



JFK HOME AND SCHOOL ASSOCIATION BY-LAWS – June 21, 2021

SECTION I

Name

The name of this association will be the JFK Home and School Association (“H.S.A”), an affiliate of the Parish Board of Education and under their authority.

SECTION II

Purpose

The purpose of H.S.A is to connect families to important school information and to enhance communication between school, parents, staff, parish and Board of Education. This Association strives to support the staff and needs of the school whenever possible; promote academic, physical and spiritual well-being of our JFK community; host fun / educational events or programs for our families; and fosters volunteerism amongst JFK students, parents, staff and church community.

SECTION III

Membership

All staff and parents of JFK children are members of the Home and School Association and are encouraged to be engaged in the activities supported by the Association as well as attend scheduled meetings.

SECTION IV

Duties of the Members

The Educational Advisor shall: keep the association informed as to the progress and needs of the school; and supports / guides the decisions made of H.S.A. committee.

The Spiritual Advisor shall: be responsible for the spiritual welfare of the association. The H.S.A. budget is approved by the Board of Education and is part of the school’s budget that is then also approved by the Parish Finance and Parish Councils.

The President shall: preside at all meetings of the association; appoints chairperson(s) of any standing or special committees; approves the disbursements by the Treasurer; and communicates with the Board of Education members, as needed.

The Vice President shall: perform all the duties of the president during their absence or when requested to do so by the President; and also be ex-officio members of all committees.

The Treasurer shall: receive all dues and monies of the association and disburse the same, with the approval of the President; keep detailed statements of the receipts and expenditures to be shared at association meetings and submitted at the close of the school year; assist in year-end budget needs.

The Secretary shall: attend each meeting, record meeting minutes and follow up items; shall disperse communications, as needed. Meeting minutes shall be retained for five (5) years.



JFK HOME AND SCHOOL ASSOCIATION BY-LAWS – June 21, 2021

The Committee Members shall: attend each meeting; support the officers as requested / able; assist in event planning and support volunteer needs.

The Association Members shall: attend each meeting; volunteer when able; support events and needs of association.

SECTION V

General and Special Meetings

H.S.A. shall hold five (5) general meetings a year and others as deemed necessary by the Association Board. The general meetings shall be held to review status of the board's budget, on-going activities, fundraiser events / opportunities or any other business. General meetings shall be conducted every other month, beginning in September and continuing in November, January, March and May; date and time of meetings to be determined by the association (encouraged to be consistent IE: 3rd Thursday of the month). It is recommended that the Association Board meet on the opposite months from general meetings and/or as needed. Agenda will be distributed prior to meeting for review. Minutes of the meetings shall be recorded by the secretary and after approval of President, shall be distributed to association members, as well as preserved by the Associations Board for five (5) years.

Special meetings will take place at the discretion of the Association Board. Notification for special meetings will be given to all association members 72 hours in advance. Meeting minutes to be recorded and retained, same as general meetings.

Criticisms or problems with individual administrators, teachers, parents or students will not be discussed at any meeting.

SECTION VI

Role Association Board & Election of Officers

The Association shall be filled with individual(s) for the roles of President, Vice President, Secretary and Treasurer; all volunteer positions. The Association Board shall also consist of the Education Advisor (School Principal) and Spiritual Advisor (OLV Pastor).

It is recommended that the Vice President serve as President in the subsequent year for continuity. It is also recommended that an additional 3-5 individuals shall be recruited to help support the officer roles.

The Association Board shall serve as the Nominating Committee for the elections of officers. Nominations will also be accepted from the floor at the election meeting (May). All candidates must be members of the JFK Home and School Association for at least one (1) year.

Officers shall be elected for the term of one (1) year. The outgoing Association Officers shall assist in recruitment of their replacement. Elections shall take place at the final H.S.A meeting of the school year, in May. Nominees shall attend election meeting to accept nomination (or make arrangements with current officer if unable to attend). Voting occurs at election meeting by private ballot and a majority vote wins.



JFK HOME AND SCHOOL ASSOCIATION BY-LAWS – June 21, 2021

SECTION VII

Transition of Association Officers

The outgoing and incoming Association Board and committee members shall meet in **June** to transition duties, with the **expectation of assuming office by July 1st**. The Association Board shall assist with changeover of President and Treasurer on association bank account, **no later than August 1st**.

The transition meeting shall include review of: by-laws, calendar of events, key contacts, past events / fundraisers, budget of previous year; and pass along suggestions or anything else needed for upcoming year, to ensure successful transition.

SECTION VIII

Guidelines for Treasury Disbursements

The Association Board shall meet as needed throughout the year and in April to prepare the annual budget for the upcoming school year.

Submission of the budget shall occur on or before June 1st for the upcoming fiscal year.

An Annual Income / Expense report is required by any organization utilizing the Parish Federal Tax Identification Number to be dated 6/30 and shall submit it to the Parish office by July 31st.

All requests for non-budgeted disbursements of JFK Home and School Association Treasury must be:

1. Submitted in writing to H.S.A President via email.
2. Email must include: purpose of request, specified dollar amount, educational purpose and how request will benefit school, staff and/or students.
3. Requestor to attend next scheduled general meeting to co-present request, for approval by Association Board and members.
 - a. Approval occurs with majority vote.
 - b. Expedited approval to be decided by Association Board if needed.
4. If request is greater than \$750.00, an additional approval by the Board of Education is necessary. The request can go to the board via the principal or Board president.

SECTION VIII

By-Laws & Amendments

The by-laws of the association may be amended at any general meeting or at any special meeting called for that purpose by a 2/3 majority vote of those present. By-Laws are subject to the approval of the Board of Education. It is recommended to review the by-laws, at least every other year.