

**CORPUS CHRISTI CATHOLIC SCHOOL  
HOME AND SCHOOL ASSOCIATION**

**BYLAWS**



**REV MAY 3, 2018**

## **ARTICLE I**

### **NAME AND PURPOSES**

**Section 1. Name.** The name of this Corpus Christi Catholic School Organization shall be: Home and School Association, hereafter referred to as the HSA.

**Section 2. Mission/Purpose.** The mission of the Corpus Christi Home and School Association (HSA) is to foster a community that supports the Core Values identified in the Corpus Christi Catholic School Strategic Improvement Plan.

**Section 3. Objectives.** Establish and facilitate events that broaden the Corpus Christi Catholic School (CCCS) community while:

- Integrating new families and deepening participation of existing families in HSA sponsored activities
- Raising funds to support school programs, HSA initiatives, and the CCCS Strategic Improvement Plan
- Strengthening partnerships between teachers and parents in an effort to leverage these critical relationships in the development of our children
- Providing opportunities for parents, teachers, and students to be “Missionary Disciples” to the parish, the diocese, and the Colorado Springs community at large

## **ARTICLE I**

### **ORGANIZATION**

The HSA is established and will operate at the discretion of the Pastor and the Principal but is led solely by the President of the HSA, or the expressed designee in the President's absence. The HSA is comprised of the General Membership and the Executive Board.

## **ARTICLE III**

### **MEMBERSHIP**

**Section 1. General Membership.** The General Membership shall consist of the staff and families (parents, grandparents, loco parentis, and guardians) of all students enrolled at Corpus Christi Catholic School.

## **ARTICLE IV**

### **MEETINGS**

**Section 1. General Membership Annual Meeting(s).** General membership meetings or Town Halls of this organization shall occur at least annually. The date, time and location of these meetings will be determined by the HSA Executive Board Members, posted in the yearly school calendar, and

announced via shared and social media.

**Section 2. Executive Board Meetings.** The HSA Executive Board members will meet monthly during the school year. The time and location of each meeting will be announced via Teacherease calendar, the school website, and/or Social Media. The Executive Board may also choose to hold planning meetings during the summer. All meetings shall be open door sessions at which any General Member is welcome.

**Section 3. Voting.** Voting rights at Executive Board Meetings rendering decisions for the Association are restricted to Executive Board Members: President, Vice-President, Secretary, Treasurer, three (3) Members At Large, one (1) Teacher Member at Large. Voting at General Membership meetings is open to all General Members.

**Section 4. Minutes.** All meeting minutes will be made available via shared media to the General Membership not later than two weeks after all meetings.

## **ARTICLE V**

### **EXECUTIVE BOARD**

**Section 1. Composition** The Executive Board shall consist of a President, Vice-President, Secretary, Treasurer, three (3) Members At Large, one (1) Teacher Member at Large. The President, Vice-President, Secretary, Treasurer, and three (3) Members At Large are elected by the General Membership. The Teacher Member at Large is appointed by the Principal. The School Principal, Pastor, Games Manager, one (1) School Advisory Committee member, and Room Parent Coordinator are ex-officio members of the Board.

**Section 2. Nominations.** Potential Executive Board Members may self-nominate by submitting a statement of intent to the Executive Board, or may be nominated by any Executive Board, General Member, Faculty member, the Pastor, or the Principal. Executive Board Member positions shall be held by a single individual with shared vision of the Catholic faith, must have a student enrolled in Corpus Christi, and agree to abide by the provisions of these Bylaws.

**Section 3. Elections.** Elections will determine Executive Board Members. Elections will occur by ballot in the final quarter of the school year. Elections may occur by paper and/or electronic ballot. A majority vote of members who cast ballots will decide a contested position. In the case of a tie the two (2) candidates receiving the highest number of votes will compete in a run-off election. In the case that there is still a tie the Principal shall cast the deciding vote

**Section 4. Term of Office.** Executive Board members serve a term of one (1) year. A term of office begins at the conclusion of the school year during which the individual was elected. No member of the Executive Board may serve more than two consecutive terms in the same office.

**Section 5. Vacancies.** A vacancy occurring in any office during the school year, may be filled for the unexpired term by a majority vote of the Executive Board at their next regularly scheduled meeting, or a special meeting called for that purpose. The Presidency is the only exception to this rule, which would be assumed by the Vice-President. A member of the Executive Board shall fill chairperson vacancies.

**Section 6. Resignation or Removal from Office.** Any member of the Executive Board may resign at any point during their term by providing written notice to the President. Removal from office may occur for failure to perform assigned duties, corruption, or when the officer's child/ren are no longer enrolled at Corpus Christi Catholic School. Removal shall take place only after the Executive Board and Principal have met with the officer in question in an effort to discuss the problem and all attempts have been made to resolve the problem.

## **ARTICLE VI**

### **COMMITTEES**

**Section 1. Composition.** The HSA Executive Board may establish standing, interim, or event committees, as they deem necessary to carry on the work of the organization. These committees may be chaired by a Board Member or other volunteer as is appropriate for the circumstance, but should ideally not be chaired by the HSA President. The Vice President serves as the HSA Program Coordinator and secures chairpersons for HSA event/program committees.

## **ARTICLE VII**

### **BYLAW REVISION**

The HSA Board Members will review the Bylaws and Procedures & Responsibilities prior to the General Membership Annual Meeting(s). Recommendations for proposed amendments will be forwarded to the General Membership for consideration at the Annual Meeting(s). The General Membership approves amendments by a majority of members present at the Annual Meeting(s). The Pastor has the authority to implement revisions or amendments to these by-laws at his discretion.

## **ARTICLE VIII**

### **DISSOLUTION**

The HSA serves at the pleasure of the Pastor and Principal to enhance and enable their strategic plan for Corpus Christi Catholic School. Therefore, the Pastor and/or Principal have the authority to dissolve the HSA in writing with the detailed just cause for dissolution. In the event of the dissolution of the organization, its physical property will be distributed to the Corpus Christi Catholic School. After outstanding debts are settled any remaining HSA funds will be distributed to the Corpus Christi Catholic School Endowment.