

**St. Gregory the Great School  
Home / School Association**

**Constitution and By-Laws**

**Revised October 2015**

The parents and teachers of the children of St. Gregory the Great School, have established this association in acknowledgment that we share the responsibility of providing our children with a Catholic education, and agree that this responsibility can best be met through a cooperative and mutually respectful partnership.

### **Article I - Name**

The name of the association shall be the Home/School Association (“HSA”) of St. Gregory the Great School of Bellerose, 244-44 87<sup>th</sup> Avenue, Bellerose, NY 11426.

### **Article II- Objectives**

The objectives of the HSA shall be:

1. To enhance both the academic and spiritual experience of each child, in both the home and school environment, through a cooperative effort;
2. To maintain our school as an example of high academic and moral standards;
3. To assist parents in understanding and appreciating the ideals of a Catholic education, the policies of St. Gregory the Great School and the respective roles of parents and teachers in the educational process.

### **Article III- Respect of School Policies**

The HSA shall respect the established school policies and practices, as set forth by the Pastor and School Principal and outlined in the School Handbook.

### **Article IV- Membership**

1. Membership shall be mandatory and shall consist of parents and/or guardians of the students of St. Gregory the Great School and members of the faculty thereof;
2. The right to vote in HSA elections shall be afforded to the parents and/or guardians in each dues-paying family. Dues must be paid by December 1<sup>st</sup> to be eligible to vote or run in the May election. Each of these families will be entitled to one (1) vote.

### **Article V- Elected Officers**

1. The elected officers of the HSA shall be: President, Vice President, Secretary and Treasurer;
2. Officers shall be elected by the Board.

3. Elected officers shall be installed at the final meeting of the HSA in an election year; Officers shall assume their official duties at the first Board meeting of the following school term.
4. Each elected officer shall hold a term of two (2) years. No officer shall serve more than two (2) consecutive terms.

### **Article VI- Spiritual Advisor**

The Pastor or priest appointed by him shall be the spiritual advisor.

### **Article VII- Bylaws**

This article authorizes the Board to establish and/or change existing by-laws. They shall be available to the general membership upon request. The Constitution and Bylaws may be adopted, amended or repealed at any Board meeting by a majority of those members present;

#### 1. HSA Board

- A. The Board shall be elected by a majority of eligible members. It shall consist of the President, Vice President, Secretary, Treasurer and five (5) elected members for a total of eleven (11) voting members. The Pastor, Principal, a faculty member and/or faculty advisor or other position as voted by the Board, as well as the past president (if applicable) will hold ex-officio advisory positions. These persons shall have full responsibility for the HSA's business affairs, including:
  - a. approval of Board appointments;
  - b. review of Board reports;
  - c. consideration of suggestions concerning school programs and policies;
  - d. budget and other administrative details;
  - e. promoting membership participation
  - f. collecting membership dues;
  - g. organizing fundraising and other activities.
- B. The Board shall respect established school policies as set forth in the School Handbook. The Board will also be consulted by and act as advisor to the pastor and principal in the consideration of future school policies.

#### 2. Officers

- A. The President shall preside at the meetings of the HSA and the Board; appoint the chairpersons of committees with the approval of the Board; be available on a consultative basis to all committees (with the exception of the Nominating

Committee); sign orders on the Treasury for the payment of bills and perform such duties as are incumbent on this office.

- B. The Vice President, in the absence of the President, shall perform all the duties of the President and perform such duties as are incumbent on this office.
- C. The Secretary shall keep the minutes of all HSA meetings and meetings of the Board; keep a list all members of the HSA; notify the members of upcoming meetings; keep the Constitution and By Laws and all other records belonging to the organization; preside over the meeting in the absence of the President and Vice President and perform such duties are incumbent upon this office.
- D. The Treasurer shall keep an accurate record of all monies received and paid out. The book containing this record is owned by the HSA. The Treasurer shall maintain a receipt or voucher from every person to whom he/she pays money; make payments disbursements as directed by the Board and countersigned by the President; present a report of expenses at every Board meeting; conduct an audit at the end of each school year with two other members of the Board and perform such duties as are incumbent on this office.

3. Dues

- A. Annual Association membership dues shall be \$20 per family.
- B. Dues shall be determined by the Board at the last Board meeting of the school year.

4. Expenditures

- A. No expenditures (for events, activities, fundraising, publicity, etc.) shall be undertaken without the approval of the Pastor and/or Principal.
- B. All monies raised by the HSA shall be used for the purposes of this organization and be handled directly through its Treasury with the consent of the Pastor, Principal and Board.

5. Meetings

- A. There shall be no less than three (3) annual meetings of the HSA. The dates and times of these meetings shall be decided by the Board. The membership shall be notified at least two (2) weeks prior to the date.

6. Committees

- A. Special committees, including class representatives, shall be appointed by the President, with the approval of the Board.

- B. The chairperson(s) of the special committees shall report their findings and recommendations to the Board and, if approved, report them to the general membership.

7. Nominations and Elections

- A. The President shall appoint an Election Committee. This committee shall set guidelines, conduct nominations and elections and count ballots. Results shall be reported to the chairperson, who will report the results to the HSA. The polling time and place shall be announced by written notice to all eligible HSA members.
- B. Members who are nominated for elected office are not eligible to serve on the Election Committee.

8. Rules of Order

Any suggestions made at a regular meeting concerning a modification of established school policies and practices shall be referred, without debate or vote, to the Board, and will be addressed at the next meeting.