

ACADEMY OF OUR LADY HOME AND SCHOOL ASSOCIATION

BY-LAWS

ARTICLE I NAME

The name of this organization shall be the ACADEMY OF OUR LADY HOME AND SCHOOL ASSOCIATION located in Glen Rock, Bergen County, New Jersey in the Archdiocese of Newark ("AOOL HSA").

ARTICLE II OBJECTIVES

1. To promote open communication among parents, faculty and administration.
2. To promote goodwill and cooperation between and among parents, faculty, administration, and the parishes of St. Catharine and Our Lady of Mount Carmel.
3. To direct and coordinate parental support to AOOL through assistance, activities, social functions and fundraisers.

ARTICLE III MEMBERSHIP

1. Any parent or guardian of a student who attends AOOL must pay membership dues. Payment enables membership for any parent or guardian who expresses a desire to carry out the HSA's objectives.
2. Membership dues shall be paid on a per family basis. The membership dues shall be determined annually by the HSA Executive Board for the following school year or as needed.
3. Members who have paid their dues are entitled to vote in regular elections and will receive the AOOL family directory.

ARTICLE IV
HSA EXECUTIVE BOARD

1. There shall be an HSA Executive Board consisting of the Pastors from St. Catharine and Our Lady of Mount Carmel Churches or their delegates, the Principal, and the Executive Officers.
2. It shall be the duty of the HSA Executive Board to formulate the policy, plans and programs for the HSA and present a year of planned action (calendar) for the consideration and approval by the School Principal only.
3. It shall be the duty of the HSA Executive Board to approve all major expenditures of the HSA.
4. The Officers shall consist of the PRESIDENT, three VICE PRESIDENTS, the SECRETARY, and the TREASURER. They are empowered to act in emergencies and do what the full Board could do. Such emergency action shall be reported to the full Board at the next regular meeting for its approval.
5. The HSA Executive Board shall meet regularly, once a month. They shall meet from June to June with no regular meeting scheduled for July and August. A regular meeting may be cancelled, postponed or continued by a majority vote of the HSA Executive Board.
6. A quorum of the HSA Executive Board shall consist of a majority of the members. All resolutions, motions, etc. shall be passed only when there is a quorum present by a majority vote of those present and voting.

ARTICLE V
MEETINGS

1. There shall be at least three (3) general HSA meeting during each school year which are to be held once per school trimester. At least seven (7) days' notice shall be given to all members. General meetings may also be held from time to time as determined by the HSA Executive Board.
2. General HSA meetings shall be open to the entire membership. If any member wishes to discuss a particular issue, the President must be notified at least one (1) week prior to the meeting.

ARTICLE VI OFFICERS

1. The Officers of the HSA shall consist of the President, three Vice Presidents-Social, Enrichment and Fundraising, the Secretary and the Treasurer. In addition, the non-voting, ex-officio members of the HSA shall include, but not be limited to, the Principal of AOOL, and the Pastors of St. Catharine and Our Lady of Mount Carmel Churches.
2. There will be an addition of specific officers during incumbent years to enhance the ease of transition from the current HSA Executive Board to the next HSA Executive Board.
3. The duties of the Officers shall be defined as follows:

The **PRESIDENT** shall:

- Serve a one-year term.
- Preside at and administer all regular, special and HSA Board Meetings.
- Serve as an ex-officio member of the School Advisory Board.
- Serve as an ex-officio member of all HSA committees.
- Perform the duties that are incumbent of this office.
- Appoint the committee chairpersons for two-year terms.

The **VICE PRESIDENT, SOCIAL** shall:

- Serve a one-year term for the first year in office, then move into the President role for the second year of his/her term.
- Work closely with all Social committee chairs, approve budgets, approve communications and coordinate the calendar of social events with the HSA Executive Board.
- Perform additional duties as assigned by the President.

The **VICE PRESIDENT, ENRICHMENT** shall:

- Serve a two-year term.
- Work to enhance the education of the student's academics by assisting with the selection of school assemblies, community outreach, music and arts, field trips and Catholic Schools Week.
- Work closely with all committee chairs under Enrichment, approve budgets, approve communications and coordinate the calendar of Enrichment events with the HSA Executive Board.
- Perform additional duties as assigned by the President.

The **VICE PRESIDENT, FUNDRAISING** shall:

- Serve a two-year term.
- Work closely with all committee chairs under Fundraising, approve budgets, approve communications and coordinate the calendar of Fundraising events with the HSA Executive Board.
- Perform additional duties as assigned by the President.

The **SECRETARY** shall:

- Serve a two-year term.
- Record and make available to all HSA members, copies of the minutes of all general HSA meetings.
- Conduct the correspondence of the HSA Executive Board.
- Coordinate HSA calendar of events with the HSA Executive Board and ensure approval of dates from the school office and rectory.
- Arrange the set up of all meetings, Executive Board and General, and keep the rectory calendar current.
- Maintain a current file of reports, records and correspondence of the HSA Executive Board.
- Maintain and update the HSA web page.
- Record and correct, as amended, the by-laws for the HSA.
- Maintain the HSA Bulletin Boards in school and on Maple Avenue.
- Perform additional duties as assigned by the President.

The **TREASURER** shall:

- Serve a two-year term.
- Collect and deposit all dues and other monies received through fundraising and contributions.
- Issue disbursements together with the Pastors or their delegates, as authorized by the HSA Executive Board and Principal.
- Serve as ex-officio member of all fundraising committees to coordinate and help prepare fundraising reports.
- Maintain records of all receipts and expenditures.
- Provide a written monthly cash accounting of all income and expenditures at the Executive Board and general HSA Membership meetings.
- Perform additional duties as assigned by the President.

**ARTICLE VII
ELECTION OF OFFICERS**

1. All Officers shall be elected by a majority vote of the members by the end of April each school year.
2. Candidates for each office shall be nominated by any member of the HSA pursuant to the directions of the HSA Nominations Committee. Nominations must be submitted no later than March of the election year.
3. During an election year, the Nominations Committee shall consist of between one (1) and two (2) HSA members who (i) are not current officers and (ii) cannot be candidates for any HSA office in the election for which nominations are sought.

**ARTICLE VIII
DUTIES OF PAST EXECUTIVE BOARD DURING AN ELECTION YEAR**

- During an election year, past Executive Board members will be available for consultation until December 31st as an advisor to the newly elected Executive Board. The role shall be limited to advising and attending Executive Board meetings, upon the newly elected Executive Board's request.

**ARTICLE IX
COMMITTEES**

- The Committees shall be represented on the HSA Executive Board by the chairperson or other representative.
- From time to time, the HSA Executive Board may create ad-hoc committees for a specific purpose, such as a fundraising event.

Committee chairpersons shall be appointed by the President and are encouraged to serve at least two (2) years in the same position. Each committee chairperson is responsible for maintaining records and information pertinent to their committee or event. These records, in the form of a report, shall be given to the succeeding chairperson. In addition, each committee chairperson will meet with the HSA Executive Board to discuss budgetary guidelines for each event.

ARTICLE X

PARLIAMENTARY PROCEDURE

1. The rules of Parliamentary Procedure as contained in the most current edition of *Roberts Rules of Order* shall govern the meetings of the HSA Executive Board and of its committees insofar as they are applicable and not inconsistent with these By-Laws.
2. Unless otherwise specified in these By-Laws, tallies of votes at the general, special or HSA Executive Board meetings shall be based on the majority of total votes cast. For example, in a meeting in which fifty (50) members are in attendance and cast votes, a count of twenty-six (26) is a majority.

ARTICLE XI AMENDMENTS

Amendments to the By-Laws may be proposed by any member and be referred to the HSA Executive Board, who shall present said amendment for consideration and approval. The By-Laws may be amended at any regular meeting by two-thirds vote of the members present and voting, providing a written copy of the proposed amendment has been distributed to all members at least two (2) weeks prior to the regular meeting.

ARTICLE XII EFFECTIVE DATES

All prior By-Laws of the HSA are hereby repealed and considered null and void. These By-Laws shall be effective immediately upon adoption. The effective dates of any amendments shall be immediately upon adoption pursuant to Article X herein unless otherwise stated in the amendment.

Revised February 13, 2018.

Approved April 18, 2018.