

**Divine Providence Academy
Saint Joseph Campus
Home and School Association
Constitution and Bylaws**



**Amended
June 1, 2020**

ARTICLE I

NAME:

The name of this organization shall be Divine Providence Academy, St. Joseph Campus Home and School Association. (SJ HSA).

ARTICLE II

MISSION STATEMENT:

The purpose of the St. Joseph HSA is to act as a liaison between home and school. We promote a positive atmosphere for communicating between staff and parents. We strive to give each parent ample opportunity to volunteer their time and talents to help promote the educational, religious and social welfare of our students.

ARTICLE III

OBJECTIVES:

1. To advance the faith and education of the students in the school through the coordinated efforts of parents/guardians, teachers, and staff.
2. To promote a positive and trusting atmosphere for communication among parents/ guardians, teachers, staff, and students.
3. To promote an interest in educational matters and an understanding of the mutual responsibilities of parents/guardians, teachers and staff.
4. To direct and coordinate parent/guardian support of activities, social functions and fundraisers.
5. To help provide financial assistance for special projects, educational media, activities and events that benefit the school and students.

ARTICLE IV

MEMBERSHIP:

All parents/guardians with children attending Divine Providence Academy-St. Joseph Campus, are considered members. This also includes teachers who have their children attending Divine Providence Academy-St. Joseph Campus.

All members, except honorary members, have a right to vote, hold office, and attend and participate in all meetings and activities of the association.

Honorary members of the association are: the priest, administration and staff of Divine Providence Academy-St Joseph Campus. Honorary members have the right to attend and participate in all the meetings and activities of the association; however, they do not have the right to vote.

ARTICLE V

EXECUTIVE OFFICER COMMITTEES:

The Executive Officer Committee positions are: President, Communication, Volunteer Coordinator, Parent Ambassador, Hospitality, Room Parent, Faith Building, and Fundraising; these are all voting members. The Pastor and Principle are ex-officio (non-voting) members.

OFFICE TERMS:

No Executive Officer shall be eligible for selection to the same office for more than two consecutive terms. No Executive Officer shall be eligible for more than one office at a time, unless there is a vacancy not filled.

President: 2 year term.

Parent Ambassador: 2 year term.

Hospitality: 2 year term.

Fundraising: 1 year term.

Room Parent: 1 year term.

Volunteer Coordinator: 1 year term.

Faith Building: 1 year term.

Communication: 1 year term.

Staff Liaison: 1 year term.

ELECTION OF OFFICERS:

The President will be elected for a two year term. The President must be one of the previous years committee heads. If no one from the previous year's committee heads wants to move to the President position, the current President may stay on for only one more consecutive term year. If neither the prior year President or the past Executive Officers want the President position, it will be opened up for volunteers to be voted in by current Executive Officers.

Executive Officers will be selected annually for one or two year terms, depending on the office term assigned to that position. Nominations for Executive Officers will occur at the May meeting and names will be selected by the June meeting. New Executive Officer positions shall start at the August meeting. A year of service is measured from August to July.

Vacancy: Vacancies that occur in office shall be filled by selection at an Executive Committee meeting or by email by current Executive Officers.

Dismissal: An Executive Committee Head may be removed from their position by an Executive Committee consensus if a member is not upholding the duties and responsibilities of their position.

Eligibility: Any adult with children attending Divine Providence Academy- St. Joseph Campus is eligible to become an Executive Officer. With the exception of a staff member who has children attending Divine Providence Academy-St. Joseph Campus. This adult should also have attended a minimum of 50% of the meetings during the previous year.

Attendance: Attendance at meetings is VERY important. Please make every effort to attend regularly. If an Executive Committee Head is unable to attend a scheduled meeting, they must report their update to the President 48 hours prior to the meeting.

DUTIES OF PRESIDENT:

The President shall preside at all meetings, declare vote results, plan meeting agendas and approve meeting minutes; and serve openly as the main contact between HSA and the priest and Principal.. The President shall preside over all discussions and shall call for a vote to be carried out according to Article VI. Sidebar conversations will be held until the end of the meeting if time permits.

The President is an Ex-Officio member of The Divine Providence Academy, Board of Directors, with voting rights. The Ex-Officio member is expected to attend and participate in scheduled meetings of the Board of Directors.

DUTIES OF EXECUTIVE COMMITTEES:

Room Parent (1 Year Term) This person works closely with the assigned room parent and the teacher to coordinate classroom functions and organize activities.

Volunteer Coordinator (1 Year Term)- They are responsible for sending out and maintaining annual parent volunteer signup. Send reminders for upcoming events with room parents/event leads. Communicates event budgets to event leads.

Fundraising (1 Year Term) This person is the current year's Auction Chair who will provide updates on the progress of the Auction and communicate the needs of Auction to the HSA committee.

Faith Building (1 Year Term)-This person coordinates communications and events between school, the parish, and the Religious Education Programs.

Communication (1 Year Term)-This person is responsible for recording meeting minutes, and sending the recorded minutes to the HSA President for approval and distributing minutes to parents and staff. They also send out email reminders for meetings and events.

Hospitality (2 Year Term)- This person works closely with new families as a resource for answers to questions. They coordinate with the Principal to help enhance student retention and assure overall family experience is positive.

Parent Ambassador (2 Year Term)- This person is instrumental in expanding the reach of Divine Providence Academy in the community and growing enrollment numbers. They work closely with the Principal and the Board of Directors to devise Marketing initiatives.

Staff Liaison (1 Year Term)-This person provides updates at meetings about school happenings. They communicate between staff and Divine Providence Academy Saint Joseph-Campus HSA to develop and maintain effective communication and assistance processes.

***Any parent that becomes staff at Divine Providence Academy may not have a voting position.**

ARTICLE VI

MEETINGS:

Meetings will be held monthly at the Saint Joseph Campus. Meetings will be from August thru June.

Additional HSA meetings for Executive purposes may be called as needed. These may be in person, conference calls, or by email.

QUORUM:

The quorum consists of at least two-thirds of the members of the Executive Officers and the President. No business can be conducted unless a quorum is present.

VOTING:

Meetings shall be open to the public; however, only Executive Committee Officers may vote on regular HSA business. A simple majority of those Executive Committee Officers present shall carry a motion.

ARTICLE VII

EXPENDITURE GUIDELINES:

The President must approve all monies requested from any group or individual. The President can authorize payments based on the current years HSA budget; and any miscellaneous expenses up to \$200. Any expenditure requested that's over \$200 requires a majority vote by committee leads for approval. Voting can be made by email/phone/text, a meeting is not required. Prior to money being dispersed to any individual or group a Saint Joseph HSA Reimbursement Form must be completed and turned in along with the original receipts.

APPROVAL GUIDELINES:

If Saint Joseph HSA votes to make any improvements to Divine Providence Academy or the school grounds, they must first be granted approval by the Principal, Pastor, and Grounds Committee on Board of Directors.

If Saint Joseph Home and School Association votes to make alterations within the school building (tables, computers, etc), approval must be granted by the Principal of Divine Providence Academy before moving forward.

Saint Joseph Home and School Association does not have the authority to alter Divine Providence Academy's budget.

ARTICLE VIII

AMENDMENTS:

The constitution and bylaws may be amended at an Executive Committee meeting by a two-thirds vote. A quorum MUST be present!

Signed this 8th day of June in the year 2020.

Signature: Karen E. Reed-Timmer, Divine Providence Academy, Saint Joseph HSA President.
Karen E. Reed-Timmer

Signature: Kate Beuschel, Divine Providence Academy
Kate Beuschel Principal

Signature: Father Phil Shangraw, Pastor
Father Phil Shangraw