



Our Lady of Perpetual Help

Catholic Academy of Brooklyn

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Home Academy Association By-Laws

Effective June 1, 2016

The Home Academy Association (HAA) of Our Lady of Perpetual Help Catholic Academy of Brooklyn (OLPHCAB) was authorized by the Board of Directors of OLPHCAB and is subject to review and modification by the Principal.

Mission

The HAA is comprised of the parents or legal guardians of the students at OPHCAB in partnership with the administration, faculty and staff. The mission of the HAA is to support and enrich the educational endeavors of the academy. In a faith-based environment dedicated to the education of our students, the HAA must mirror the tradition, standards, and teachings of the Catholic faith. Through fund raising, teacher recognition, general support, school improvements, and volunteering the organization works to promote a connection from home to academy. It is the objective and duty of the HAA to keep in mind the welfare of the students with regard to all issues. This includes:

- Provide spiritual opportunities and fellowship to develop a strong and meaningful Christian community among academy families, faculty, and administration.
- Provide a vehicle of communication between parents and the academy.
- Provide support for OLPHCAB fundraising activities, both by active participation by HAA Committee members and in arranging support from other HAA members.
- Plan and coordinate HAA activities.
- Provide interesting and informative programs relevant to the needs of the academy community.
- Promote and provide opportunities of community service for students.
- Create an appreciation for Catholic education.

Structure

All parents and guardians of students of OLPHCAB are members of the HAA and are encouraged to actively participate in the activities of the HAA.

- The HAA will be overseen by the Principal. The Principal may designate faculty or staff members as the liaisons to the HAA.
- The HAA will have the following Executive Officers: President, Vice President, Secretary.
- The HAA will form Committees for specific types of service or for specific project. (see below)

All officers of the Home Academy Association Executive Board serve one-year terms, beginning June 1st and ending May 30th of each year. Term limits for each officer position shall be two consecutive terms. Each May there will be a nominating and voting process managed by the Principal. The Principal will fill any open position with a candidate if the election is inconclusive.

Duties of Officers:

President: The President shall preside over all meetings of the association. The President shall provide leadership for its members. The President shall nominate chairpersons of HAA committees and event committees, who shall be subject to approval by the Principal. The President shall delegate responsibilities to other HAA members and shall encourage meaningful participation in all parent activities. The President shall meet regularly with the Executive Board and Principal in accordance with these bylaws to plan the agenda for the general membership meetings. The President shall assist with the transfer of records to the incoming HAA Executive Board by June 1st.

Vice President: The Vice President shall assist the president and shall assume the president's duties in his/her absence or at the president's request. The Vice President shall assist with the transfer of records to the incoming HAA Executive Board. The Vice President shall be responsible for reviewing, maintaining, and responding to all correspondence to the HAA.

Vice President/Treasurer: The VP Treasurer shall maintain an accounting and records of all HAA fundraising events and financial transactions. The VP Treasurer shall provide such records to the Principal at the conclusion of each event. The VP Treasurer shall collect and retain all funds associated with an event, and deliver those funds to the Principal with the accounting record of the event.

Secretary: The Secretary shall maintain the official record (minutes) of the proceedings and actions of all HAA meetings. The responsibilities include the preparation of notices, agendas, signs and materials distributed. The Secretary shall prepare and read the minutes of each general meeting and shall make copies of the minutes available upon request. The Secretary shall maintain files on all mail and correspondence, which must be kept on file in the school. The Secretary shall assist with the transfer of all Home Academy records to the incoming Board.

Committees

The HAA and Principal will establish Committees each year to meet the structural needs of the HAA. Committee members reach collective agreement about the responsibility and actions of the Committee and ensure such actions are undertaken in the best interest of the school. The Home Academy Association Officers and the Principal will provide guidance and support to Committee members. Membership on Committees are open to all parents/guardians. Each Committee will have a two Committee Chairpersons. The meeting dates and work of the Committee will be determined by the Principal and HAA Executive Officers. The Committee will automatically dissolve when its responsibility is completed. At least one Committee Chairperson should be present during the monthly HAA meetings to serve as a representative for their committee

Fundraising

The HAA has two distinct roles in supporting fundraising events at OLPH CAB. School Events are fundraising events organized and executed by faculty and staff of OLPH CAB for the general support of our educational program and mission. School Events are generally managed by the School Event Coordinator. The HAA is expected to actively support these events by communicating to the community, arranging for volunteers, donors, and contributions, and acting otherwise as requested by the Principal or the School Event Coordinator. The HAA is encouraged to develop and sponsor HAA events. The purpose of these events, the proposed revenue and expenses, and the use of these funds are subject to approval by the Principal. Not all events need to focus on fundraising and the HAA is encouraged to sponsor events that build community and school spirit. The proceeds for HAA events will, upon approval of the Principal, be designated for the HAA Scholarship Fund.