

## Immaculate Conception Academy (ICA)

### Provisional Home and School Organization (HSO) Bylaws (Subject to further revisions)

**Purpose:** The objective of the HSO shall be to create a closer relationship between home and school, to enhance the learning environment, to provide and maintain an open network of communications between the school and community, and to foster parent/guardian involvement in the educational process. This organization shall exist for educational and charitable purposes and qualifies for tax-exempt status under section 501(c)(3) of the federal tax code as an auxiliary organization of Immaculate Conception Church, Douglassville, PA.

**Mission Statement:** Immaculate Conception Academy's Home and School Organization (HSO) is a group of parents, grandparents, and guardians who volunteer their time, energy, and talent in support of the students and their families. ICA HSO also provides financial support agreed upon purposes.

#### **Policies:**

- The HSO shall be governed by all the applicable norms set forth by the Diocese of Allentown and the Code of Canon Law.
- The organization shall be non-commercial, non-partisan and non-profit. It shall not endorse a commercial enterprise or candidate nor accept funds from any political party or candidate.
- The organization shall be supportive of the educational program and shall be developed through volunteer services, supplemental educational programs and fundraising projects.
- The organization shall seek neither to direct the administrative activities of the school, nor control its policies.
- The organization shall direct any grievances pertaining to the faculty, staff or educational programs through the proper channels of communication.
- With the concurrence of the Pastor and Principal, the organization may cooperate with other organizations and agencies active in child education and welfare, such a conference groups or coordinating councils, provided its representatives make no commitments that bind the group it represents.
- No profits shall proceed to any officer or member of the organization.
- Financial Policies:
  - The fiscal year will be July 1 through June 30.
  - Check signing authority lies with the treasurer and the Pastor of Immaculate Conception Church.
  - All reimbursements are required to be submitted to the treasurer using the appropriate forms and contain the appropriate backup support.

**Membership:** Membership in this organization is open to all staff, parents, and legal guardians of students attending ICA who agree to abide by the rules and regulations described in the by-laws of this organization. The ICA faculty shall be represented by one delegate at each HSO meeting. Please note, one family unit represents one HSO vote.

All members shall be entitled to:

- Attend the monthly meetings.
- Receive all HSO communications.
- Chair a committee for fundraising or community events.
- Nominate persons for the Executive Board.
- Submit policy and action proposals to the Executive Board for resolution by the Board who may decide that a vote amongst general members is required.
- Vote on resolutions and other business that is presented at general meetings.
- Vote for members of the Executive Board.
- Vote to remove a member of the Executive Board.
- Hold office as a member of the Executive Board.
- Any other privileges determined by the Executive Board.

**Officers:**

Officers for the 2016-2017 school year are as follows:

- President: Sandy Jordan (elected in August 2016)
- Vice President/Communications Chair: Deb Petras (elected in August 2015)
- Vice President: Linda Sutton (elected in August 2015)
- Secretary: Michelle Curley (elected in August 2015)
- Treasurer: Kira Voelker (elected in October 2016)

Elected board members will serve a term of two years. No office shall be held for more than two consecutive terms except when approved by the other board members. Potential new board members must be nominated by members of the HSO. The proposed slate of officers must have the concurrence of the Pastor. All nominees must have the approval of the majority of the remaining HSO Executive Board prior to voting. All HSO members are eligible to vote for the approved candidates. The Pastor may remove any officer or member with or without cause.

Responsibilities of each role have been documented and are maintained under separate cover. It shall be the duty of any outgoing officers and committee chairpersons to submit written reports to the new officers to insure effective transition of responsibilities.

**Meetings:**

- HSO member meetings will be held monthly. Meeting minutes will be documented and made available to members.
- The HSO Executive Board shall communicate throughout the year and meet on an as-needed basis.
- An annual meeting shall be held in May of each year, at which time election of officers shall take place.

- Notification of the annual meeting shall be sent to the general membership at least ten days in advance of the meeting date.
- Quorum at regular HSO meetings shall be a simple majority (50% plus 1) of HSO members in good standing who are present.
- Decisions brought to the table must be presented by all key stakeholders/parties involved.
- Decisions made during meetings are considered final. HSO members can request a decision be overturned at an HSO general meeting. The decision can only be overturned by a majority vote of HSO members and a majority vote of the executive board members.

**Dissolution:** In the event of the dissolution of the organization, the net assets after payment of debts will proceed directly to the ICA, or in the event that the school is no longer operating, to Immaculate Conception Church for the ongoing religious formation of children.

**Revision process:** These By-Laws shall be reviewed every other year. They may be amended by an affirmative vote members at any regular meeting of the organization, annual meeting, or special meeting convened for the purpose of amending these by-laws. Any and all proposed amendments to the by-laws must be approved by the pastor of Immaculate Conception Church.

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