

ARTICLE I - NAME

The name of this organization shall be:
HOME AND SCHOOL ASSOCIATION
(HSA) OF STAR OF BETHLEHEM EV.
LUTHERAN CHURCH.

ARTICLE II - PURPOSE

The purpose of this association shall be:

1. To contribute to and cooperate with the objectives of Christian training and preparation for Christian living for which our school and Church are maintained.
2. To promote mutual home-school understanding, cooperation and unity through a working partnership of parents and teachers.

(This organization is not to interfere at any time with the administration of the school in its discipline, its curriculum, or its expenditures as administered by the Board of Education and the Voters' Assembly of the congregation.)

ARTICLE III - MEMBERSHIP

Parents of all pupils attending Star of Bethlehem Christian day school, the Faculty, and the members of the Board of Education, are considered members of this organization.

ARTICLE IV - OFFICERS, EXECUTIVE COMMITTEE

1. Officers of this organization shall be a president, an activity coordinator, a secretary-treasurer, a program coordinator, and a fundraising coordinator.
2. The executive committee shall be the officers of this organization.
3. The executive committee shall be responsible for planning all meetings and functions of the association, and shall prepare and distribute all notices.
4. The Principal shall be an ex-officio member of the executive committee.

ARTICLE V - DUTIES OF OFFICERS

1. The president shall preside at the majority of meetings of this organization and of its executive committee. They shall call special meetings when necessary. They will make sure that all of the organization's activities and duties are functioning properly.
2. The activity coordinator shall coordinate all fellowship opportunities of the HSA. They shall find individuals to coordinate each activity and serve as an ex-officio member of all committees. They will also work with the program coordinator to lead the back to school picnic event.

3. The secretary-treasurer shall keep a record of all meetings of the association, as well as of the executive committee, and handle all correspondence of this organization. They shall also receive all money of the association, shall keep an accurate record of receipts and disbursements, and shall present a statement of account at each meeting.
4. The program coordinator shall be responsible for a suitable program for each meeting. The program that they decide upon will not be contrary to Holy Scripture or offensive to our fellow Christians. (The executive committee shall assist in planning the program.) They will also work with the activity coordinator to lead the back to school picnic event.
5. The fundraising coordinator shall be responsible for the fundraising activities of the organization. They shall follow the procedures as directed by the church and school when requesting a fundraiser and help to balance this function of the organization with its other important functions.

ARTICLE VI - COMMITTEES

1. Special committees may be added by the membership for special purposes.

ARTICLE VII - MEETINGS

The association shall meet once a month with date to be determined by the Executive Committee.

ARTICLE VIII - NOMINATIONS AND SELECTIONS

1. The Principal shall work with the current HSA members to identify suitable replacements. Replacement members must be approved by the Principal and the Board of Education.
2. All officers are selected and volunteer for a two-year term and can be re-selected for another term, with a maximum of two terms (4 years). All officers will take office starting in July.
3. The president, together with the executive committee, shall be empowered to appoint members of this organization to fill unexpired terms.
4. If more than one volunteer shows an interest in the same position on the HSA executive committee, the principal and school board will vote whom to appoint.

ARTICLE IX - FINANCES

HSA fundraising efforts support this organization. Guest speakers and other incurred costs shall be paid out with proceeds from funding activities that are pre-approved by the Principal. A budget will be approved by the HSA executive committee and Principal during the final meeting of the school year (June) that will set spending limits for the various activities of the HSA.

Spending proposals beyond what is established through the approved budget that are less than \$1000 may be requested at any executive committee meeting and approved by the majority of the members. Any requests over \$1000.00 must be approved by both the executive committee and the Principal. The Treasurer will ensure the HSA account does not fall under the minimum required \$500. The Treasurer will provide the business director quarterly receipts, payments, and revenue documentation. Any member of the organization can request to review budget information at any time.

ARTICLE X - QUORUM

The members present at a regular meeting shall constitute a quorum.

ARTICLE XI - ORDER OF BUSINESS

1. Review of previously scheduled events and budget receipts/expenses
2. Review of future scheduled events
3. Review of future budget items

ARTICLE XII - COUNSELING

This organization shall at all times be under the supervision of the Principal and Board of Education . The pastor shall serve as the spiritual guide as needed.

ARTICLE XIII - AMENDMENTS

This Constitution may be amended at a regular meeting of the organization by a majority vote of the members present. The proposed amendments will be communicated to families for consideration prior to its consideration for adoption. All amendments shall be subject to the approval of the Principal and the Board of Education.

ARTICLE XIV - DISSOLUTIONS

In the event of the dissolution of this organization, its funds and other assets shall become and remain the property of Star of Bethlehem Ev. Lutheran Church, New Berlin, Wisconsin.

Revised: 05/2023