

Amended and Restated Bylaws of the Home School Association
Transfiguration School's Parent Committee

Dated May 8, 2020

Article I - NAME AND PURPOSE

The name of the committee shall be: Transfiguration School Home School Association, also known as "Transfiguration School HSA" or the "HSA."

The purpose of this home school association shall be the advancement of Catholic education for Transfiguration School ("the School"), which includes the Early Childhood, Lower and Upper Campuses (Grades Pre-K3 through 8).

The HSA shall function in an advisory and not an administrative or supervisory capacity. The HSA serves as a committee of the school representing the interests of the students and their families reporting to and supported by the (Principal, Early Childhood, Chief Operating Officer, Principal, Elementary School) hereinafter referred to as the "Leadership Team".

Article II - OBJECTIVES

1. To promote interest in, and understanding of the mutual responsibilities of both parents/guardians and teachers/staff and foster the formation of a community of Transfiguration School staff, students and their families.
2. To provide a structured means of communication between parents to set goals and objectives that align with the Leadership Team's mission and goals for the school and its students.
3. To offer the services and talents of the parents to the school for aiding and assisting the educational process, the recruitment of students, and in raising funds to support the school.
4. To promote and help develop a cooperative working relationship between the parents/guardians, teachers and staff of our school.
5. To develop parent leadership and build capacity for greater involvement.
6. To foster and encourage parent and family participation on all levels.
7. To provide opportunities and training for parents to participate in school governance and decision-making regarding HSA funds.
8. To provide suggestions and/or support for school activities, including parent-led initiatives

Article III – MEMBERSHIP AND DUES

Section 1. Eligibility

All parents, legally appointed guardians, and persons in parental or custodial relation to students currently attending Transfiguration School ("Parents") are automatically members of the HSA; no membership form is necessary.

In the beginning of each school year, a welcome letter from the association shall inform parents and teachers of their automatic membership status and voting rights.

Section 2. Dues

Each member family shall pay annual dues as may be determined by the HSA and agreed upon by the Leadership Team.

Amended and Restated Bylaws

Section 3. Donations and Collections

Each family shall be requested to make VOLUNTARY donations throughout the school year for parent-led initiatives. Donations are NOT a requirement for membership, voting and/or running for office.

Section 4. Voting Privileges

Each parent/guardian of a child/children currently enrolled at Transfiguration shall be entitled to one vote. Voting may be in person at general meetings or through an organized virtual format (i.e. Google forms, Zoom). Proxy voting or absentee balloting is prohibited.

Article IV: EXECUTIVE BOARD

The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, and Leadership Team or Leadership Team designee. These persons shall have full responsibility for the HSA's operation, administration, budget and business affairs. The HSA shall represent the interests of the school community and, in accordance therewith, make suggestions regarding school activities. The Officers of the Board must prepare a projected annual budget of HSA expenditures that shall be reviewed and given final approval by the Leadership Team. In the event of a significant deviation from the projected expenditure, the matter shall be reported to the members.

Section 1: Use of Email: While members of the executive board can use email to alert each other to issues which arise between their monthly scheduled meetings, decisions should be made whenever possible in-person at regularly scheduled meetings.

Section 2: Emergency Meetings: Emergency executive board meetings may be called when necessary by any member of the executive board. Email notice must be provided to executive board members at least one day before the emergency executive board meeting is held.

Section 3. Voting: Each member of the executive board shall be entitled to one vote.

Section 4. Quorum: A quorum of the executive board shall constitute 50% of the executive board. For the purposes of counting, each person elected to office (whether as a solo officer or two co-officers) shall be considered an individual elected member of the board. A quorum is needed for official business to be transacted.

Section 5. Non-Executive Board Member Attendance and Participation: Members of the HSA may attend executive board meetings and may only speak or otherwise participate if acknowledged by the presiding officer. The school Leadership Team has a standing invitation to attend executive board meetings.

Section 6. June Transfer of Records: The outgoing executive board shall arrange for the orderly transfer of records and information of the HSA, which shall include an overview of all HSA transactions for the school year, to the incoming executive board. The President shall assist with the June transfer of HSA records to the incoming Executive Board.

Article V: OFFICERS

Section 1. The officers of this organization shall be the President, Vice-President, Assistant Vice Presidents (one for each campus location, including but not limited to, Early Childhood, Lower and Upper Campuses), Secretary, Treasurer, and the Leadership Team or Leadership Team designee. In the event the Executive Board determines that assistant officers would further the objectives of the HSA, such appointments may be made with the approval of said Committee and Leadership Team.

Section 2. The President shall preside over the meetings of the HSA and of its Executive Board, and perform those duties incumbent upon this office. The President shall maintain appropriate coordination with the school Leadership Team in the furtherance of the purposes and objectives of the HSA. The Executive Board shall prepare an agenda for all meetings and ensure that meeting times, location and purpose are publicized in advance.

Section 3. The Vice-President shall perform those duties and responsibilities that further the purpose and objectives of the HSA as well as undertake all the duties of the President in his/her absence.

Section 4. There shall be an Assistant Vice President to represent the interests of each school campus. The Assistant Vice President shall perform those duties and responsibilities that further the purpose and objectives of the HSA as well as undertake any other additional duty necessary to faithfully execute their fiduciary responsibility (i.e., the oversight and support of any HSA event specifically held for the benefit of the students at their respective campus; communicate and coordinate with the school representatives).

Section 5. The Secretary shall keep the minutes of all HSA meetings and Executive meetings and perform the duties incumbent upon this office. He/She shall also ensure minutes are approved by the Executive Board and then disseminated to the Parents of the school.

Section 6. The Parish or School shall have custody of the HSA funds. The Treasurer will keep full and accurate accounting of receipts and disbursements in books belonging to the HSA. The school administration shall deposit all monies and other valuables in the name and to the credit of the HSA in such depositories as may be designated by the Executive Board. The Treasurer shall issue instructions for the disbursement of the funds of the HSA as may be ordered by the Executive Board, taking proper vouchers for such disbursements. Such person shall also render to the Executive Board at the monthly meetings, an account of all the transactions and financial condition of the HSA. Reconciliation with the school Business Manager must be conducted quarterly.

Section 7. Assistant officers, if any, shall perform such duties as assigned to them, respectively, by the Executive Board.

Section 8. Materials prepared by the HSA for release to the parish or the school community must be approved by the Leadership Team or Leadership Team designee.

Article VI: REPRESENTATIVES

The Early Childhood, the Lower and Upper Campuses, shall each have two elected representatives who will collaborate with the Executive Board to further the mission of the HSA. The Representatives shall not cast any vote on matters pending before the Executive Committee for approval, but will serve as a liaison and advocate for the parents/families of their respective school.

Article VII: ELECTIONS AND TERMS

Section 1. Nominating Committee. There shall be a nominating committee ("the Committee") of three members elected by the members present at a general meeting. The election shall take place at or before the June HSA session.

Section 2. Nominations. The Committee shall publicize the upcoming elections and solicit nominations from members. All nominations and elections are to be held by secret ballot unless only one candidate is listed for the role. Upon receipt of the nominations, the Committee shall confirm acceptance of the nomination with each nominee. Each nominee must submit a short statement of candidacy to the Committee. The Committee will present to the Board and the Leadership Team, no later than ten days after the receipt of nominations, a list of the nominees for each position and each nominee's statement regarding qualifications. Nominations shall be solicited the second week of April and officers shall be elected by the second week of May by a majority of members voting. In the month of June the existing board shall transition all records to the newly elected board.

Section 3. Elections. The elections shall be held during and prior to the May HSA meeting during the election year. Ballots with the slate of candidates shall be finalized by the Committee and approved by the Leadership Team. Ballots shall be distributed by the Committee to all voting members. The Nominating Committee shall count any votes, and shall publicly post all results. Voting shall be open to all families with children enrolled in the school. Parents with children enrolled in more than one campus will be limited to one vote per parent per candidate.

Section 4. Terms. The elected Executive Board and Official representatives shall serve for a Full Term of two years commencing the first week of school in September following the election (e.g., 2019-2021, 2021-2023, etc.). If an elected officer cannot, or will not, serve all or part of his or her term, the Executive Committee shall organize a special election, the replacement officer shall serve the remainder of the term.

4a. The Assistant Vice Presidents shall serve for a Full Term even if his/her child is no longer attending the campus he/she serves. However, if the Assistant Vice President cannot serve his/her full term because his/her child is no longer a student at the School, then the Executive Committee shall organize a special election and the replacement officer shall serve the remainder of the term.

4b. The School Representatives shall serve for a Full Term unless his/her child is no longer attending the campus he/she serves. In such instances, the Executive Board shall appoint a replacement to serve the remainder of the term.

Amended and Restated Bylaws

Section 5. Removal from Office for Misconduct or Failure to Perform. If an Officer fails to properly perform his or her duties and responsibilities (e.g. misses more than one-third of the General Meetings without just cause) or engages in misconduct, that Officer may be removed from his or her position. Any member of the HSA may petition the Executive Committee for a special session to present evidence of misconduct or failure to perform before the Committee and members. If the allegations are deemed to be with merit by the Executive Committee, then members will vote to determine if the officer should be removed. In the event the officer is removed, a special election will be held within 45 days to replace the officer. The replacement officer shall serve the remainder of the term.

Section 6. Resignations

Officers who wish to resign their positions once an election has been certified, must do so in writing to the secretary, and, at that time, shall turn over all records to the secretary. In the event of the resignation of a secretary, he/she must transfer records to the president.

Article VIII: COMMITTEES

The Executive Board may direct the formation of special committees, in keeping with the organization's objectives.

Article IX: MEETINGS

Section 1. Meetings. This organization shall hold monthly general meetings ("general meeting") open to all members during the school year. The Executive Board and the Representatives are expected to attend these meetings. The Secretary shall produce and maintain written meeting minutes and shall pass these minutes along to his or her successor. These minutes will also be maintained by Transfiguration School.

Section 2. Motions. Requests for action by the HSA on matters that are consistent with the objectives set forth in Article II can be made by any member of the HSA, or any member of the faculty or staff of the School. Each such request may be made as a motion to the Board. Every such motion made shall be voted upon by the Board, with each motion either being passed or denied, although a motion may be passed or denied with a determination that it should be reconsidered and again voted upon at a future meeting.

Section 3. Voting. Each member of the Board and each Assistant Vice President shall be entitled to one vote. A majority of the members of the Board shall constitute a quorum for voting purposes.

Section 4. Notice and Quorum. No vote of the Executive Board shall take place without the motion and the vote being recorded in the official minutes. No meeting where voting is taking place may be held without a minimum of forty-eight hours of notice to Executive Board members.

Section 5. Timing and Location of Meetings: The HSA shall determine the timing of Executive Board and General meetings. Timing must be reasonably accommodating of Parent schedules. Meetings may be held on school premises or through video conferencing (Zoom application).

Amended and Restated Bylaws

Section 6. Participation by Observers and Attendance: Observers may speak and otherwise participate, if acknowledged by the meeting chair. All attendees are required to sign in on provided attendance sheets.

Section 7. Order of Business: The order of business at general meetings, unless changed by the Executive Board shall be:

- Prayer and Call to Order
- Approval of Minutes
- Pre-determined agenda
- Committee Reports if any
- Adjournment

Section 8. Quorum: A quorum of seven (7) (5 general members and 2 executive board members) of the association shall be required in order to conduct official business in general or emergency meetings as necessary.

Article X: FINANCIAL ARRANGEMENTS

Section 1. Funds raised by the HSA are to be kept in an account that has been opened for this purpose. Financial transactions, including cash withdrawals and the issuance of checks, require the signature of either the Leadership Team or Pastor and written authorization of the HSA President or Treasurer. Written instructions will be issued by the Treasurer to school administration personnel to take action with the accounts as needed or requested

Section 2. The Leadership Team or Pastor are also signatories on the account. All financial transactions will require the signature of either the Leadership Team or Pastor.

Section 3. Budgets for expenditures, events or subcommittees may be approved by vote at general meetings. The Board has the authority to approve expenditures of up to \$2,500. Expenditures above that amount require voting at a general meeting, except in instances where funds are maintained separately and raised for a specific purpose (i.e., Science Lab), or in instances where the HSA is merely disbursing the funds on behalf of the School initially and will be fully reimbursed for the expenditure (i.e., Gift Card fundraiser).

Section 4. The Board may approve emergency expenditures in circumstances that warrant such authorization but must then raise the matter at the next general meeting and take a vote as to whether the expenditure was an appropriate use of the funds. Emergency expenditures shall not exceed \$5,000.

ARTICLE XI: AMENDMENTS

These bylaws may be amended at any regular meeting of the HSA by a two-thirds vote of the members present, provided that the proposed amendment has previously been presented in writing

Amended and Restated Bylaws

to the membership, and appears in the notice of the meeting at which it is amended. Amendments are effective immediately unless otherwise stated in the motion or outlined in these bylaws. A review of these bylaws shall be conducted every three (3) years. After review, these bylaws must be re-adopted by a vote of the membership regardless of whether any amendments have been made.