

Immaculate Heart of Mary – Monona WI Home and School Association Bylaws

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Article 1: Name

The name of this organization is: Immaculate Heart of Mary Home and School Association (herein referred to as IHM HSA)

Article 2: Membership

Membership in the IHM HSA shall be made available to all interested parties without discrimination. Typical members include the Parish Pastor; the School Principal; **Coordinator of Development**; school administration; parents, guardians, and family members of students attending IHM; and school faculty. All members shall be considered in good standing unless deemed otherwise by unanimous consent of the School Principal or his/her designee, and the Parish Pastor. Good standing can be restored by unanimous consent of these same parties.

Article 3: Rules of Order, Voting, Meetings, and Agendas

Section 3.1: Rules of Order

The IHM HSA will generally follow parliamentary procedure when conducting business during meetings. The current edition of Robert's Rules of Order is the final source of authority in all questions of parliamentary procedure.

Section 3.2: Voting and Quorum

All motions at all meetings, unless otherwise noted, require a simple majority to pass. Voting is typically done in person at designated meetings. However, in circumstances where conducting an in-person meeting is not practical or possible, voting can be conducted via paper ballots, e-mail or other electronic means. All rules regarding purpose and voting privileges as noted in Section 3.3 apply.

A quorum for all meetings, with the exception of Executive Board Meetings, is based on the members present during the meeting. For Executive Board Meetings, at least 3 of the 4 officer positions must be present to transact business.

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Section 3.3: Meetings

There are four types of meeting associated with the IHM HSA. They are as follows:

1) Board Meetings

- Frequency: Typically held monthly during the school year
- Dates: Dates are established prior to the start of each school year
- Attendees: Include but are not limited to the IHM HSA elected officers; the IHM Parish Pastor; the IHM School Principal or his/her designee; the Parish/School Development Director; a teacher representative; committee chair persons; members at large who are ideally parent representatives from each classroom; and a designated member of the IHM School Student Council; **interested Parish members**
- Purpose: Carry out routine business of the IHM HSA
- Voting Privileges: All who attend these meetings are eligible to vote and considered members of the IHM HSA unless they are not in good standing
- Chair: The IHM HSA President or his/her designee

2) Ad-Hoc Committee Meetings

- Frequency/Dates: On an as needed basis
- Attendees: Assignments are made by the IHM HSA President or his/her designee
- Purpose: To address business outside of the Board Meetings such as Budget, Special Projects, Events, Membership, Auditing, Nominating, and Recruitment
- Voting Privileges: All who are assigned to these meetings; any voting decision made at ad-hoc meetings must also be voted on at a subsequent Board Meeting
- Chair: The Ad-Hoc Committee, once assigned, will self-select the chair

3) General Membership Meetings

- Frequency: Typically occur twice a year – once in the Spring and once in the Fall
- Dates: Dates are established prior to the start of each school year
- Attendees: It is mandatory that one parent or guardian from each student attending IHM attend these meetings; **this meeting is open to all interested parties specified by the board meeting attendee list and invited guests**
- Purpose: To review/preview the IHM HSA activities, to provide relevant information, to review/approve annual budgets, to vote on exceeding spending authority for special projects, to amend bylaws, to elect officers, and any other business the IHM HSA chooses to bring to this meeting
- Voting Privileges: All who attend these meetings are eligible to vote
- Chair: The IHM HSA President or his/her designee

4) Executive Board Meetings

- Frequency/Dates: On an as needed basis
- Attendees: Typically comprised of the elected officers of the IHM HSA and others whom the Executive Board chooses to invite
- Purpose: Address extraordinary business or issues
- Voting Privileges: Elected officers only
- Chair: Any elected officer of the IHM HSA

Section 3.4: Agendas

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It is generally advised that all meetings use an agenda and that minutes be taken. The meeting chair establishes the agenda. Agenda items should be sent to the chair for consideration at least one week in advance of the meeting. The IHM HSA Secretary generally is the person who takes the minutes. When he/she is not available or present, then the meeting chair will designate who takes minutes. For all IHM HSA meetings, a copy of the meeting agenda and approved minutes will be maintained by or given to the IHM HSA Secretary as a record of what took place.

Article 4: Articles of Association and Authority

The IHM HSA exists as an unincorporated association of its members. These bylaws govern the IHM HSA. Any amendments to these bylaws must be ratified in the following order (all approvals require a simple majority):

1. At an Ad-Hoc Bylaw Amendment Meeting.
2. At a Board Meeting
3. At the Fall General Membership Meetings or via paper ballot, e-mail or other electronic means as allowed in section 3.2
4. At a Parish Council Meeting

It is not required to have ratification from the Parish Finance Council. However, it is generally advised that the Parish Finance Council be given a copy of any amendments for their review and consideration prior to ratification at the General Membership Meeting level.

If any part of these bylaws conflict with the current or future decisions, policies, or procedures of the Immaculate Heart of Mary School, the Immaculate Heart of Mary Parish, or the Diocese of Madison, the part(s) of the bylaws that conflict shall be immediately deemed null and void. The IHM HSA will then call a meeting of the Executive Board to rectify the conflict and amend the bylaws. In this case, this bylaw amendment(s) shall be temporarily in effect until such time it can be ratified using the process noted above.

Article 5: Purpose, Mission, Vision, and Values

Section 5.01: Purpose

The Purpose of the IHM HSA is:

- *Model Catholic Values through parent involvement*
- *Support and provide enrichment*
- *Off set financial obligations through fund-raising*
- *Strengthen community*

Section 5.02: Mission

The Mission of the IHM HSA is:

While modeling Catholic values we enhance the opportunities of every child at IHM Catholic School through parent involvement, communication, accountability, integrity, supporting enrichment, and strengthening community.

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Section 5.03: Vision

The Vision of the IHM HSA is:

Enhancing the opportunities of every child at IHM Catholic School

Section 5.04: Values

The Values of the IHM HSA are:

- *Children first*
- *Integrity*
- *Accountability*
- *Involvement*
- *Communication*
- *Enrichment*

Section 5.05: Legal Authority

The IHM HSA is organized exclusively for the charitable, scientific, literary, or educational purpose within the meaning of Section 501(c) (3) of the Internal Revenue Code or corresponding Section of any future Federal Tax code. Any Tax forms that need to be filed shall be the responsibility of IHM Parish, all documentation shall be provided to the IHM Parish upon request from the Parish Administrator.

Article 6: Basic Policies

The following are basic policies of the IHM HSA:

- 1) The IHM HSA shall respect the established church and school policies and practices as set forth by the Diocese of Madison, the IHM Parish Pastor and the IHM School Principal
- 2) IHM HSA members, directors, trustees, officers, or other private persons may not receive compensation or benefit financially from the IHM HSA with the following exception; The IHM HSA may authorize reasonable compensation for services rendered
- 3) The IHM HSA shall not engage in activities that are contrary to the tax exempt status of the organization
- 4) The IHM HSA will participate in the larger plan of the Parish in raising funds that contribute to the overall Parish Fundraising budget.
- 5) In the event of the dissolution of the IHM HSA, after paying all debts and obligations, the remaining assets shall be distributed to a charitable organization(s) in accordance with the law
- 6) The IHM HSA Fiscal Year is from July 1 to June 30 inclusive.
- 7) IHM HSA funds are nested within the Parish General Fundraising budget and under the guardianship of the Finance Manager.
- 8) All checks written, funds expended, or reimbursements requested, must have an associated receipt or invoice showing all relevant detail.
- 9) Any check written to an IHM HSA Officer or immediate family of an officer must have a secondary written approval of the school principal.

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Article 7: Officers and Elections

Section 7.1: Officer Positions and Duties

The following are the elected positions of the IHM HSA and their respective general duties. Only IHM HSA Members in good standing can hold office.

President:

- Be the chief executive officer of the IHM HSA
- Preside over meetings
- Set meeting agendas
- Procure checks and payments from the Parish General Fundraising Account
- Sets the annual activity agenda of the IHM HSA in coordination with the IHM School Principal or his/her designee
- Have general charge of the business affairs usually associated with a tax exempt organization
- Appoint members to ad-hoc committees
- Serve as ex-officio member of ad-hoc committees where a conflict of interest would not occur
- Coordinate the work of the officers
- Attend meetings and functions of the school as requested and required
- Report on the activities of the IHM HSA to the IHM School Principal, the IHM Parish Pastor, the IHM Parish Council, and the General Membership as requested and required
- Perform other duties delegated to this office by the Executive Board

Vice President:

- Able to perform all duties of the IHM HSA President with the exception of signing checks
- Performs the duties of the IHM HSA President as delegated by the IHM HSA President
- Attend ad-hoc meetings as assigned
- Perform other duties delegated to this office by the Executive Board

Treasurer:

- Receives all monies of the IHM HSA, and deposits them through the Parish Finance Manager; keeps an accurate record of all income, receipts, and expenditures.
- Present a written financial statement at each Board Meeting and at other times as requested and required by the Executive Board, the IHM School Principal, the IHM Parish Pastor, or the IHM Parish Administrator
- Submit financial documents for auditing as directed to do so by the IHM HSA President, the IHM School Principal, the IHM Parish Pastor, or the IHM Parish Administrator

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- Act as an ex-officio member of the ad-hoc Budget Committee
- Provide all documents necessary so the IHM Parish may file the necessary tax forms
- Serves as keeper of the financial records for all relevant and pertinent financial records of the IHM HSA for the past seven years (if available) or as directed by the IHM Parish Administrator and/or state and federal guidelines/law – whichever is longer
- Provide the incoming Treasurer all relevant financial information from the previous year in a manner that is orderly and understandable and pass on the relevant and pertinent financial records from the past seven years
- Perform other duties delegated to this office by the Executive Board

Secretary:

- Attend all Board, General Membership, and Executive Board Meetings of the IHM HSA and act as clerk thereof and record all votes and minutes of all proceedings and have copies available upon request
- Keep an updated copy of the bylaws that have been officially adopted
- Serves as a keeper of records for all relevant and pertinent non-financial records of the IHM HSA for the past seven years (if available) or as directed by state and federal law – whichever is longer
- Attend ad-hoc meetings as assigned
- In consultation with the president or his/her designee as directed publishes meeting agendas, meeting notices, meeting minutes, etc. using common delivery methods
- Provides incoming Executive Board copies of all agendas and minutes for the previous year from all meetings the Secretary was required to attend and pass on the relevant and pertinent non-financial record from the past seven years
- Perform other duties delegated to this office by the Executive Board

Section 7.2: Elections and Terms

- Elections generally occur at the Spring General Membership Meeting but can occur at the Fall General Membership Meeting
- A simple majority is required for the election of an officer
- Terms are of a period of 1 year (July 1 to June 30); all newly elected officers will assume their office on July 1; on or around this date, an Executive Board Meeting will be called and all current and newly elected officers will meet to transfer responsibilities
- A person may not serve more than three consecutive terms in the same office
- In the event of a mid-term resignation or vacancy, an Executive Board Meeting may be called and this board may appoint a replacement to complete the current term provided the appointee is a member in good standing
- If there is more than one candidate for an office, a paper ballot system shall be used; if there is only one candidate for an office, this person is automatically declared the winner
- Votes will be counted by the IHM School Principal or his/her designee

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Section 7.3: Nomination of Officers

Nominations for officer positions should be made at a Board Meeting at least one month prior to the Spring General Membership Meeting (where elections for the upcoming school year's IHM HSA Executive Board are generally conducted). An individual who is a member of the IHM HSA in good standing may self nominate or be nominated by another member in good standing of the IHM HSA. Candidates may also self nominate at the General Membership Meeting.

Article 8: Ad-Hoc Committees

Section 8.1: Authority

The following are typical ad-hoc committees of the IHM HSA. These committees shall have a designated chair or co-chair, who shall report as requested and required to the IHM HSA. The ad-hoc committee shall self-select the committee chair or co-chair and he/she is permitted to serve no more than 2 consecutive years unless approval for an extension is granted at an IHM HSA Board Meeting. The IHM HSA President or his/her designee has the authority to appoint individuals to these committees. These committees meet on an as needed basis as directed by the committee chair(s). All committees shall keep an accurate written record of their plans and activities and submit this information as requested and required by the IHM HSA. The ad-hoc committee may not exceed their defined scope or purpose. The IHM HSA has the authority over all IHM HSA ad-hoc committees and their activities. Any expenditure made by an ad-hoc committee must have the consent of the IHM HSA. The IHM HSA has the authority to create additional ad-hoc committees as necessary.

Section 8.2: Existing Ad-Hoc Committees

SCRIP – Administers the SCRIP Program

Fish Fry – Administers the “Fabulous Fish Fry” Fundraisers

Prairie Fire Theater – Administers the Prairie Fire Theater Production

Enrichment Activities – Administers the scheduled enrichment activities that the IHM HSA Sponsors such as Doughnuts for Dads, Muffins for Moms, Back to School Night, Grandparents Day, Catholic Schools Week, Reading Night, Teacher Appreciation Activities, and the Memorial Day Parade

Fundraising – Plans additional fundraising projects

Section 8.3: Auditing Committee

The Auditing Committee is an ad-hoc committee with special rules. The IHM HSA President and Treasurer are prohibited from serving on this committee as they are authorized to sign checks from the IHM HSA account. The Auditing Committee shall at a minimum be comprised of 3 members. One member is appointed by the IHM HSA Executive Board, one member is appointed by the IHM School Principal, and one member is appointed by the IHM Parish Administrator. The IHM School Principal and the IHM Parish Administrator can serve on this committee. At the discretion of the IHM HSA President, the IHM School Principal, and the IHM Parish Administrator a professional auditing service may be used in lieu of an auditing committee. The IHM

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HSA shall give the Auditing Committee complete access to all financial records and information relating to the IHM HSA. The Auditing Committee or auditors shall review the financial records and information of the IHM HSA for completeness and accuracy. Any concerns or discrepancies shall be brought to the attention of the IHM HSA Executive Board, the IHM School Principal, and the IHM Parish Administrator. Once satisfied that there are no discrepancies, the Auditing Committee shall submit to the IHM Executive Board a signed statement indicating that they are satisfied with the results of the audit. The IHM HSA Treasurer shall file this statement with the IHM HSA financial records. A new executive board shall not accept the previous year's financial records that have not been audited.

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Article 9: Adoption of Bylaws

Once adopted, these bylaws remain as valid without further need for approval until such time amendments are made. It is generally recommended that the bylaws be reviewed annually and a complete organizational evaluation including a strategic planning process be initiated at least every 5 years.

In accordance with Article 4 of these bylaws, adoption has occurred as follows:

1. Ad-Hoc Bylaw Amendment Meeting*..... 12/09/2014
2. IHM HSA Board Meeting..... 12/09/2014
3. General Membership Meeting**..... 12/17/2014
4. Parish Council Meeting..... 03/18/2015

*Discussion of Bylaw Amendment discussed and approved within the monthly HSA meeting

** Voting done by electronic ballot using Doodle Poll

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IHM HSA Project Spending Approval Process

Periodically the HSA, through the efforts of its dedicated and hardworking parent members accumulates surplus funds that can be utilized to enhance the mission of IHM Catholic School. To ensure these hard earned funds are spent on the best opportunities and in the most efficient manner, the HSA utilizes the following 5 step process for all expenditures greater than \$2,000 that are not already included in the Annual Operating Budget:

1. Completion of the HSA Project Funding Proposal Template (attached) and submission to an HSA board member. This step can be initiated by any HSA stakeholder including a parent, teacher, school administrator, and priest or parish member.
2. Review; including discussions, collaboration, investigation, and any other means necessary by the board to better understand the proposal. The board's responsibility is to fully understand the proposal, its impact on the school, and the cost of the project and to ensure all information regarding the proposal is documented to assist the membership in making an informed decision on the proposal.
3. Discussion at a regularly scheduled HSA meeting. This step ensures that all members have an opportunity to voice their support or concerns and ask questions regarding the proposal.
4. Final revisions to the proposal if needed. Through discussions and research new information, additional clarifications and/or changes to the proposal may arise.

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The proposal will be edited to ensure accuracy when the proposal is submitted to the members in step 5.

5. The membership votes on the proposal.
 - a. For proposals with requested funding equal to or greater than \$2,000, the written proposal will be distributed to all HSA members via the standard communication- i.e. Wednesday folder, e-mail or other electronic communications in place at the time. The communication will include the project proposal and either a written ballot for members to mark and return or an electronic on-line ballot. A simple majority of all ballots returned will determine whether the proposal is approved or not.
 - b. For proposals with requested funding less than \$2,000, the written project proposal will be distributed to all members via the standard communication method- i.e. Wednesday folder, e-mail or other electronic communications in place at the time. The communication will include the project proposal and a notice that a vote will be taken at the next scheduled HSA meeting. A simple majority of all members present at the meeting will determine whether the proposal is approved or not.

The step should be completed efficiently but not rushed, therefore there are no time restrictions assigned to the steps. The 5 step process above is designed to assist the HSA in making the best decision for the school while creating an opportunity for active participation by all HSA members in the decision making process.

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IHM HSA Project Funding Proposal Template

Project Name: _____

Proposed by: _____

Description of the problem (if applicable) or opportunity/situation: _____

Description of the project: _____

Benefits of the project (consider benefits to the learning environment, curriculum, advancement of the IHM school mission, student safety, etc.): _____

Describe how the project aligns with the HSA mission: _____

Requested funds: \$ _____

Ongoing costs of project to be funded by future operating expenses: \$ _____

of volunteers needed: _____ Timing of the project: _____

Are you willing to lead the project? Yes / No (circle one)

If not do you know someone who is? _____

Please include copies of costs and additional project description as needed.

Current available and projected project fund balance (HSA Treasurer to complete):

\$ _____ / \$ _____

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