

## ST. THERESA CATHOLIC HOME AND SCHOOL ASSOCIATION CONSTITUTION AND BYLAWS

### The President/co-Presidents

- a. The President or co-Presidents shall preside at the meetings of this Association and its Executive Committee, appoint the chairpersons of any committees, and perform such duties as are incumbent on this office. The President ex officio is a member of all committees except the nominating committee. Incumbent duties include but are not limited to:
  - Actively participates as a member of the Board of Officers.
  - Actively participates and presides over the Executive Committee meetings.
  - Proposes Executive Board meeting dates to the Executive Board.
  - Establishes annual Home School Association (HSA) meeting dates.
  - Attends and participates at Annual Calendar Meeting to assure HSA meeting dates are scheduled.
  - Prepares agendas for Executive Committee and the general HSA meetings.
  - Presides and directs annual HSA general meetings. St. Theresa Catholic Home and School Association Bylaws 6
  - Coordinates activities with Committee Chairpersons as appropriate.
  - Maintains contact with treasurer to track HSA budget activity.
  - Prepare and distribute correspondence to parents/members of HSA. Correspondence includes meeting announcements, fundraiser information, school issues and other pertinent information throughout the school year.
  - Provides support and guidance for new President/co-Presidents to allow for smooth transitions when service is ended.
  - Maintains open communication with HSA Board and Committee members and parents.
  - Sits on the School Advisory Board

### The Vice President

- a. The Vice President or co-Vice Presidents shall perform such duties as are incumbent on this office, which include but are not limited to:
  - Meets with fundraising vendors as appropriate
  - Maintains literature of fundraiser opportunities
  - Works in conjunction with the Presidents to propose new fundraising events

### The Financial Treasurer

- a. The Financial Treasurer shall receive all dues and other monies of the Association and shall keep an accurate record of same.
- b. Disbursements in conjunction with a fundraising event shall be approved by the chairperson of that event. All other disbursements shall be made upon approval of the St. Theresa Catholic Home and School Association Bylaws 7 President. Should the Financial Treasurer question any disbursements, it shall be brought to the Board of Officers for approval. A majority of the board of Office must approve any disputed disbursements before the Financial Treasurer shall make payment.

- c. The Financial Treasurer shall provide the Board of Officers periodic financial statements, not less frequently than every three months.
- d. The Financial Treasurer shall maintain a checking account requiring two signatures. The two signatures will be that of the Financial Treasurer and the Principal of the School. If a savings account is established, this also must require the two signatures mentioned above, namely, the Financial Treasurer and the Principal of the school.