

# **MARY QUEEN OF PEACE HOME AND SCHOOL ASSOCIATION**

## **MISSION STATEMENT**

The Mary Queen of Peace Home and School Association exists to provide advice and assistance to the Pastor on ways to foster a Christian environment in which to manage events dedicated to the social, religious, educational and economic life of both the Full-Time and Part-Time Parish Schools.

## **BY-LAWS**

## **MEMBERS**

The Mary Queen of Peace Home and School Association (“H&SA”) is composed of all parishioners of Mary Queen of Peace Parish, the pastor and the principals and all teachers for the Full-Time School and Part-Time School (Parish School of Religion).

## **BOARD MEMBERS**

A Board organized and operated in the manner set forth herein shall govern the H&SA.

## **MEMBERSHIP**

The voting members of the H&SA Board shall include:

- the eight officers of the H&SA (including the Past President;)
- each Chairperson of an H&SA event during that school year.

The non-voting “ex-officio” members of the H&SA Board shall include:

- the Pastor, or his designee
- the Principal of the Full-time school
- the Principal of the Part-time School (PSR).

## **DUTIES**

The H&SA Board shall have the duties of upholding the purpose of the H&SA, as stated in the H&SA’s Mission Statement and as provided in these by-laws, and of implementing all resolutions, policies, and programs of the H&SA.

## **VACANCIES**

If, for any reason, a Board member is unable or unwilling to complete his term of office or other Board position, the remaining members may by the affirmative vote of 2/3 of such remaining members, although less than a quorum, declare such office vacated and fill such office for the unexpired portion of the term.

## MEETINGS

- The H&SA will hold regular Board meetings on a monthly basis during the school year. All Board members are expected to attend all Board meetings. A date and deadline for the agenda for the following meeting should be scheduled each meeting.
- Event/Committee Chairpersons will attend meetings as needed.
- Board members should receive minutes of the previous meeting and an agenda for the upcoming meeting at least one week prior to each meeting.
- All meetings should be conducted in accordance with generally accepted norms of Simplified Parliamentary Procedure.

## QUORUM AND VOTING

- A quorum for purposes of voting is a majority of the officers of the H&SA and at least 25% of the event chairpersons with voting rights.
- The act of a majority of the voting members present at a Board meeting at which a quorum is present shall be the act of such Board.
- Each Board member shall have one vote, with the following exceptions:
  - If a husband/wife or multiple co-chairs hold a single H&SA office or event chair position, they collectively are entitled to one vote for that office or event chair position.
  - If a person (either an individual or husband/wife or multiple co-chair combination) holds an H&SA office and/or one or more event chair positions simultaneously on a given H&SA Board, that person shall only be entitled to one vote.

(NOTE: The two exceptions listed immediately above shall not apply when a husband and wife hold separate offices and/or event chair positions on a given H&SA Board. In those instances, the husband and wife shall each be entitled to one vote.)

- If an officer or event chairperson misses more than 4 regularly scheduled Board meetings in a given Board year, that person shall lose his or her voting right on the H&SA Board. That person's voting right may be restored by a majority vote of the H&SA Board.
- "Ex-officio" members do not vote.

**Once an issue has been voted on and approved by the board, it will not be re-visited for 3 years unless the pastor or principal would like the issue discussed again.**

## **OFFICES**

The officers of the H&SA Board are:

- President (1 year term)
- Fundraising Vice President (1 year term)
- Social Vice President (1 year term)
- School Vice President (2 year term)
- Secretary (1 year term)
- Treasurer (2 year term)
- Past President
- Part-time (PSR) School Representative.

**One VP should agree to become President for the following school year. All other officers may volunteer for another officer position or committee event chairman when posted.**

## **OFFICER DUTIES**

### **PRESIDENT**

- Preside at all regular and special meetings of the H&SA and its Board
- Manage the business of the H&SA and its Board
- Direct the planning and execution of all the H&SA sponsored programs, resolutions and other instructions
- Assist Treasurer in implementing Purchasing and Expenditure Process Guidelines
- Generally represent the H&SA at all parish and community functions, and acts as a spokesperson for the H&SA and its Board with respect to policies and activities conducted by the H&SA
- May conduct business transactions between regular meeting by contacting the H&SA Board members. A quorum of H&SA Board Members is necessary for any financial transactions. (The H&SA minutes will be amended to reflect any business transactions between regular meetings)

### **FUNDRAISING VICE PRESIDENT**

- Preside over regular H&SA board meetings in the absence of the President
- Act as Chairperson of the Fundraising Committee which consists of these chairmen: label program, grocery coupons, magazine, spring festival, auction, staff gift fund, Papa John
- Recruit new members of the Fundraising Committee and encourage members of the Fundraising Committee to seek officer positions within the H&SA
- Function as a reporting and coordinating resource for the event chairpersons who are members

of the Fundraising Committee

- Make sure event chairmen archive notes related to organization and operation of event for reference of future event chairpersons. Make sure notes are passed to successor.
- Provide at a regular or special H&SA meeting, if requested by the H&SA Board, a committee report or information for the Fundraising Committee generally, and for those Fundraising event or activity chairpersons who are absent from a regular or special H&SA meeting

### **SOCIAL VICE PRESIDENT**

- Preside over regular H&SA board meetings in the absence of the President and Fundraising Vice President
- Act as Chairperson of the Social Committee which includes these chairmen: Bratfest, Trunk-or-Treat, Community Connections, Progressive Dinner, Trivia, Ice Cream Social, 8th Grade Representatives.
- Recruit new members of the Social Committee and encourage members of the Social Committee to seek officer positions within the H&SA
- Function as a reporting and coordinating resource for the event chairpersons who are members of the Social Committee
- Make sure event chairmen archive notes related to organization and operation of event for reference of future event chairpersons. Make sure notes are passed to successor.
- Provide at a regular or special H&SA meeting, if requested by the H&SA Board, a committee report or information for the Social Committee generally, and for those Social event or activity chairpersons who are absent from a regular or special H&SA meeting

### **SCHOOL VICE PRESIDENT**

- Preside over regular H&SA board meetings in the absence of the President, Fundraising Vice President and Social Vice President
- Serve as the REGISTRATION ORGANIZER for school registration meetings. Work with Parish Council, Finance Committee, principal, and pastor to organizer these yearly meetings.
- Act as Chairperson of the School Committee which includes these chairmen: school supplies, fleece, buzz books, PSR representative, traffic, parent/volunteer coordinators, community connections (social and school), special projects, stewardship, buddy program.
- Recruit new members of the School Committee and encourage members of the Social Committee to seek officer positions within the H&SA
- Function as a reporting and coordinating resource for the event chairpersons who are members

of the School Committee

- Make sure event chairmen archive notes related to organization and operation of event for reference of future event chairpersons. Make sure notes are passed to successor.
- Provide at a regular or special H&SA meeting, if requested by the H&SA Board, a committee report or information for the School Committee generally, and for those School event or activity chairpersons who are absent from a regular or special H&SA meeting

### **TREASURER**

- Custodian of all funds of the H&SA
- Keep all financial books of H&SA and keep full and accurate accounts of all receipts and disbursements; **any amount \$500 or less will not require the pastor's signature. The principal will be listed on the H & S account. Amount re-visited each year.**
- Disburse funds as duly voted on and approved by the Board in a manner consistent with Board and Archdiocesan policy
- Render an account of all transactions and the financial condition of the H&SA to the H&SA Board and the membership at large at regular meetings and whenever otherwise requested by the Board, sending one copy to the Parish Finance Committee monthly
- Provide a written budget for start-up costs for activities sponsored by the H&SA, based on information received from the event or activity chairperson(s) responsible for the event
- With the assistance of the Finance Committee, prepare an annual budget with the input of the outgoing Treasurer over the summer months prior to the August board meeting. The annual budget should forecast expected and recurring expenditures, and event start-up costs. This may include earmarking available funds for use on future projects. This budget shall be presented and approved at the August board meeting
- With the assistance of the Finance Committee, assist in researching and acquiring necessary bids as needed or desired by the Principals of the Full-Time or Part-Time (PSR) Schools
- Responsible for regular communication to the parents and parish regarding H&SA expenditures through an appropriate vehicle on a monthly basis
- Recruit new members to Committee and officer positions within the H&SA

### **SECRETARY**

- Record the minutes of the proceedings of all meetings of the H&SA Board, keeping a permanent record of all approved minutes in a log, and disseminating those minutes to the

members of H&SA by one or more methods chosen by the Secretary, with the goal of providing minutes to as many H&SA members as is economically and logistically feasible

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- Issue all notices of for regular and special meetings of the H&SA and its Board, and such other notices and communications as may be directed by the H&SA or its Board, disseminating those notices by one or more methods chosen by the Secretary, with the goal of providing notices to as many H&SA members as is economically and logistically feasible
- Issue all correspondence on behalf of the H&SA and the Board
- Handle all mailing of notices, list of nominees, and other material relative to the election of the Board and its officers
- Archive all information and reports collected from prior H&SA event chairpersons regarding the organization and operation of that event
- Recruit new members to Committee and officer positions within the H&SA

#### **PART-TIME SCHOOL (PSR) REPRESENTATIVE**

- Act as a liaison between the H&SA and PSR by reporting on PSR activities at H&SA Board Meetings
- Provide updates on H&SA activities to the families in the PSR program, encouraging participation of PSR parents in Board committees and functions
- Make the H&SA Board aware of PSR staff changes
- Identify with PSR Principal areas of need and support that may be provided to PSR program by the Board
- Facilitate appropriate recognition of PSR staff including Christmas bonuses, birthday observations, morale building commendations and the like.

#### **PAST PRESIDENT**

- Function as a resource person to help in the recruitment of volunteers to assist H&SA Board Members with their duties. Be an advisor to the presiding President where needed.
- Serve on Finance Committee

## TERMS

### OFFICERS

A person may serve the number of years designated for each officer. A person may not serve in more than one officer position at any time. A person may serve in an officer position and in one or more event chair positions simultaneously. All open positions will be posted through various media methods. In the event that more than one person or persons desires to become an officer, the current board will decide how positions will be filled. In the event that no VP can fill the office of President, President will be filled by someone serving on Home & School. If no one volunteers, this position will be posted and filled by the board.

### EVENT CHAIRPERSONS

All event and activity chair positions are considered vacant and open at the end of the designated term established in the Bylaws. All open positions will be posted through various media methods. In the event that more than one person or persons desires to become an event chairperson for a given H&SA event, and those interested persons do not otherwise agree to a co-chair or similar arrangement, that event chair position shall be determined by some method of random selection, such as by drawing a name out of a hat. **EVENT CHAIRPERSONS/COMMITTEE HEADS should attend meetings according to guidelines established by the board.**

- *Fundraising Committee Chairs: label program (1 year), grocery coupons (2 year), magazine (2-3 year), spring festival (2 year), auction (3 year), staff gift fund (1 year), Papa John (1 year)*
- *Social Committee Chairs: Trunk-or-Treat (2-3 year), Community Connection (2 year), Bratfest (2 year), Progressive Dinner (3 year), Ice Cream Social (2-3 year), 8th grade (1 year)*
- *School Committee Chairs: School Supplies (1 year), fleece (1 year), buzz book (2 year), PSR (1 year), traffic (2-3 year), community connections (2 year), stewardship (2-3 year), parent/volunteer coordinators (2-3 year), buddy program (1 year).*

## COMMITTEES

**\*Committees will function on an as needed basis.**

### FUNDRAISING COMMITTEE

The Fundraising Committee shall consist of the Fundraising Vice President, who shall chair the committee, and those event chairpersons who are responsible for events or activities that are assigned to the Fundraising Committee, from time to time, by the H&SA Board. Each member of the Fundraising Committee is a voting member of the H&SA Board. The H&SA Secretary shall keep a list of those persons who are members of the Fundraising Committee for a given year.

## **SOCIAL COMMITTEE**

The Social Committee shall consist of the Social Vice President, who shall chair the committee, and those event chairpersons who are responsible for events or activities that are assigned to the Social Committee, from time to time, by the H&SA Board. Each member of the Social Committee is a voting member of the H&SA Board. The H&SA Secretary shall keep a list of those persons who are members of the Social Committee for a given year.

## **SCHOOL COMMITTEE**

The School Committee shall consist of the School Vice President, who shall chair the committee, and those event chairpersons who are responsible for events or activities that are assigned to the School Committee, from time to time, by the H&SA Board. Each member of the School Committee is a voting member of the H&SA Board. The H&SA Secretary shall keep a list of those persons who are members of the School Committee for a given year.

## **FINANCE COMMITTEE**

There shall be a Finance Committee consisting of the President, Treasurer, Past President and up to one representative each from the Social Committee, School Committee and Fundraising Committee, which may be designated from time to time on an ad-hoc basis.

## **COMMITTEE DUTIES**

### **FUNDRAISING COMMITTEE**

- Each event or activity chairperson is responsible for the operation and success of his, her or their event
- Event chairpersons to report necessary information about event or activity organization, progress and operation to Fundraising Committee V.P., including after-event financial report
- Event chairpersons to supply notes and/or report to Fundraising Committee V.P. after event concerning organization and operation of event for future event chairpersons
- Provide or arrange for assistance to other event or activity chairpersons on the committee, if requested
- Coordinate the placement of H&SA planned events of the committee on the proposed H&SA Calendar of Events for the upcoming academic year



## **SOCIAL COMMITTEE**

- Each event or activity chairperson is responsible for the operation and success of his, her or their event
- Event chairpersons to report necessary information about event or activity organization, progress and operation to Social Committee V.P., including after-event financial report
- Event chairpersons to supply notes and/or report to Social Committee V.P. after event concerning organization and operation of event for future event chairpersons.
- Coordinate the placement of planned events of the committee on the proposed H&SA Calendar of Events for the upcoming academic year.

## **SCHOOL COMMITTEE**

- Each event or activity chairperson is responsible for the operation and success of his, her or their event.
- Event chairpersons to report necessary information about event or activity organization, progress and operation to School Committee V.P., including after-event financial report
- Event chairpersons to supply notes and/or report to School Committee V.P. after event concerning organization and operation of event for future event chairpersons
- Provide or arrange for assistance to other event or activity chairpersons on the committee, if requested
- Coordinate the placement of H&SA planned activities of the committee on the proposed H&SA Calendar of Events for the upcoming academic year.

## **FINANCE COMMITTEE**

- Assist the Treasurer in gathering event information for preparing the annual budget
- Assist the Treasurer and the Principals of the Full-Time and/or Part-Time School in the bid process

## **INTERPRETATION**

These By-Laws shall at all times be implemented and interpreted in light of the spirit of the Mission Statement for the H&SA. In the event of a conflict between any provision of the By-laws and the Mission Statement, the Mission Statement shall control.

## **AMENDMENTS**

These By-Laws may be amended, altered, or repealed by the affirmative vote of a majority of the officers and a majority of the voting, non-officer members of the H&SA Board present at any regular or special meeting of the H&SA; provided, however, no such amendment, alteration or repeal shall be effective without prior notice and reasonable opportunity for comment from the H&SA membership at large. The method of such notice shall be duly noted in the minutes of such regular or special meeting of the H&SA Board in which the proposed amendment, alteration or repeal is voted upon.