

**Divine Providence Academy  
Home & School Association  
CONSTITUTION AND BY-LAWS**

**ARTICLE I**

**NAME:**

The name of this organization shall be Divine Providence Academy Home and School Association (HSA).

**ARTICLE II**

**MISSION STATEMENT:**

The purpose of the DPA 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 unify and promote a positive and trusting atmosphere for communication among parents/ guardians, teachers, staff, and students between both campuses.
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:**

General members are all parents/guardians with children attending Divine Providence Academy, including Little Wings. This also includes staff who have their children attending Divine Providence Academy. General members have the right to attend and participate in all meetings and activities of the association, and the right to vote for executive officers.

Honorary members of the association are: the priest, administration and staff of Divine Providence Academy. 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 on regular HSA business. They can, however, vote for executive officers if they have children attending Divine Providence Academy.

At least one staff member, appointed by the administration, will be present at each meeting to provide updates about school happenings and needs that may arise.

Executive members only have the right to vote on regular HSA business that the president calls to a vote in order to reach a consensus.

\*Any parent that becomes staff at Divine Providence Academy may not hold an executive officer position.

## **ARTICLE V**

### **EXECUTIVE MEMBERS:**

The Executive Member positions are: President, Vice President, Secretary, one Parent Ambassador for each campus, one Treasurer for each campus; these are all voting members. The Pastor and Principle are ex-officio (non-voting) members.

### **OFFICE TERMS:**

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

President: 2 year term.

Vice President: 1 year term.

Secretary: 1 year term.

Parent Ambassador (one for each campus): 1 year term.

Treasurer (one for each campus): 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 executive members. If no one from the previous year's executive members 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 Members want the President position, it will be opened up for volunteers to be voted in by current Executive Members.

Nominations for Executive Officers will occur annually at the May meeting and names will be selected by the June meeting. New Executive Member 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 Members meeting or by email by current Executive Members.

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

**Eligibility:** Any adult with children attending Divine Providence Academy is eligible to become an Executive Officer. With the exception of a staff member who has children attending Divine Providence Academy.

**Attendance:** Attendance at meetings is VERY important. Please make every effort to attend regularly. If an Executive Member 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 plan meeting agendas, preside at all meetings, call for votes when a consensus cannot be reached, declare vote results to be carried out according to Article VI, approve meeting minutes, as well as share them with parents and staff, approve money reimbursement requests; and serve openly as the main contact between HSA and the priest and principal.

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 MEMBERS:**

### **Vice President (1 Year Term)**

The Vice President shall render help and assistance to the President whenever necessary. In the absence or disability of the President, the Vice President shall assume the position of President and shall have the same rights and privileges.

### **Secretary (1 Year Term)**

This person is responsible for recording meeting minutes, and sending the recorded minutes to the HSA President for approval.

### **Parent Ambassador (1 Year Term)**

This person works closely with new families as a resource to answer questions. They coordinate with the Principal to help enhance student retention and assure overall family experience is positive. There is a parent ambassador for each campus.

### **Treasurer (1 Year Term)**

This person will be in communication with the DPA business manager monthly to verify account totals, as well as outgoing money requests and incoming funds raised. They will report said totals at monthly meetings.

## **ARTICLE VI**

### **MEETINGS:**

Meetings will be held monthly at alternating campuses. 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 all members; however, only Executive Members may vote on regular HSA business that is called to a vote by the president. A simple majority of those Executive Members present shall carry a motion.

All members that have children attending DPA have the right to vote for Executive Officers, even if they are staff members.

**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 year's HSA budget; and any miscellaneous expenses up to \$200. Any expenditure requested that's over \$200 requires a majority vote by the executive members 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 DPA HSA Check Request/Reimbursement Form must be completed and turned in along with the original receipts.

**APPROVAL GUIDELINES:**

If DPA 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 the Board of Directors.

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


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

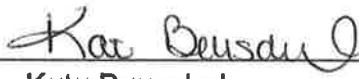
**ARTICLE VIII**

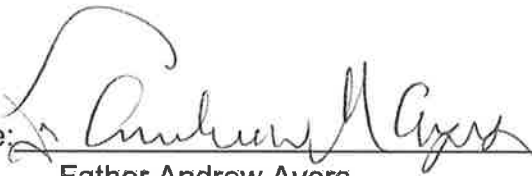
**AMENDMENTS:**

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

Signed this 10th day of March in the year 2025.

Signature: , Divine Providence Academy  
Jennifer Taylor HSA President.

Signature: , Divine Providence Academy  
Kate Beuschel Principal

Signature: , Pastor  
Father Andrew Ayers