

St. Frances Cabrini Catholic School
Home and School Association By-Laws
Amended August 20, 2019

ARTICLE I – Purpose

The Home and School Association is organized for the purpose of supporting the education of children at St. Frances Cabrini Catholic School by fostering relationships among the school, parents, and teachers. The H&SA is a contributory organization under the governance and guidance of the St. Frances Cabrini Board of Trustees.

ARTICLE II – Officers and Elections

Section 1. **Officers.** The officers shall be president, vice president, secretary and treasurer.

- a. President. The president shall preside over meetings of the organization and serve as the primary contact with the principal, representing the H&SA at meetings outside the organization, serve as an ex officio member of the Board of Trustees, and coordinate the work of all the committees so that the purpose of the organization is served.
- b. Vice President. The vice president shall assist the president and carry out the president’s duties in her or his absence or inability to serve.
- c. Secretary. The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence and send notices of meetings to the membership. The secretary also keeps a copy of the minutes’ book and membership list. These recordings will be presented to the school principal at the end of the current school year.
- d. Treasurer. The treasurer shall receive all funds of the organization and properly deposit these funds with the STFC Catholic School bookkeeper. He or she will present a financial statement at every H&SA meeting and at other times of the year when requested by the STFC Board of Trustees and make a full report at the end of the school year. This is to ensure that the H&SA organization operates in a manner consistent with the charitable purposes and does not engage in activities that could jeopardize its tax exempt status. All records shall be presented to the school principal at the end of the current school year.

Section 2. **Nominations and Elections.** Elections shall be held at the last meeting of the school year.

At that meeting nominations may be made from the floor. Voting shall be by voice vote if a slate is presented. If more than one person is nominated for an office, a ballot vote shall be taken.

Section 3. **Terms of Office.** Officers are elected for one year and may serve no more than two (2) consecutive terms in the same office. Each person elected shall hold only one office at a time.

Section 4. **Vacancies.** If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy through an election at the next regular meeting. In the interim, the H&SA president may appoint a temporary replacement before the next election.

Section 5. **Removal from office.** If an officer knows that they are going to be absent from an HSA meeting, he or she must notify the HSA President or Secretary in writing, by phone, or electronic communication of their pending absence. Officers may be removed from office if: (a) during their school year team, they are absent from two (2) consecutive HSA meetings without prior notice given, or (b) they fail to execute the duties of their position. Because HSA officers are “at-will” they maybe be recommended to the St Francis Cabrini School Board of Trustees for removal by majority vote of the board members in attendance.

ARTICLE III - **Meetings**

Section 1. **Regular Meetings.** The regular meeting of the H&SA at a time and place determined by the membership. The annual meeting will be held at the April regular meeting. The annual meeting is for receiving reports, electing officers, and conducting business that should arise. The secretary will notify the members of all meetings in a flier sent home with the student at least one week prior to the meeting.

Section 2. **Special Meetings.** Special meetings shall be called by the H&SA president or STFC principal. In order for business to occur a quorum must be present. Previous notice of the special meeting shall be sent to the members at least 5 days prior to the meeting, by email, phone call or text message.

ARTICLE IV – **Committees**

Section 1. **Membership.** Committees may consist of members with the president acting as an ex officio member of all committees. There is no limit as to the number of members in a committee.

ARTICLE V – **Finances**

Section 1. A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present. The fiscal year shall coordinate with the school year.

Section 2. The treasurer shall keep accurate records of any disbursement, income, and bank account information in conjunction with the STFC Catholic School bookkeeper.

Section 3. The principal shall approve any expense of the H&SA up to \$1,500 . Temporary approval of any amount over \$1500 must be tacitly approved by the STFC Board of Trustees president and presented at the next available school board meeting for final approval. Any amount over \$5000 must be approved by the Diocese of Las Cruces.

Section 4. The STFC Catholic School bookkeeper (with approval of the principal) shall issue any checks from the H&SA checking and/or savings accounts.

Section 5. The H&SA treasurer shall prepare a financial statement at the end of the school year to be reviewed by the STFC Catholic School Audit Committee. This report should be in cooperation with the STFC Catholic School bookkeeper.

Section 6. Expenditures of the funds raised by the H&SA shall be prioritized. Funds needed to pay for fund-raising expenses shall be given top priority. Funding for the annual budgetary need of the school as set by the STFC School Board shall be the next priority. Funding for special projects as proposed by the H&SA shall be awarded next. However, if it is determined by the STFC Board of Trustees that there is a need by the school to cover expenses or if there is a special need which arises that needs to be address for the continued operation of the school, then the board may use any funds available to meet that need. Decisions for expenditures over the amount of \$1500 must be made with the approval of the STFC Board of Trustees.

Section 7. Upon dissolution of the H&SA or at the end of the current school year, any remaining funds could be used to pay any outstanding bills and spent for the benefit of the school. These decisions are the sole responsibility of the STFC Board of Trustees.

Section 8. All H&SA nonprofit tax-exempt records shall be retained by the STFC Catholic School bookkeeper and be available for public review when requested.

ARTICLE VI – Conflict of Interest Policy

Section 1. **Purpose.** The purpose of the conflict-of-interest policy is to protect this tax-exempt organization’s interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or member of the organization or might result in a possible excess benefit transactions. This policy is intended to supplement but not replace any applicable state or federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2. **Definitions.**

- a. Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment or family:
 - a.a.i. An ownership or investment interest in any entity with which the organization has a transaction or arrangement.
 - a.a.ii. A compensation arrangement with the organization or with any entity or individual with which organization has a transaction or arrangement; or
 - a.a.iii. A potential ownership or investment interest in, or compensation agreement with any entity or individual with which the organization is negotiating a

transaction or arrangement. "Compensation" includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

- b. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the H&SA organization or Board of Trustees decides that a conflict of interest exists.

These St. Frances Cabrini Catholic School by-laws for their supportive organization known as the Home and School Association have been approved by majority vote of the STFC Board of Trustees on August 20, 2019 .

Larry Brown, President

08/20/2019

Valerie Brown, Secretary

08/20/2019