

**Home & School Association
Divine Providence Academy-St. Catherine Campus
CONSTITUTION AND BY-LAWS**

ARTICLE I

NAME

The name of this organization shall be St. Catherine Home and School Association (SC HSA).

ARTICLE II

MISSION STATEMENT

To promote the educational, spiritual, cultural, and social welfare of Divine Providence Academy-St. Catherine Campus.

ARTICLE III

OBJECTIVES

- A. To advance the faith and education of the students in the school through the coordinated efforts of parents/guardians, teachers, and staff.
- B. To promote a positive and trusting atmosphere for communication among parents/guardians, teachers, and staff.
- C. To promote an interest in educational matters and an understanding of the mutual responsibilities of parents/guardians and teachers in education.
- D. To direct and coordinate parental/guardian support of activities, social functions, and fundraisers.
- E. To provide financial assistance for special projects, educational media, activities, and events for the benefit of the school and its students.

ARTICLE IV

MEMBERSHIP

All parents/guardians of children attending Divine Providence Academy-St. Catherine Campus are considered members of this association. This does include parents who are teachers at DPA. All members shall have the right to vote, hold office, and attend and participate in all meetings and activities of the association.

The priest, administration, and staff of Divine Providence Academy-St. Catherine Campus shall be considered honorary members of the association.

Honorary members have the right to attend and participate in all meetings and activities of the association, however, do not have the right to vote.

ARTICLE V

OFFICERS

The officers of the association shall be President and Vice President. A Secretary & Treasurer will be appointed yearly by the President. Savings & checking accounts will be maintained through St. Catherine Parish's Business Manager and Associate Business Manager.

ELECTION OF OFFICERS

To be considered for an officer position, a person must be a member of St. Catherine HSA, have actively participated in the previous year's Annual Autumn Auction, and have attended at least 50% of the previous year's HSA meetings.

A President and Vice President shall be elected in April of election years to serve a two-year term from May through April. Nominations/volunteers for the positions of President and Vice President shall be accepted & confirmed in March of election years, with elections in April. Voting procedures shall consist of silent ballots by members present at the April meeting or submission of absentee ballots prior to the scheduled meeting. There shall be no limit to the number of consecutive terms held by an elected officer. If an officer is unable to finish out his/her term, their position will be filled as above during the off-election year.

DUTIES OF PRESIDENT

The President shall set the meeting agendas, preside at all meetings, decide all questions of order, act and judge impartially, and work with the priest, administration, and staff to keep the lines of communication open.

The President shall preside over all discussions, and decisions will be made by consensus. When a consensus cannot be reached, the President shall call for a vote to be carried out according to ARTICLE VI. Sidebar conversations shall be considered counterproductive to accomplishing the agenda.

The President is an ex-officio member, with voting rights, of the Divine Providence Academy School Board, and as such, is expected to attend and participate in scheduled meetings of the School Board.

DUTIES OF VICE PRESIDENT

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.

DUTIES OF SECRETARY

The Secretary will record and share meeting minutes, as well as other communications to families and staff, such as meeting and event reminders, throughout the year.

The Secretary will declare the results of all votes.

DUTIES OF TREASURER

The Treasurer shall be contacted by any group or individual requesting monies. The Treasurer shall inform the Secretary of the request to be added to the agenda at the next scheduled meeting. The Treasurer will be responsible for requesting checks & making change for fundraisers/events. The Treasurer will be responsible for turning all money into the St. Catherine Church Secretary after fundraisers/events.

The Treasurer & President will receive timely updates of the Home & School Association's Savings & Checking accounts from St. Catherine Parish's Business Manager or Associate Business Manager. The Treasurer will reconcile the accounts and present updates at monthly meetings.

ARTICLE VI

MEETINGS

Meetings shall be held the first Wednesday of each month, September through June. Meeting dates may be changed when necessary due to Holy Days, holidays, and school breaks. When school or after school activities are canceled due to inclement weather, likewise any scheduled meeting shall be canceled. Meetings will be rescheduled, if possible. If necessary, "meetings" will take place over email with all officers and active members (*those who attend meetings regularly*) included.

QUORUM

The presence of the President or Vice President along with at least two members shall constitute a quorum for the transaction of business at a general, monthly meeting.

VOTING

Meetings shall be open to the public, however, only officers and members of the association (parents/guardians) shall have the right to vote. A simple majority of those members present shall carry a motion. A minimum of one officer must be present to act on a motion.

ARTICLE VII

EXPENDITURE GUIDELINES

The Treasurer shall be contacted by any group or individual requesting monies. The Treasurer shall inform the Secretary of the request to be added to the agenda at the next scheduled meeting. At said meeting, a proposal will be presented detailing the reason for and amount of monies requested. Discussion and voting shall follow.

In the event that the expenditure of monies is necessary before a scheduled meeting, the President shall have the authority to approve expenditures not to exceed One Hundred Dollars (\$100), and the President and Vice President together shall have the authority to approve expenditures not to exceed Two Hundred Dollars (\$200).

APPROVAL GUIDELINES

If the association votes to alter the physical plant (school or school grounds), approval must be granted by the pastor of St. Catherine Church before moving forward.

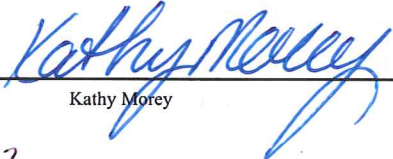
If the association votes to make alterations within the school building (ie. tables, computers, etc.), approval must be granted by the Principal of Divine Providence Academy before moving forward.

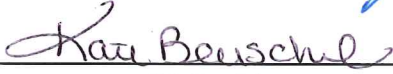
ARTICLE VIII

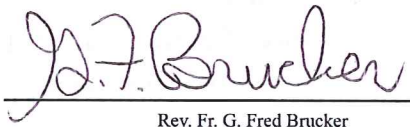
AMENDMENTS

This Constitution and By-Laws may be amended at any regular meeting by a two-thirds (2/3) consensus of voting members. Voting procedures shall consist of verbal votes of members present at the meeting or submission of absentee ballots prior to the scheduled meeting, provided the proposed amendment has been read to the association at the previous meeting and/or has been made available to the voting members prior to the scheduled meeting.

I hereby certify that this Constitution and By-Laws were adopted on this 11th day of April, 2019.

Signature: , President
Kathy Morey

Signature: , Principal
Kate Beuschel

Signature: , Pastor
Rev. Fr. G. Fred Brucker