

Revised Oct. 28, 2025

St. John School Home School Association By laws
St John School
Old Saybrook, CT

Article 1
Name

Section 1: The name of this organization shall be the St. John School Home School Association (SJS HSA). It shall be an unincorporated, mandatory association of parents of students attending St. John School, alumni, staff, faculty and administration of St. John School and other interested persons who wish to promote the growth and influence of St. John School, located in Old Saybrook, CT.

Section 2: The aims and purposes of the organization shall be as follows:

- A. To assist the SJS Administration in promoting the mission of St. John School both within and outside of the SJS community.
- B. Promote community through fundraising and social and educational events and activities.
- C. Promote and conduct activities that will enable the school to maintain and improve its facilities.
- D. Propose and implement functions which will bring about full cooperation between home and school in the important work of providing a Christian and Catholic education for students.

Section 3: The organization shall be located at St. John School, 42 Maynard Rd in the Town of Old Saybrook, CT.

Article II **Membership**

Section 1: All parents or guardians of students attending SJS shall automatically become eligible for membership in the SJS HSA.

Article III **Meetings:**

Section 1: The SJS HSA shall meet a minimum of two (2) times annually.

Section 2: The regular meetings will be held at the SJS gym, or at any designated area should the gym not be available.

Section 3: HSA meetings will be held on the last Wednesday of each month unless otherwise noted on the school calendar. Parents will receive reminders regarding upcoming scheduled meetings.

Article IV **Officers**

Section 1: The officers of the SJS HSA shall consist of The Parent/Teacher Co Chairs, Fundraising Coordinator, Assessment Treasurer, Recording Secretary, Room Parent Coordinator, Hospitality Coordinator, Marketing Representative. Each position can be held by 1-2 people as warranted.

Section 2: The officers shall be selected by the Principal.

Section 3: The term of the office shall be for 1 year unless otherwise agreed upon by the

principal.

Section 4: Any vacancy occurring in any office shall be filled by the Executive Committee with the agreement of the Principal at any regular or special meeting.

Article V

Duties of Officers:

Section 1: The Parent/Teacher Chairs shall preside at all meetings of the PTO, appoint chairpersons of committees with the approval of the Principal, and perform such duties as are incumbent upon the office.

Section 2: The Assessment Treasurer, in the absence of the Parent/Teacher Co Chairs, shall perform the duties of the Parent/Teacher Chairs, and other duties assigned to this office and will act as a liaison with all fundraising committees, working to ensure that fundraising goals are met.

Section 3: The Recording Secretary shall keep the minutes of all HSA meetings, disseminate HSA minutes once approved by the Principal or AP.

Section 4: The Assessment Treasurer is responsible for reporting funds to HSA Members during meetings.

Section 5: The Assessment Treasurer shall maintain volunteer hours and assessment and notify parents of needed hours and missing assessments.

Section 6: The Room Parent Coordinator shall act as liaison between the HSA, Administration, and the room parents.

Section 6: The Hospitality Coordinator shall be responsible for coordinating all refreshments, beverages, and volunteers for school events unless otherwise noted by a particular committee or the Principal.

Article VI
Executive Committee

Section 1: The officers of the HSA shall be supervised and managed by the Executive Committee consisting of officers of the HSA.

Section 2: The Executive Committee shall consist of the Parent/Teacher Co Chairs, Assessment Treasurers, Recording Secretary, Room Parent Coordinator, Hospitality Coordinator, and Marketing Coordinator, The Pastor, ex officio, or a priest appointed by him, and the school principal, ex-officio.

Section 3: This committee shall hold special meetings for the purpose of general planning and coordination of all the activities of the HSA.

Section 4: The Executive Committee is empowered to act for the group only with the consultation and approval of the Principal.

Article VII
Nominations and Appointments:

Section 1: The Principal or AP will request volunteers for the Executive Committee.

Section 2: Appointment to the Executive Committee is made by the Principal.

Article VII
Finances

Section 1: All disbursements should be made by check. Checks must be signed by the Principal.

Section 2: The HSA checking account shall be the only monetary account for the purposes of the HSA. The HSA shall abide by all school policies and shall turn over to the school all funds in excess of \$1,000 at the end of the school year.

Section 3: All monies accrued by fundraising shall be forwarded to the HSA immediately upon completion of a fundraising event.

Section 4: All monies accrued by the HSA in excess of the maximum allowed in Section 2 of this article shall be transferred to the SJS account within 2 weeks of the end of the school year.

Section 5: The HSA check book will be located in the safe in the Principal's office. Any banking requiring access to the check book will require making an appointment in advance.

Article IX **Fundraising:**

Section 1: Fundraising events must be presented to the Principal or her designee for approval.

Section 2: Fundraising activities are for school financial needs as defined by the Pastor and Principal.

Article X **Meeting Format:**

Section 1: All meetings shall be conducted using the following format:

I. Opening Prayer

II. Reports:

III. Principal's Report (Optional)

IV. Parent/Teacher Chair Updates

V. Special Presentation/Speakers

VI. Finances Report

VII. Questions

VIII. Final Announcements

IX. Closing Prayer

Article XI
Amendments:

Section 1: These bylaws may be amended with the approval of the Principal and/or Pastor.