 1: ELECTED OFFICERS

1. The Elected Officers of the Association shall consist of a President, a President-elect, a Vice President, a Secretary, and a Treasurer.
2. The President-elect, Vice President, Secretary, and Treasurer shall be elected from and by the Association.
3. Vacancies in office shall be filled by election.

4. The terms of each office are outlined in Article V, Section 3 under each position. However, an exception may be made to the former if deemed necessary and approved by the School Principal and Holy Apostles Pastor.
5. The terms of the Elected Officers shall coincide with the Associations fiscal year.

Section 2: APPOINTED OFFICERS

1. The Volunteer Coordinator and Fundraising Coordinator, (“Appointed Officers”) shall be appointed by the elected officers of the Association and the Association President.
2. The term for the Appointed Officers shall be one (1) year. The Appointed Officers may be re-appointed to a second or subsequent term; however, no Appointed Officer may serve for three (3) consecutive terms.
3. The terms of the Appointed Officers shall coincide with the Associations fiscal year.

Section 3: DUTIES AND POWERS OF ELECTED OFFICERS

The President shall:

1. Preside at all Association meetings.
2. Support the Mission Statement of the Association.
3. Ensure that all officers and committees perform their assigned duties.
4. Assign Appointed Officers and other members to such committees as deemed fit.
5. Have joint signature authority with the Treasurer of the Association for any advance, reimbursement or expenditure in excess of one hundred dollars (\$100) from the Association account.
6. Shall, in association with the School Principal, the School Director of Development and the Pastor, create and approve an annual Home and School Association Fundraiser Earnings Allocation Plan.
7. Serve as the Association representative to the School Board. Prepare and submit written or oral reports to the School Board as requested.
8. Prepare and follow an agenda with input from School Principal (or designee thereof) for distribution at each Association meeting.
9. Shall serve the Association for a term of one (1) year.

The President-elect shall:

1. Assist the President and, in the absence of the President, perform all the duties and have all of the powers of the President.
2. Collaborate with Fundraising Coordinator to provide support and direction for fundraising Committee Chair(s). Assist with developing event budgets and planning general activities for fundraising events.
3. Attend School Board meetings when the President is unable to.
4. Shall serve for a term of two (2) years alternating election year with the Vice President and Treasurer.
5. After having served for one (1) year, automatically assume the responsibilities and role of the Association President.

The Vice President shall:

1. Assist the President when needed.
2. Monitor and maintain the current year's Strategic Calendar.
3. Prepare the following year's Strategic Calendar in the spring, in conjunction with the Association Board, the School Principal (or designee thereof), the Parish Pastoral Associate, and Association Committee Chairs.
4. Oversee the special interest committees created by the Association Board, including but not limited to Welcoming and Hospitality, Uniform Exchange, Festival of Trees, Sports/Tournaments, and Service Coordinator(s).
5. In the absence of the Secretary, keep minutes of all Association General Membership meetings and Association Board meetings; forward all minutes to Secretary for distribution and retention.
6. Shall serve for a term of two (2) years alternating election year with the President-elect and Secretary.

The Secretary shall:

1. Keep minutes of all Association General Membership meetings and Association Board meetings; distribute to those present in a timely manner and maintain physical and electronic copies of all approved minutes.
2. Conduct the official correspondence of the Association.
3. Summarize all Association minutes; provide copy to school office for review of general membership.
4. Publish and distribute weekly communications from the Association for School wide distribution.
5. Discharge responsibilities in connection with the nominations and elections as specified in Article XI.
6. Be responsible for the retention of all Association records. By June 30th of each year, the Secretary shall reconcile all minutes and update physical and electronic files. The Secretary shall maintain a binder for each year which will include all Meeting Agendas, all Minutes, any handouts or materials provided during an Association meeting, copies of any and all licenses secured by the Association, copies of all event flyers, a list of Association Board Members for the year and their contact information and any other information that would be relevant to the Association's activities that year. The Secretary will provide that binder to the Principal to be archived at St. Ignatius School.
7. Shall serve for a term of two (2) years alternating election year with the Vice President and Treasurer.

The Treasurer shall:

1. Exercise general supervision over the financial affairs of the Association and act as an ex-officio member of all approved core fundraising initiatives to coordinate and assist with preparation of financial fundraising reports.
2. With the guidance of the Association President, prepare and pass an operating budget in accordance with the approved annual Allocation of Home and School Association Fundraising Earnings.

3. Keep accurate financial records of all receipts and disbursements concerning the Association activities.
4. Make financial reports at all general Association meetings and as requested by the Association or the School Board.
5. Submit all financial records annually, or upon the change of officers, for audit and Association Board review.
6. Be required to authorize any Association fund expenditure before payment is made. Any expenditures over one hundred dollars (\$100) require the joint signatures of the President of the Association Board and the Treasurer.
7. Shall serve for a term of two (2) years alternating election year with the President-elect and Secretary.

Section 4: DUTIES AND POWERS OF APPOINTED OFFICERS

The Volunteer Coordinator shall:

1. Solicit, organize, and maintain the volunteer pool.
2. Provide volunteer lists to appropriate committee chairpersons at least six (6) weeks in advance of an event unless requested earlier.
3. Annually adjust the Family Participation Program Form to accurately reflect the planned activities and fundraisers for the school year.
4. Prepare and submit to the Association Board any proposed policies regarding volunteer services.
5. Ensure that volunteer needs of the Association are publicized.
6. Promote participation and involvement by all St. Ignatius families.
7. Communicate with school office staff, Association Board, and Committee Chairpersons concerning volunteer data.

The Fundraising Coordinator shall:

1. Coordinate and facilitate the continuation of the approved core fundraising initiatives.
2. Identify prospective Committee Chair(s) for each core fundraising event.
3. Work with the President-elect and core fundraising event Committee Chair(s) to develop event budget and plan general activities for fundraising event.
4. Update Association membership on fundraising events at all Association General Membership meetings.
5. Presents all requests for the development of new fundraising initiatives to the Association, the Pastoral Associate and the School Principal.

ARTICLE VI

NOMINATION AND ELECTIONS

Section 1: NOMINATIONS

1. The Nominating Committee shall solicit from the floor of the general meeting in March, nominations for elected offices that shall be vacated for the following year.

2. A physical or electronic solicitation for nominations of Elected Officers will be sent by the Nominating Committee to all School families by the second Wednesday in March of each year. Families may self-nominate or designate other nominees.
3. Nominations shall be returned by the following Monday.
4. The Nominations Committee shall contact all persons nominated to confirm their willingness to serve. Each confirmed candidate shall provide a brief summary of their background without exceeding 100 words.
5. The Nominations Committee shall compile and distribute the list of nominees and their backgrounds to the General Membership of the Association prior to the ballot distribution date.
6. If there are no nominees for an office, the President is authorized to solicit and designate nominees.

Section 2: ELECTIONS

Elections of the President-elect, Vice President, Secretary, and Treasurer shall take place as follows:

1. The Nominating Committee will hold a general election during which each School family shall receive one (1) ballot by the first Tuesday in April.
2. All completed ballots shall be returned by the following Monday.
3. The Elected Officers of the Association shall be responsible for counting the ballots and reporting the results of the election to the Association Board, the Association General Membership, the Principal, and the School Board.
4. The Nominating Committee shall notify the candidates of the results of the election prior to any other publication of results.
5. The entire election process shall be completed by the last day of April.
6. New Officers will be elected by a simple majority vote. In the event of a tie, members of the current Association Board (not running for a position), the Parish Pastor, the School Principal and the current Appointed Officers will cast the tie-breaker votes.

Section 3: VACANCY

A vacancy occurring in the Presidency shall be filled by the President-elect for the remainder of the President's unexpired term. Should a vacancy occur in any other Association Board position, the President shall find a willing Association member to fill the vacancy for the remainder of the officer's unexpired term.

ARTICLE VII

COMMITTEES, CHAIRPERSONS AND COORDINATORS

Section 1: FUNDRAISING COMMITTEES

Fundraising Committees may be appointed by the Association Board as it deems necessary. The President, if not otherwise specified in these bylaws, shall appoint the

Chairperson(s). The Fundraising Committees shall be formed for the specific purpose to raise funds for the School.

Section 2: SPECIAL COMMITTEES

Special Committees may be appointed by the Association Board as it deems necessary. The President, if not otherwise specified in these bylaws, shall appoint the Chairperson. The committee is formed for a specific purpose and term and shall cease to exist when that time or task is complete.

Section 3: NOMINATING COMMITTEE

1. The Nominating Committee shall consist of three (3) General Members of the Association. These General Members shall be nominated from the floor at the January general meeting. If more than three (3) are nominated a voice vote shall be taken. The President-elect shall convene and serve as an advisor to the committee. In the event less than three (3) members seek election to the committee, the Association Board shall appoint the remaining members of the committee.
2. The three (3) member committee shall self-select a Chairperson from among themselves and notify in writing the President-elect and Secretary.

Section 4: CHAIRPERSONS

1. All Fundraising Committee Chairpersons shall be appointed by the President and President-elect by no later than the last general meeting of the year.
2. The term for Chairpersons shall be one (1) year with the option of serving a second year.
3. All Fundraising Committee Chairpersons must adhere to the Guidelines for Fundraising Chairpersons.
4. All Chairpersons must adhere to the Guidelines for Volunteer Leadership.

Section 5: COORDINATORS

The Room Parent Coordinator(s) shall:

1. Work with Association President, School Principal and teachers to coordinate Room Parents at the School to build stronger family-school partnerships.
2. Collaborate with teachers to determine scope of service and assistance needed in classroom.
3. Oversee the recruitment and training of Room Parent Volunteers for each assigned grade level.
4. Ensure consistent Room Parent activities/practices are in place and being followed for assigned each grade level.
5. Have one (1) Coordinator for grades k-4 and one (1) Coordinator for grades 5-8.
6. Serve as the liaison between Room Parents and the Association Board to support the efforts of the Room Parents in any way the Association deems necessary.

ARTICLE VIII

Role of Pastor

Section 1: As chief Teacher in the diocese, the Bishop of Boise has the right and responsibility of vigilance over and visitation of St. Ignatius Catholic School, and to issue general directives in its regard (Canon 806, CCL), with due consideration given to those charged with direction and management responsibilities of the institution. Recognizing these facts, the routine direction and management of St. Ignatius Catholic School is the canonical responsibility of the Pastor of Holy Apostles Parish or his equivalent in law.

Section 2: The Pastor is to ensure that the Catholic Identity of St. Ignatius Catholic School is continually maintained. The Association Board and Principal shall confer with regard to all material matters regarding the Association. Any questions shall remain with the Pastor. The Pastor has final authority and responsibility for St Ignatius Catholic School and all matters regarding the Association. The Pastor may remove a member of the Association Board in his absolute discretion.

ARTICLE IX

MEETINGS

Section 1: ASSOCIATION GENERAL MEMBERSHIP

1. The Home and School Association General Membership shall meet at least three (3) times each year.
2. All meetings shall be governed in accordance with Robert's Rules of Order.
3. Scheduled meeting dates shall be published to the Membership in a timely and accessible manner by the Secretary.
4. Notice of any special meeting of the Association General Membership shall be sent out by the Secretary to all General Members at least seven (7) days prior to the date of the meeting. Said notification shall include notice of matters to be considered at that meeting.
5. Special meetings of the Association General Membership may be called by the Officers of the Association or by petition of the General Membership representing at least ten (10) percent of the General Membership, and such petition shall be presented to the Association Board.
6. A quorum for General Membership meetings shall be at least ten (10) percent of all members or a simple majority of all Association Officers.

Section 2: ASSOCIATION BOARD

1. The Association Board shall meet no less than one (1) time per month, during the academic year.

2. A simple majority of the Association Board members shall constitute a quorum.
3. Additional meetings of the Association Board may be called by the Association President, the Pastor, or the School Principal.

ARTICLE X

FINANCES

The fiscal year of the Association shall coincide with the fiscal year of St. Ignatius Catholic School.

Section 1: ACCOUNTING OF FUNDS

1. The Association is a non-profit, tax-exempt organization and is an integrated auxiliary of the School. It is not required, therefore, to file Federal income tax Form 990.
2. All funds collected and expenses paid shall be accounted for by the Association's Treasurer in cooperation with the School's designated financial administrator/bookkeeper via the School's checking account, established as a sibling account.
3. No General Member of the Association shall have any power to legally bind or financially obligate the Association, St. Ignatius Catholic School, or Holy Apostles Church. Nor shall any General Member of the Association expend any sums expecting reimbursement without the express written approval of the Association President and Treasurer.

Section 2: ANNUAL BUDGET

1. An annual budget shall be prepared by the Treasurer and the President and be approved by the School Business Manager and the Association Board.
2. The Association budget for the following year shall be submitted for approval at the Association Board meeting in May.
3. Upon approval, the budget for the following year shall be made available upon request to any School family.
4. Any changes made to the budget during the year must be submitted to the Association Board for approval.

Section 3: FINANCIAL REPORTING AND AUDITING

1. Updated income statements and balance sheets shall be prepared by the Treasurer for the Association and presented at each General and regular Association Board meeting. These reports shall include, but not be limited to, an explanation of and accounting for Association income, expenses, and budgeted amounts for the school year to date. Income and expenses for special projects or committees shall also be prepared and presented.

2. The Association Officers shall ensure that an annual, independent disclosure of the Association's finances is conducted, which shall be made available to members upon their request.

Section 4: ALLOCATION OF EARNED FUNDS

1. The Association President, the School Principal, the School Director of Development and the Pastor, shall create and approve an annual Home and School Association Fundraiser Earnings Allocation Plan (hereinafter referred to as the Financial Plan) that will set forth how funds raised by the Association will be distributed, it being understood that the School operating budget relies, in part, on receipt of funds each year from the Association's fundraising efforts. These parties shall confer to create and approve the Financial Plan for the upcoming year; however the ultimate authority with regard to how funds will be distributed shall remain with the Pastor.
2. The Financial Plan shall include an agreed upon amount of earnings designated solely for the purpose of funding the operating costs of the Association, augmenting the operating costs of the School, providing tuition assistance to the student body through the School Foundation and supporting the financial needs of the School in other ways deemed fit by the Principal and the Pastor.
3. If fundraising earnings are insufficient to fulfill the obligations of the Financial Plan, funds shall be distributed to parties named in said plan in the following order until the earned revenue is depleted: Association operating budget, School operating budget, Foundation tuition assistance program.

ARTICLE XI

LIABILITY AND INDEMNIFICATION OF OFFICERS

Section 1: LIABILITY

1. In the absence of fraud or bad faith, the officers of the Association shall not be held liable or responsible for contracts, debts or defaults of the St. Ignatius Home and School Association in any sum whatsoever, nor shall any mere informality in the Association have the effect of rendering these bylaws null or void or of exposing the officers to any liability.

Section 2: INDEMNIFICATION

1. In the absence of fraud or bad faith, St. Ignatius Home and School Association shall indemnify any person who was, or is, a party in any legal action by reason of the fact that the person is, or was, an officer of the Association and who acted in good faith and in a manner that the person reasonably believed to be in the best interests of the Association.

ARTICLE XII
AMENDMENTS

Section 1: ENACTING AMENDMENTS

1. This constitution and bylaws may be amended by a two-thirds (2/3) vote of the members entitled to vote, provided that the Principal, the School Board and the Parish Pastor (or his designee) have approved the proposed amendment and provided it has been presented in writing to the General Membership prior to the vote.
2. Amendment(s) shall take effect immediately upon Membership acceptance.

Section 2: All amendments must be in conformity with the policy and rules of the Diocesan Catholic School Office.

Section 3: The Association Board shall conduct an annual review of the constitution and bylaws.