

**PROPOSED AMENDMENTS TO BYLAWS FOR**  
**TRANSFIGURATION SCHOOL**  
**HOME-SCHOOL ASSOCIATION**

**Article I: NAME**

The name of this organization shall be the Transfiguration School: Home-School Association (“HSA”).

**Article II: OBJECTIVES**

Section 1. The objective of this home-school association shall be the advancement of Catholic education for Transfiguration School ("the School"), which includes the Early Childhood, Lower and Upper Campuses (Grades Pre-K through 8).

Section 2. It shall promote interest in, and understanding of, the mutual responsibilities of both parents and teachers and foster the formation of a community of Transfiguration School staff, students and their families.

2b. The HSA shall function in an advisory and not an administrative or supervisory capacity.

Section 3. It shall provide a structured means of communication between parents and the School regarding topics associated with the School’s program.

Section 4. Offer the services and talents of the parents to the School for aiding and assisting the educational process, the recruitment of students, and in raising funds to support the School.

Section 5. It shall endeavor to foster the educational and social development of the students of the School.

Section 6. Promote and assist the School in its marketing, public relations, and fundraising efforts.

**Article III: MEMBERSHIP AND DUES**

Section 1. The membership shall be open to all families of currently enrolled students at Transfiguration School.

Section 2. Each member family shall pay annual dues as may be determined by the HSA.

**Article IV: EXECUTIVE BOARD**

The Executive Board shall consist of the President, Vice-president, Secretary, Treasurer, and Principals. These persons shall have full responsibility for the HSA's operation, administration, budget and business affairs. The HSA shall represent the interests of the school community and, in accordance therewith, make suggestions regarding school policies. The Officers of the Board, in conjunction with the Principals, must prepare a projected annual budget of HSA expenditures. In the event of a significant deviation from the projected expenditure, the matter shall be reported to the members.

**Article V: OFFICERS**

Section 1. The officers of this organization shall be the President, Vice-President, Assistant Vice Presidents (one for each location, including but not limited to, Early Childhood, Lower and Upper Campuses), Secretary, Treasurer, and the Principals. In the event the Executive Committee determines that assistant officers would further the objectives of the HSA, such appointments may be made with the approval of said Committee and Principals.

Section 2. The President shall preside over the meetings of the HSA and of its Executive Committee, and perform those duties incumbent upon this office. The President shall maintain appropriate coordination with the School Principals in the furtherance of the purposes of the HSA. The President and the Principals shall prepare an agenda for all meetings and ensure that meeting times, location and purpose are publicized in advance.

Section 3. The Vice-President shall perform those duties and responsibilities that further the mission of the HSA as well as undertake all the duties of the President in his/her absence.

Section 4. There shall be an Assistant Vice President to represent the interests of each School campus. The Assistant Vice President shall perform those duties and responsibilities that further the mission of the HSA as well as undertake any other additional duty necessary to faithfully execute their fiduciary responsibility (i.e., the oversight and support of any HSA event specifically held for the benefit of the students at their respective campus; attend any meeting upon the request of the Principal or Vice Principal held at their respective campus; communicate and coordinate with the School Representatives).

Section 5. The Secretary shall keep the minutes of all HSA meetings and Executive meetings and perform the duties incumbent upon this office.

Section 6. The Parish or School shall have custody of the HSA funds. The Treasurer will keep full and accurate accounting of receipts and disbursements in books belonging to the HSA. Such person shall deposit all monies and other valuables in the name and to the credit of the HSA in such depositories as may be designated by the Executive Board. The Treasurer shall disburse the funds of the HSA as may be ordered by the Executive Board, taking proper vouchers for such disbursements. Such person shall also render to the Executive Board at the monthly meetings, an account of all the transactions and financial condition of the HSA.

Section 7. Assistant officers, if any, shall perform such duties as assigned to them, respectively, by the Executive Board.

Section 8. The Board shall appoint a member to act as a representative on the Archdiocesan Parent Council that meets with the Superintendent from time to time as set forth by the Archdiocese.

Section 9. Materials prepared by the HSA for release to the parish or the School Community must be approved by the Principals or his or her designee.

**Article VI: REPRESENTATIVES**

The Early Childhood, the Lower and Upper Campuses, shall each have two elected representatives who will collaborate with the Executive Board to further the mission of the HSA. The Representatives shall not cast any vote on matters pending before the Executive Committee for approval, but will serve as a liaison and advocate for the parents/families of their respective school.

**Article VII: ELECTIONS AND TERMS**

Section 1. Nominating Committee. There shall be a nominating committee ("the Committee") of three members elected by the members present at a general meeting. The election shall take place at or before the November HSA session.

Section 2. Nominations. The Committee shall publicize the upcoming elections and solicit nominations from members. All nominations and elections are to be held by secret ballot. Upon receipt of the nominations, the Committee shall confirm acceptance of the nomination with each nominee. Each nominee must submit a short description of their qualifications and/or grounds for their candidacy to the Committee. The length of such submission is to be guided by the Committee. The Committee will present to the Board and the Principals, no later than ten days after the receipt of nominations, a list of the nominees for each

position and each nominee's statement regarding qualifications. Nominations shall be solicited the second week of October and officers shall be elected by the second week of November by a majority of members voting. The month of November will be for the transition between the old and new boards.

Section 3. Elections. The elections shall be held the second week of November during the election year. Ballots with the slate of candidates shall be finalized by the Committee and approved by the Principals. Ballots shall be distributed by the Committee to all voting members. The Nominating Committee shall count any votes, and shall publicly post all results.

Voting shall be open to all families with children enrolled in the school. Parents with children enrolled in more than one campus will be limited to one vote per parent per candidate

Section 4. Terms. The elected Executive Board shall serve for a term of two years commencing the first week in December following the election (e.g., 2012-2014, 2014-2016, etc.). If an elected officer cannot, or will not, serve all or part of his or her term, the Executive Committee shall organize a special election; the replacement officer shall serve the remainder of the term.

4a. The Assistant Vice Presidents shall serve for a full term even if his/her child is no longer attending the campus he/she serves. However, if the Assistant Vice President cannot serve his/her full term because his/her child is no longer a student at the School, then the Executive Committee shall organize a special election and the replacement officer shall serve the remainder of the term.

4b. The School Representatives shall serve for a full term unless his/her child is no longer attending the campus he/she serves. In such instances, the Executive Board shall appoint a replacement to serve the remainder of the term.

Section 5. Removal from Office for Misconduct or Failure to Perform. If an Officer fails to properly perform his or her duties and responsibilities (e.g. misses more than one-third of the General Meetings without just cause) or engages in misconduct, that Officer may be removed from his or her position. Any member of the HSA may petition the Executive Committee for a special session to present evidence of misconduct or failure to perform before the Committee and members. If the allegations are deemed to be with merit by the Executive Committee, then members will vote to determine if the officer should be removed. In the event the

officer is removed, a special election will be held within 45 days to replace the officer. The replacement officer shall serve the remainder of the term.

**Article VIII: COMMITTEES**

The Executive Board may direct the formation of special committees, in keeping with the organization's objectives.

**Article IX: MEETINGS**

Section 1. Meetings. This organization shall hold monthly general meetings ("general meeting") open to all members during the school year. The Executive Board and the Representatives are expected to attend these meetings. The Secretary shall produce and maintain written meeting minutes and shall pass these minutes along to his or her successor. These minutes will also be maintained by Transfiguration School.

Section 2. Motions. Requests for action by the HSA on matters that are consistent with the objectives set forth in Article II can be made by any member of the HSA, or any member of the faculty or staff of the School. Each such request may be made as a motion to the Board. Every such motion made shall be voted upon by the Board, with each motion either being passed or denied, although a motion may be passed or denied with a determination that it should be reconsidered and again voted upon at a future meeting.

Section 3. Voting. Each member of the Board and each Assistant Vice President shall be entitled to one vote. A majority of the members of the Board shall constitute a quorum for voting purposes.

Section 4. Notice and Quorum. No vote of the Executive Board shall take place without the motion and the vote being recorded in the official minutes. No meeting where voting is taking place may be held without a minimum of forty-eight hours of notice to Executive Board members.

**Article X: FINANCIAL ARRANGEMENTS**

Section 1. Funds raised by the HSA, including student activities fees, are to be kept in an account that has been opened for this purpose. Financial transactions, including cash withdrawals and the issuance of checks, require the signatures of either the Principals or Pastor and the President or Treasurer.

Section 2. The Principals or Pastor are also signatories on the account. All financial transactions will require the signature of either the Principals or Pastor.

Section 3. Budgets for expenditures, events or subcommittees may be approved by vote at general meetings. The Board has the authority to

approve expenditures of up to \$2,500. Expenditures above that amount require voting at a general meeting, except in instances where funds are maintained separately and raised for a specific purpose (i.e., Science Lab), or in instances where the HSA is merely disbursing the funds on behalf of the School initially and will be fully reimbursed for the expenditure (i.e., Gift Card fund raiser).

Section 4. The Board may approve emergency expenditures in circumstances that warrant such authorization but must then raise the matter at the next general meeting and take a vote as to whether the expenditure was an appropriate use of the funds.

#### **ARTICLE XI: AMENDMENTS**

These bylaws may be amended at any regular meeting of the HSA by a two-thirds vote of the members present, provided that the proposed amendment has previously been presented in writing to the membership, and appears in the notice of the meeting at which it is amended. Amendments are effective immediately unless otherwise stated in the motion or outlined in these bylaws.

#### **Bylaws for Transfiguration School Home-School Association**

Approved by the membership on Dec 6, 2013.

Denise Collins, President

Queenie Chan, Vice President

Judy Lee, Treasurer

Lisa Lee, Secretary

Dr. Patrick Taharally, Principal/Pastor

\_\_\_\_\_ Principal