The Madeleine Choir School  
Home & School Association  
Bylaws 2005

ARTICLE I  
Name

The name of this organization shall be the Home & School Association of the Madeleine Choir School, Salt Lake City, Utah. It shall be known in these bylaws as the HSA.

ARTICLE II  
Purpose

The purposes of the HSA shall be
1. to promote a spirit of cooperation and understanding between parents and the faculty/administration of the school;
2. to strengthen and improve the school by initiating, organizing, and carrying out fundraising projects, subject to approval by the principal of the Madeleine Choir School;
3. to encourage and assist with communication between faculty/administration and parents in school affairs other than instructional or disciplinary matters.

ARTICLE III  
Membership

Section 1.  
Parents, faculty of the school, the principal of the school and the pastor of the Cathedral of the Madeleine are eligible for regular membership in the HSA. Parents become members upon payment of dues established by the board. Full-time faculty, the principal and the pastor are automatically members without payment of dues.

Section 2.  
As used in these bylaws, the word “parents” shall include parents, stepparents and legal guardians of students currently enrolled in the Madeleine Choir School.

Section 3.  
The parent members in each family shall have one vote per family. Faculty and administration members shall have one vote each. In the event that a faculty member is also a parent, that family shall have only one vote.

Section 4.  
Any parishioner or friend of the school may become an honorary member of the HSA, without voting privileges, on payment of dues established by the executive committee.
ARTICLE IV
Officers and Executive Committee

Section 1.
The officers of the HSA shall consist of a president, president-elect, vice-president of fundraising, secretary, treasurer, alumni liaison, volunteer coordinator, historian and hospitality coordinator.

Section 2.
a. The executive committee shall consist of parent members and administrative members.
b. The parent members shall be:
   1. the nine officers
   2. the immediate past president
   3. grade representatives consisting of no less than two persons representing each of the grades K through 8.
c. The administrative members shall be:
   1. the pastor of the Cathedral of the Madeleine
   2. the principal of the Madeleine Choir School
   3. the school director of the Madeleine Choir School
   4. two faculty members representing the school, preferably one from the lower grades and one from the upper grades.

Section 3.
Each officer and administrative member of the executive committee shall have one vote. The grade representatives shall have one vote per grade.

Section 4.
A parent member of the executive committee may be replaced by the president after two unexcused absences from executive committee meetings.

Section 5.
The executive committee shall:
   a. ensure fulfillment of the purposes of the HSA;
   b. ensure continuity of record keeping;
   c. ensure the financial solvency of the HSA;
   d. provide support for school fundraising activities;
   e. adopt an annual budget, including membership fees;
   f. make all other decisions appropriate to carrying out the purposes of the HSA.

ARTICLE V
Terms and Eligibility

Section 1.
The term of office for all officers and parent directors shall be one year or until their successors are chosen, whichever is later. The president-elect shall succeed to the office of president upon the expiration of the president’s term or whenever that office becomes vacant for any reason.
Section 2.
To be elected as president-elect, a person should be currently serving or previously have served as a member of the executive committee and be the parent or guardian of a child expecting to attend the Madeleine Choir School during the three years in which the person is to serve. (An exception to the executive committee membership may be presented to the executive committee on a case-by-case basis with a justification based on the previous contributions the parent has provided to the school.)

Section 3.
To be elected as secretary, treasurer, historian, hospitality coordinator, volunteer coordinator, or vice president of fundraising, a person must be the parent or guardian of a child expecting to attend the Madeleine Choir School during the year in which the person is to serve.Absent unusual circumstances, a person should not serve more than two consecutive terms in any of the above positions.

Section 4.
To be elected as alumni liaison, a person must be the parent or guardian of a child who once attended and graduated from the Madeleine Choir School. Absent unusual circumstances, a person should not serve more than two consecutive terms as alumni liaison.

Section 5.
To be eligible to serve as a grade representative, a person must be the parent or guardian of a child enrolled in the grade the person is representing.

ARTICLE VI
Duties of Officers and Grade Representatives

Section 1.
The president shall
a. call and preside at all general meetings and meetings of the executive committee;
b. appoint committees as needed;
c. in conjunction with the secretary and treasurer, maintain records;
d. perform all other functions necessary to carrying out the purposes of the HSA and the decisions of the executive committee.

Section 2.
The president-elect shall preside at all meetings in the absence of the president and shall perform such functions as are delegated by the president.

Section 3.
The secretary shall prepare and maintain records of all meetings, notify executive committee members of meetings, notify members of general meetings of the HSA, and be responsible for general correspondence of the HSA.

Section 4.
a. The treasurer shall
   1. maintain accurate financial records of the HSA;
2. collect dues and money earned by or owed to the HSA;
3. disburse funds of the HSA as directed by the executive committee;
4. prepare a written financial report to the membership at least once a year;
5. provide a current financial report at each meeting of the executive committee.

b. For disbursements over $200, the signature of the treasurer and the principal or pastor of the Cathedral of the Madeleine shall be required.

Section 5.
The vice-president of fundraising shall
a. in conjunction with the MCS development office, coordinate and organize the fundraising activities of the school;

b. provide a liaison role between the HSA executive committee and the MCS development office in planning and implementing fundraising activities;

c. assist in determining how the earned funds will be spent and divided, particularly those being set aside for teacher and classroom activities.

Section 6.
The volunteer coordinator shall
a. assist committee chairs in determining the volunteers needed for HSA-sponsored events;

b. ensure the necessary volunteers are recruited for HSA-sponsored events either through direct contact and/or delegation of the duties to other individuals;

c. follow-up to ensure recruited and/or assigned volunteers meet their obligations;

d. appropriately thank volunteers for their service to the school.

Section 7.
The historian shall
a. arrange for photos to be taken at all MCS events throughout the school year;

b. arrange for descriptions to be written about the MCS events and the subsequent photos;

c. maintain a school binder or book that includes the photos and descriptions.

Section 8.
The alumni liaison shall
a. maintain a current list of all alumni and their contact information;

b. ensure that newsworthy items involving MCS alumni are gathered and shared with the development office for inclusion in the MCS newsletter;

c. serve as a liaison in recruiting alumni and/or alumni parents to serve as volunteers at school functions;

d. serve as a liaison in inviting alumni and/or alumni parents to share talents and skills with the school either at school/choir functions and/or in the classroom;

e. assist the school in maintaining positive contact with alumni by sending correspondence and/or congratulatory notes to alumni as appropriate (birthday greetings, Christmas greetings, graduation congratulations, etc.).

Section 9.
The hospitality coordinator shall
a. assist with planning, decorating and hosting the receptions at concert events throughout the year;

b. coordinate the teacher meals during parent/teacher conferences;
c. coordinate the activities during Catholic Schools Week.

Section 10.
    a. The grade representatives shall
       1. act as liaison between the faculty/administration and parents regarding
          school affairs other than instructional or disciplinary matters;
       2. mobilize and recruit volunteers for HSA projects as needed;
       3. assist the teacher of that grade with social and educational projects and
          activities as requested; and
       4. promote school fundraising activities;
    c. One representative from each grade shall attend each executive committee
       meeting. The grade representatives are responsible for determining which of
       them attends which meetings.

ARTICLE VII
Selection of Officers and Grade Representatives

Section 1.
    a. The president shall appoint a nominating committee of two grade
       representatives, the president, president-elect, principal and pastor.
    b. The nominating committee shall nominate one or more persons for each office to
       be filled and shall obtain consent of each nominee to serve in the position
       designated. The slate of nominees shall be distributed to the membership for
       written ballots to be returned to the school office. Elections should be completed,
       if possible, by May 1 of the year preceding the term.
    c. Election is by majority of those voting. Each family has one vote per office.

Section 2.
    a. The nominating committee designated under Section 1 shall also select grade
       representatives for the following year for all grades held in the school.
    b. The nominating committee should seek, to the extent feasible, to obtain gender
       balance among grade representatives.

Section 3.
In arriving at nominations for officers and grade representatives, the nominating
committee will use best efforts to solicit nominations and volunteers from among all the
membership. An election is not void, however, for any procedural defect in the obtaining
of nominations.

ARTICLE VIII
Meetings

The executive committee shall meet at least six times per year. Nine executive
committee members shall constitute a quorum.
ARTICLE IX
Amendments

Amendments to these bylaws proposed by the executive committee shall be submitted to the general membership for written ballots returned to the school office. Amendments must be approved by 2/3 of those voting.