



ST. IRENAEUS PARISH SCHOOL

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ST. IRENAEUS HOME & SCHOOL ASSOCIATION CONSTITUTION (Revised May 2011)

ARTICLE I – NAME

The name of this organization shall be the St. Irenaeus Home and School Association, also known as “**H.S.A.**”.

ARTICLE II – PURPOSE

The St. Irenaeus Home and School Association purposes are:

1. To promote and support communication, good will, and cooperation between parents, guardians, teachers, administration, parish membership and parish staff.
2. To direct and coordinate parental support to the school through specific assistance activities and social functions.

ARTICLE III – MEMBERSHIP

The membership shall be comprised of all parents or guardians of students enrolled in St. Irenaeus Parish School, the pastor, priests, administrative staff, and all faculty members.

ARTICLE IV – EXECUTIVE BOARD

- A. The executive board shall be comprised of the pastor, principal and four members elected by the parents of the school. Election of members of the executive board shall be held in April of each year per Article X. New officers shall officially be installed prior to the close of the school year with the duties commencing immediately upon installation. The executive board is as follows:

Pastor

Principal

Elected Positions: **President, First Vice-President, Second Vice-President, Secretary**

- B. Each officer is elected to a one-year term and may serve no more than two consecutive terms in one office, unless approved by Administration. A one-year term of office begins with the installation of officers and continues to the installation of new officers of the succeeding year.
- C. Each elected member of the H.S.A. Executive board shall keep a binder containing a detailed job description and job procedures. This binder shall be updated and passed on upon the completion of his/her term.

ARTICLE V – MEETINGS

- A. The H.S.A. executive board shall meet monthly during the school year beginning with a planning meeting in August. Special meetings of either the executive board or the H.S.A. General Board may be called at the discretion of the H.S.A. president and principal.
- B. The H.S.A. General Board shall meeting monthly (September-May).
- C. General parent meetings shall be held throughout the school year. Their frequency shall be determined by the H.S.A. executive board according to the needs during each particular year.
- D. The pastor, principal, or their designees and executive board members shall be official participants at all H.S.A. board meetings and all general meetings.
- E. Decisions by mutual agreement or consensus should take preference over parliamentary procedure.

ARTICLE VI – DUTIES OF OFFICERS OF THE EXECUTIVE BOARD

- A. The president shall preside at all board and general meetings. He/she shall also maintain regular communication with the principal, be an ex-officio member of all committees and provide direction for all H.S.A. activities, and serve as liaison to the St. Irenaeus School Board. He/she shall be responsible for giving updates on School Board meetings, and giving financial updates to the board at monthly meetings.
- B. The first vice-president shall preside in the absence of the president and shall assume duties pertinent to the office as may be requested by the president. He/she shall be responsible for monitoring all H.S.A. budget activities and planning. This position is meant as a grooming position for the presidency.
- C. The second vice-president shall preside in the absence of the president and the first vice-president. He/she shall organize all fundraising events and serve as a liaison to the Development Committee.
- D. The secretary shall keep permanent minutes of all general and board meetings and shall present a draft of the minutes to the H.S.A. president and principal for approval no more than seven days following a general or board meeting. Final copies of minutes shall be distributed or emailed to all board members one week prior to the next meeting. He/she shall also be responsible for any correspondence the H.S.A. deems necessary.

ARTICLE VII – H.S.A. GENERAL BOARD

- A. The H.S.A. general board shall be comprised of the members of the executive board and the following appointed chairpersons to include, but not limited to:

Faculty Representative (teacher)
FISH liaison/Adopt a Family
Graduation
Hospitality
Jr. High Activities
Parliamentarian
Parish Liaison
Public Relations
Publicity
Room Parent Coordinator
Social
Spirituality
Sunshine
Student Government Representative (student)

- B. Each of the appointed chairpersons shall be approved by the president and the principal.
- C. Each elected and appointed member of the H.S.A. board shall have one vote with the exception of the president, who does not vote unless to break a tie. Substitutes for appointed chairpersons shall not have a vote at H.S.A. board meetings.
- D. Appointed positions may be left vacant at the discretion of the board and more than one office may be held by the same person.
- E. Each chairperson is appointed for a one-year term and may serve no more than three consecutive terms in one office.
- F. Each chairperson may choose a co-chair and/or a committee with the approval of the president.
- G. Each appointed member of the H.S.A General board shall keep a binder containing a detailed job description and job procedures. This binder shall be updated and passed on upon the completion of his/her term.

ARTICLE VII – DUTIES OF APPOINTED CHAIRPERSONS

- A. The **faculty representative** is chosen by the administration to serve as liaison to the HSA. He/she attends all H.S.A. board and general meetings to provide communication between H.S.A and faculty.
- B. The **graduation coordinator** is responsible for coordinating the seventh grade parents in planning and organizing activities that pertain to eighth grade graduation dinner/dance.

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- C. The **hospitality coordinator** is responsible for coordinating the provision of refreshments for designated H.S.A. or school functions and coordinating the scheduling of H.S.A. designated Sunday hospitality.
- D. The **junior high activities coordinator** is responsible for providing social events designated for students in seventh and eighth grades.
- E. The **parliamentarian** is knowledgeable in the area of the H.S.A. constitution and parliamentary procedure, is responsible for distributing a copy of the constitution to each H.S.A. board member, and conducting a yearly review to assess the need for updating. The parliamentarian shall also request updated job descriptions from H.S.A. Board Members annually in May and ensure that all Board Member binders get updated. He/she should be a recent past member of the executive board, and serve as Chair of the nominations process in March.
- F. The **public relations coordinator** is responsible for promoting H.S.A.-related activities throughout the year. He/she shall promote activities through flyers, banners, posters, submitting information for the Principal's Newsletter or school website, writing a bi-annual newsletter, etc.
- G. The **room parent coordinator** is responsible for all school and parish activities which may be assigned to the individual room parents through the teachers and/or principal.
- H. The **parish liaison** is responsible for coordinating monthly student involvement in Sunday masses and any other communication needed between H.S.A. and the Parish Office.
- I. The **social coordinator** is responsible for planning and implementing at least one parent social event each year to encourage community building amongst parents. He/she may also be responsible for coordinating additional H.S.A. events and activities that arise during the year.
- J. The **spirituality coordinator** is responsible for encouraging members of the H.S.A. to grow as a faith community and to coordinate related activities; i.e., Mother's Breakfast. He/she is responsible for opening each H.S.A. meeting with prayer and for planning the HSA-sponsored Student Body Mass.
- K. The **sunshine coordinator** is responsible for acknowledging condolences/illness/birthdays within the school community on behalf of H.S.A. with cards/gifts.
- L. The **FISH liaison/Adopt a Family coordinator** is appointed by the FISH Coordinator. She/he shall assist with the assignment of service volunteers when requested, and will coordinate communication between Adopt-a-Families.
- M. The **student representative** shall be the president or vice-president from the student government. They are responsible for input on matters concerning the students.

ARTICLE IX – FUNDS

A. BUDGET

The School's Annual Operating Budget is prepared by the School's Finance Committee and approved by the School Board and Diocese of Orange. The Home and School Association is provided with an annual operating budget which has been allocated out of the School's Annual Operating Budget in order to enable H.S.A. to effectively carry out its mission in supporting the school in various areas.

B. ANNUAL BUDGET PLANNING

In order to prepare the budgets for the following school year, H.S.A. shall present the Administration with budgeting recommendations to suit H.S.A. needs annually in December/January. This timing coincides with the School Finance Committee's annual budget planning calendar. The H.S.A. President shall discuss budget-related surpluses and needs with the Board annually at the December/January H.S.A. meeting.

C. ANNUAL OPERATING BUDGET

At the beginning of each school year, the school bookkeeper shall provide the H.S.A. 1st Vice President with the annual operating budget for the year. The budget is divided into accounts for various H.S.A.-related activities. It is the H.S.A. 1st Vice President's responsibility to monitor all expenditures and ensure that the budget is not exceeded. The school bookkeeper will submit a summary of the H.S.A. budget to the 1st Vice President before each H.S.A. meeting. All monies not expended at the end of the year shall remain in the school's general account.

D. H.S.A. RESERVE FUND

H.S.A. has the right to generate additional funds through fundraising activities sanctioned by School Administration. All funds generated exclusively by H.S.A. shall be held in the H.S.A. Reserve Fund. All funds held in the H.S.A. Reserve Fund are to be used for purchases or events deemed necessary by H.S.A. and may be carried over from year to year. The H.S.A. Reserve Fund shall not exceed \$500. If at any time, the Reserve Fund exceeds \$500, the H.S.A. Board reserves the right to use the excess funds to make a special purchase for the school or donation to a school project to bring the Reserve Fund back under the \$500 amount.

E. EXPENDITURES/REIMBURSEMENTS

Purchases made on behalf of H.S.A. must be pre-approved by the H.S.A. Board and Administration. Normally, purchases are made by individuals and then reimbursed by submitting receipts to the school bookkeeper accompanied by a H.S.A. reimbursement slip, available in the school office. Under special circumstances, an individual may be granted a cash advance to make a purchase. A valid receipt must be submitted immediately after a purchase has been made.

*Please note that all fundraising completed by H.S.A. must be documented with the school bookkeeper, depositing all income with the school office.

F. APPROVAL

As a school organization, the H.S.A. is subject to the guidance and approval of the pastor and principal in all financial matters since all parish and school funds come under their responsibility.

ARTICLE X – NOMINATION AND ELECTION OF EXECUTIVE BOARD MEMBERS

- A. The president shall appoint a nominating committee from the general board which shall prepare a slate of ideally two nominees for each elected executive board position. Nominees require approval of the principal.
- B. A ballot will be prepared and presented to the general membership which will include a brief biography of each candidate. In the case of only one nominee, a space for a write-in candidate will be allowed for one to be added.
- C. Elections shall be held in April. The nominee receiving the greater number of votes shall be elected.
- D. Any vacancies occurring during an unexpired term shall be filled by appointment of the executive board, with the approval of the principal.

ARTICLE XI – SCHOLARSHIP AWARDS

The H.S.A shall sponsor one scholarship award for specific achievement to eighth graders who will attend Catholic High Schools. Recipients shall be determined by the faculty.

ARTICLE XII – AMENDMENTS

- A. Amendments to this constitution, as approved by the H.S.A. board will be presented to the general membership for ratification via the school web site. Failure to provide input to the proposed amendments within two weeks of posting to the web site shall, by default, indicate approval.
- B. A two-thirds majority vote of the general membership is required to pass a constitution amendment.
- C. Addendums to the constitution can be made for temporary situations or emergencies by the principal.