



Christ the King Diocesan Schools

Home and School Association Bylaws

Updated 2024-2025 School Year

Article I Name and Duties

- A. The name of the Association shall be “Christ the King Diocesan Schools/Home and School Association.”
- B. Purpose and duties shall be:
 - 1. A non-profit association dedicated to the improvement and enrichment of Christ the King Diocesan Schools.
 - 2. To promote the welfare of youth in school, at home, in the community and at their place of worship.
 - 3. To bring a closer relationship to home and school so that parents and teachers may cooperate in the education of the youth.
 - 4. To inform parents, in general, of functions and events pertaining to Christ the King Diocesan Schools.
 - 5. To inform the parishes of the Diocese of Lubbock of activities, events, competitions, awards, and other happenings at Christ the King Diocesan Schools.

Article II. Definitions

- A. Christ the King Diocesan Schools/Home School Association, hereinafter referred to as, “HSA”.
- B. Christ the King Diocesan Schools, hereinafter referred to as “CTKDS”.
- C. “Administration” – the person(s) in charge at Christ the King Diocesan Schools, the superintendent, head of schools, deans of the elementary and secondary schools or other school official given authority to represent Christ the King Diocesan School in business matters.
- D. “Members” – Any teacher/faculty member of CTKDS and parent/legal guardian of a registered student at any CTKDS.
- E. “Board” – The board comprised of the officers, committee chairs and special committee chairs as described in Article V of the “HSA” bylaws.
- F. “Students” – The youth enrolled and registered at “CTKDS.”
- G. Executive Board – The President, VP of Fundraising, Immediate Past President, Secretary and Treasurer.

Article III. Membership

- A. Members are encouraged to participate in general membership meetings, events and functions at CTKDS and may be elected as officers, committee chairpersons/ coordinators and/or committee members.

Article IV. Dues

- A. Each member shall pay membership dues as determined by the HSA. Dues are charged for each family. Dues will be collected with tuition payments via FACTS or directly to school if paying in full; payments to CTKDS will be transferred for deposit to the HSA checking account.

Article V. Officers and Committees

- A. The officers shall be as follows:
1. President
 2. Immediate Past President
 3. Vice President of Fundraising
 4. Secretary
 5. Treasurer
- B. The standing committees shall be as follows:
1. Welcoming
 2. Teacher Appreciation
 3. Elementary Room Parents
 4. Middle School Room Parents
 5. High School Room Parents
 6. South Plains Fair Booth
 7. Fall Festival
 8. Book Fair
 9. Angel Workshop
 10. Scholarship
- C. The standing committees are key leadership positions within the HSA and they are addressed in Article VI.
- D. Officers, committees and volunteers must support the purpose and duties of CTKDS and /or HSA in order to perform their duties.

Article VI. Duties of Officers and Committee Members

- A. Board
1. Shall serve as the governing body of the HSA and will review all issues pertaining to the HSA.
 2. Shall attend the monthly HSA meeting.
 3. Shall serve and make decisions that will be presented quarterly during the general meeting.

OFFICERS:

- B. President
1. Shall conduct all Board meetings and general membership meetings.
 2. Shall appoint Standing and Special committee chairpersons/coordinators with the approval of the Board.

3. Shall be an ex-officio member of the Christ the King Diocesan School Board and as such attend School Board meetings and submit reports to the Board or may send a non-voting HSA representative.
 4. Shall serve as immediate Past President upon completion of term as President.
 5. Shall be responsible for direction of HSA.
 6. Shall supervise the officers of HSA.
 7. Shall ensure that all officers, committees and volunteers are qualified to perform their duties and have met any requirements of CTKDS and/or HSA.
 8. Shall conduct meetings in parliamentary order.
 9. Shall supervise all standing committees and their individual reports.
 10. Shall be responsible that voting and bylaws are followed.
- C. Immediate Past President
1. Shall act as an advisor to President.
 2. Shall serve as ambassador for the HSA.
- D. Vice President of Fundraising
1. Shall supervise all fund raising efforts of the HSA.
 2. Shall research and review fund raising programs and present to the Board those programs deemed worthy of consideration.
 3. Shall assist the President with relationships outside the HSA.
 4. Shall preside at meetings and carry out the role of the President in the absence of the President.
- E. Secretary
1. Shall record minutes of all meetings and present report to the Board.
 2. Shall prepare Board-reviewed summary of minutes and provide to the members.
 3. Shall keep records of meetings/minutes at a designated location at CTKDS to be made available to the HSA Board and members as well as school administration.
 4. Shall prepare correspondence as directed by the Board.
- F. Treasurer
1. Shall keep an accurate record of all funds and publish a monthly Balance Sheet for review by the Board prior to the monthly HSA meetings.
 2. Shall present a monthly Balance Sheet at the monthly HSA meetings.
 3. Shall maintain appropriate records of all bank accounts and funds.
 4. Shall co-sign all checks above \$200 with CTKDS administration and consult with President regarding questionable expenditures not already approved by the Board.
 5. Shall ensure funds are distributed only when approved by the Board or in accordance with the approved budget.
 6. Shall prepare a budget for the Board and CTKDS Administration in August of each year.
 7. Shall present oral and written reports of funds at meetings.

COMMITTEE CHAIRS:

All Officers & Committee Chairs:

1. Shall recruit committee members and bring additional parents/member to general meetings.
2. Shall report monthly to the President
3. Shall prepare and present reports at monthly HSA meetings.
4. Shall identify & recruit their replacement and train them.
5. Shall retain a binder specific to their committee; includes duties, plans, contact persons, a timeline of “to-do’s,” and any other pertinent information a successor would need to fulfill the position.

G. Welcoming Committee Chair

1. Shall coordinate welcoming activities of all CTKDS parent members.
2. Shall assist with all orientation programs of CTKDS parent members.
3. Shall assist with registration at CTKDS and Open House events.
4. Shall coordinate the welcoming of new families across the CTKDS by using the “Buddy Program.”

H. Teacher Appreciation Chair

1. Shall coordinate all teacher appreciation activities throughout the year.

J. Elementary/Middle/High School Room Coordinators/Sponsors (three separate Coordinator positions)

1. Shall coordinate and recruit classroom parents to serve as Room Parents.
2. Shall conduct Room Parent meetings and educate volunteers as a vital form of training Room Parents.
3. Shall coordinate school parties and special events as approved by the administration and Board.
4. Shall assist with communication between classroom parents and HSA and administration.
5. Shall assist classroom teachers as requested.
6. Shall assist with Open Houses and class/grade level parties.
7. The Middle School and High School Room Coordinator will work with Homeroom Sponsors to educate Room Parents in their responsibilities in regards to Middle School and High School dances and parties with preparations, flyers, guests, etc.
8. Shall encourage attendance of their class families to attend quarterly general meetings.

Article VII. Elections, Terms, Vacancies and Removal from Office/Committee

- A. Nominations or presentations of Officer/Committee Chair Slate shall be in the spring of each year with elections at the last general membership meeting of the year.
- B. Election of officers shall be by simple majority of members present at the meeting.
- C. Each officer term shall be for one (1) year or until the next election.
- D. Executive Board Officers and committee chairpersons shall assume their duties for the upcoming school year on the month following the last day of the previous school year.
- E. Executive Board Officers may serve no more than 3 consecutive terms; exemptions can be approved by the Board and CTKDS Administration for extenuating circumstances.
- F. Any executive board officer or committee chair may be removed if he/she does not perform the specified duty of the elected office. Removal requires a simple majority vote by the Board and CTKDS Administration.
- G. Board officers who are approaching their third year or who do not wish to serve additional allowable years, need to actively recruit for their replacement; prepare and train them.

Article VIII. Meetings

- A. The Board shall meet once each month during the school year at a time agreed upon by the Board. Board meetings shall be open to the members. The Board may also communicate via email for certain voting situations when deemed necessary by the President so long as all Board members are notified in advance with reasonable time frame.
- B. General membership meetings shall be held quarterly during the school year and announced at the start of the school. Any changes to the meeting dates and times shall be announced within a reasonable time.
- C. The President may call special meetings whenever it is deemed necessary; special meetings shall be announced with reasonable time for members/officers to attend.

Article IX. Changes, Additions, Corrections, Deletions

- A. Any changes, additions, corrections, or deletions affecting these bylaws shall be submitted in writing to the Executive Board for their consideration. If approved by a simple majority vote, these changes, additions, corrections, or deletions will take effect immediately. Voting may take place by email.
- B. When parliamentary procedure is not addressed in bylaws, the President shall preside under Roberts Rules of Order.

Article X. Voting

- A. Each member of registered student(s) shall have one vote. Members must be current with dues in order to vote. Voting at all meetings will be counted by a show of hands. Prior to vote, any member may call for silent vote.