

Our Lady of Lourdes Regional School

Home and School Association

By – Laws

Effective May 2013

Mission Statement

The objective of the Home and School Association (HAS) is to establish and maintain a working relationship among parents, school, and community. The Association will provide programs that will support and enrich the cultural and educational opportunities of the students. The Association will use fundraising activities to benefit the operations of the school.

Membership

Membership is open to all parents and/or guardians of children enrolled as students at Our Lady of Lourdes Regional School. All Administrators, teachers and aides are members of the Home and School Association.

Meetings

All meetings will be scheduled on the yearly school calendar. There will be a minimum of 4 meetings per year. The HSA officers will meet the week before the general meeting to set an agenda. Attending this meeting will be:

High School Principal/ Administrator

Elementary Principal

Two (2) faculty representatives (one elementary, one secondary)

2 Co Chair Persons /One representing High School and One representing Elementary,

Secretary, and Treasurer

The general meeting of the HSA is attended by member parents, teachers, and aides. All HSA Board members must be in attendance at the general meeting.

PTO Board Members' Duties

Chair Persons: Oversees the HSA meetings and provides the agendas for these meetings. The agendas are determined by the Chair Persons, the Principals, and all board members. The Chair persons are responsible for communicating pertinent information to officers, committee chairs, the Principals, and the general membership.

Secretary: Records the minutes for all HSA meetings. The Secretary will send notices and correspondence as necessary.

Treasurer: Maintains financial records and completes Purchase Orders. The signed approval by the Administrator and the completion of a purchase order are necessary before any expenditure of more than \$200.00 is permitted. Purchases made under \$200.00 do not need a purchase order. All funds from fundraising activities are remitted to the Business Manager for deposit.

Nominations & Elections of Officers

Voting

All parents/guardians with child/children attending OLOL School have the right to nominate and vote for officers. All Administrators, teachers, and aides have a right to nominate and vote for officers.

Nomination of Officers

Nomination of officers will be accomplished by signed nomination papers distributed to the Home and School members via email or via the Tuesday envelope for elementary parents and US mail for high school parents on the first Tuesday in April. All nominations must be returned to the school office by the second Tuesday of April. Consideration for all officers will be the top three person nominated by number of votes returned.

Election of Officers

Election of officers for the upcoming school year shall be accomplished by signed paper ballots, which will be distributed to all Home and School members via email or via the Tuesday envelope for elementary parents and US mail for high school parents on the fourth Tuesday of April. All election ballots must be returned by the first Tuesday in May. Officers will be announced via the Tuesday envelope and the Lourdes Update on the second Tuesday in May.

A term limit of two years (2) is established for each office.

If for any reason an officer resigns, or the officer's child/children leave OLOL School, the Principals will appoint an officer to the vacant position until the next general election.

HOME AND SCHOOL EVENTS AND RESPONSIBILITIES

Provide funding for special assemblies during the course of the school year.

Participate in Raiderfest

Mum Sale

\$25.00 cash to each teacher to spend at Diocesan Meeting and Christmas

\$25.00 cash gift to teacher with the highest parent attendance at PTO Mtg.

Halloween Parade

Sale of Christmas wreaths and poinsettias

Saint Nicholas Visit

Provide receptions for Christmas Programs

Santa Workshop - which provides an opportunity for students to purchase gifts for parents etc.

Catholic Schools Week Lunch for teachers

Help with ice cream sundaes at lunch for students during Catholic Schools Week

Provide a social and a gift for First Communion Class.

Provide reception for any Open Houses held during the school year.

Ice Pops for Race for Education

Trophies and Dinner for Forensics Competition

Gifts for Secretaries for Admin Appreciation Day

Gifts for seniors at Graduation

Kindergarten Graduation Reception

Knoebels Picnic