

Christ the King Home and School Association Constitution

Article I – Title

The name of the association shall be the Christ the King Home and School Association (HASA) of South Bend, Indiana, in the Diocese of Fort Wayne-South Bend, Indiana.

Article II – Objectives

The objectives of this association shall be:

1. To effectively service the school community as a liaison between home and school through increased communications.
2. Be an advisory group assisting in the development of the school by providing ideas, suggestions, service, and funds for educational and faculty needs.
3. To promote the mutual educational responsibilities of parents and school.
4. To enhance the parent's role in the education of their children by stressing parent involvement through the organization's many volunteer opportunities.

Article III – Membership

Membership shall consist of parents and guardians of the pupils of Christ the King School, members of the faculty, school and pastoral staff, and interested parishioners of Christ the King Church.

Article IV – Officers

The officers of this association shall be President, Vice-President (President-elect), Recording Secretary, Public Relations/Corresponding Secretary, Treasurer, Assistant Treasurer (Treasurer-elect), School Board Representative, and Past President. The officers shall assume their responsibilities at the May transition meeting, and shall serve up to a two-year term. No person shall be eligible to the same office for more than two consecutive terms. Completion of a term filled because of a vacancy counts as one term.

Article V – Meetings

HASA meetings shall be held at least one time each month August through May, excluding December. Additional meetings may be held at the discretion of the HASA president.

Article VI – Relationships

The Christ the King HASA shall respect the established school policies and practices as set forth by the Diocese, Parish authorities and School administrators.

HASA seeks to establish cooperative relationships with all Parish and School related groups.

Article VII – Committees

HASA includes, but is not limited to, the following committees: Bookstore, Breakfast with St. Nick, Catholic Schools Week, Family Fun Night(s), Field Day, Fireside Reading, Gift Wrap, Hospitality/Teacher Appreciation, Market Day, Neighbors, Newcomers, Room Parent Coordinator(s), Volunteer Coordinator, You Can Lend a Hand, Uniforms. Committees of this organization are subject to change as deemed necessary for the efficient administration of the association's activities.

Article VII – Amendments

1. This constitution may be amended by a vote of two-thirds (2/3) of the members present at the meeting.
2. Amendments must be presented in writing to the HASA President or Vice-President at least two (2) weeks prior to a HASA meeting.
3. Suggested amendments must be presented in writing to the membership at least one (1) week prior to the vote.

Christ the King Home and School Association By-Laws

Article I – Membership

Annual membership fees, as established by HASA, shall be due at the beginning of each school year unless otherwise determined by HASA. Active membership shall be maintained by payment of dues, in addition to serving on a HASA committee, and/or by attending a minimum of three (3) meetings a year.

Article II – Officers

Appointments for the available offices will be made by the HASA President and Vice-President at the spring meeting. A vacancy occurring in an office shall be filled for the unexpired term by the appointment of the President and Vice-President. Candidates interested in available offices may submit their names to the President or Vice-President.

Section One – President

The President shall:

- a. Preside at the meetings of this association.
- b. Appoint the committee chairpersons with the approval of the Board and shall be an ex-officio member of said committees.
- c. Serve as liaison between HASA, the school administration, and the parish leadership.
- d. Work with the treasurer in developing plans for fiscal accountability and oversight of funds raised.
- e. Perform such other duties as are incumbent on this office.

Section Two – Vice-President (President-elect)

The Vice-President shall:

- a. Perform all of the duties of the President in the absence of the President.
- b. Serve as an ex-officio member of all standing committees.
- c. Be responsible for the Employee Gift Fund.
- d. Serve as President the following term.
- e. Perform such other duties as are incumbent on this office.

Section Three – Recording Secretary

The Recording Secretary shall:

- a. Keep the minutes of the meetings of this association.
- b. Be responsible for the publication of said minutes to the membership. Active members should receive their copy of the minutes one week prior to the meeting. Additions and/or corrections will be noted in the next meeting's minutes.
- c. Perform such other duties as are incumbent on this office.

Section Four – Corresponding Secretary

The Corresponding Secretary shall:

- a. Be responsible for all correspondence and communications, including but not limited to: preparing and sending invitations to HASA sponsored events, and sending cards to staff and others for occasions such as birthdays, condolences, congratulations, etc.
- b. Contact media sources for school events and activities that may be of interest to the community.
- c. Has reminders of monthly meetings posted in school communication sources.
- d. Perform such other duties as are incumbent on this office.

Section Five – Treasurer

The Treasurer shall:

- a. Receive and deposit all monies of this association.
- b. Pay bills of the association.
- c. Maintain an accurate and current record of all financial transactions of this association, and report same to the Board and general membership.
- d. Work with the President in developing plans for fiscal accountability and oversight of funds raised.
- e. Prepare monthly statements for the President and Pastor.
- f. Turn over books for an audit at the end of the term.
- g. Perform such other duties as are incumbent on this office.

Section Six – Assistant Treasurer (Treasurer-elect)

The Assistant Treasurer shall:

- a. Receive and deposit all monies from the Gift Wrap fundraiser.
- b. Maintain and report a record of deposits for the Treasurer.
- c. Serve as Treasurer the following term.
- d. Perform such other duties as are incumbent on this office.

Section Seven – Past President

The Past President shall:

- a. Serve as an advisor to the current President.
- b. Perform such other duties as are incumbent on this office.

Section Eight – Teacher Representative

The Teacher Representative shall:

- a. Attend general HASA meetings.
- b. Serve as a liaison between the staff and this association.
- c. Perform such other duties as are incumbent on this office.

Section Nine – School Board Representative

The School Board Representative shall:

- a. Attend general HASA and School Board meetings.
- b. Serve as a liaison between HASA and the School Board. Report School Board activities to the HASA membership at monthly meetings.
- c. Perform such other duties as are incumbent on this office.

Section Ten

The pastor of Christ the King Church, the Principal, and the Associate Principal of Christ the King School shall be officers (ex-officio) of the Christ the King Home and School Association.

Article III – Board/Council

The Board shall consist of HASA officers (i.e. President, Past President, Vice-President, Recording Secretary, Corresponding Secretary/Public Relations, Treasurer, Assistant Treasurer), the Principal of Christ the King School, Standing Committee Chairpersons, as well as the Teacher Representative(s) and a School Board Representative. This Board shall have the responsibility to plan events, coordinate volunteers, raise funds for educational and faculty needs, and to coordinate the budget and business affairs of the association.

Article IV - Committees

Section One – Special Committees

Such Special Committees as may be found necessary for the good of the association may be appointed as the need arises by the Board or by the President with the approval of the Board.

Section Two – Standing Committees

Standing Committees of the association shall be deemed as necessary for the efficient administration of the association's activities. See Addendum A for a list and description of current Standing Committees.

Article V – Board Meetings

Section One – Board Meetings

The Board meetings for officers and/or committee chairs may be held when deemed necessary by the President.

Section Two – Agenda

Anyone with business wishing to address the Board should contact the President or Vice-President.

Article VI – Rules of Order

Section One

All meetings of this association shall be conducted according to Robert's Rules of Order-Revised, when not inconsistent with the constitution and by-laws of this association.

Section Two

Any suggestions at a general meeting concerning a modification of this association's practices shall be referred to the Board for further consideration.

Article VII – Amendments

Section One

These by-laws may be amended by a two-third (2/3) vote of the members present at any regular meeting.

Section Two

Amendments must be presented in writing to the Board.

Section Three

Suggested amendments must be presented in writing to the active membership at least one (1) week prior to the vote.

Article VIII – HASA Budget

Section One

The HASA budget consists of the yearly dues collected from the membership and profits from fundraisers. Said budget is to be used to assist in the funding of projects and activities as determined by HASA.

The budget is to be audited annually with a report submitted to the Board at the September meeting.

Section Two

Committee expenditures that exceed normal and customary amounts should be brought to the attention of the Board.

Expenditures that exceed \$1000.00 require the approval of at least two (2) Board members.