

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

HOLY TRINITY SCHOOL
Home and School Association
Bylaws

(Submitted for Approval by the HSA Membership, May 13, 2016)

ARTICLE I. *Name*

The name of the organization shall be the Holy Trinity School Home and School Association (hereinafter “the Association”).

ARTICLE II. *Organizational Authority*

- A. The Association is a formal organization of parents and school personnel that serves Holy Trinity School under the leadership of the Pastor-Principal team. It additionally accepts the guidance of the Catholic School Office of the Archdiocese of Washington and the National Organization for Catholic School Parents, which operates in conjunction with the National Catholic Educational Association of the United States Catholic Conference.
- B. This Association is organized exclusively for the charitable, literacy, or educational purposes within the meaning of Section 501(c)(3) of the Federal Internal Revenue Code or corresponding section of any future Federal Internal Revenue Code.

ARTICLE III. *Purpose*

The mission of the Holy Trinity School Home and School Association is to provide a structure where parents partner with the administration and faculty to support the spiritual and academic excellence of the children of Holy Trinity School. The Association supports the school through five core activities:

- Community Development
- Social Justice Outreach
- Parent Education
- Ignatian Spirituality
- Fundraising

The objectives of the Association shall be:

1. To promote open communication among the parents, teachers and administration.
2. To provide parents and teachers with the information to aid in all aspects of education, growth and development.
3. To promote good will and cooperation between and among parents, faculty, administration and School Advisory Board, and between and among the Holy Trinity School community and the Holy Trinity Church parish.
4. To build community and to direct and coordinate parental support to Holy Trinity School through assistance activities, social functions and fundraisers.
5. To undertake such other duties and responsibilities consistent with the above that the Principal of Holy Trinity School or the Pastor of Holy Trinity Church may determine from time to time.

ARTICLE IV. *Membership*

Membership shall consist of the current parents and guardians of the students of Holy Trinity School, and the faculty and administration of the School. Membership also may include the

47 Past President, in the event that such parent or guardian no longer has a student at Holy
48 Trinity School.

49

50 **ARTICLE V. Association Board**

51 The Association Board shall consist of up to the seven Officers of the Association set forth
52 below and any ex-officio and ad-hoc officers. The Board shall conduct the Association's
53 business affairs; provide general meeting programs of interest; form committees as deemed
54 necessary and appropriate; review all committee recommendations and report on their final
55 disposition; and review and recommend disbursements of money collected from fundraising
56 events and contributions after notification of and discussion with the Association members.

57

58 **ARTICLE VI. Officers and Duties**

59 A. The Officers of the Association shall consist of:

- 60 1. President
- 61 2. Vice President (President-Elect)
- 62 3. Communications Chair
- 63 4. Treasurer
- 64 5. Vice Treasurer (Treasurer-Elect)
- 65 6. Immediate Past President
- 66 7. Community Development Chair

67

68 B. The Board of the Association shall consist of the Officers set forth above, as well as the
69 following ex-officio members of the Board: Chairpersons of the Association Committees
70 (as described below), the Principal of Holy Trinity School, the Pastor of Holy Trinity
71 Church and current president of the School Advisory Board. Additional ex-officio
72 members may be appointed by the president of the Association. All Board members,
73 whether an Officer or an ex-officio member, shall have the same voting rights as any
74 other Board member.

75 C. Every Officer shall encourage the participation in the Association of all Holy Trinity
76 School parents by taking active steps to encourage new and existing parents to participate
77 in, organize, and lead the Association's activities. The duties of the Officers shall be
78 further defined as follows:

- 79 1. The President shall:
 - 80 a. Preside at and administer all regular and special general membership meetings, as
81 well as all monthly Board meetings.
 - 82 b. Call special meetings of the Association's Board.
 - 83 c. Serve as a member of the Holy Trinity School Advisory Board and serve as the
84 official spokesperson for the Association.
 - 85 d. Review from time to time the bills paid by the treasurer on behalf of the
86 Association, and maintain oversight authority over the financial records of the
87 Association.
 - 88 e. Serve as an ex-officio member of all Association Committees.
 - 89 f. Perform such duties as are incumbent of this office.
 - 90 g. Prepare and pass on to their successor a written job description and other
91 documentation that is relevant and necessary in order to fulfill the duties of the
92 office.

93 2. The Vice President (President-Elect) shall:

- 94 a. Assume the duties of the president in his/her absence.
95 b. Perform additional duties designated by the President.
96 c. Assist in the formation of all Committees and serve as an ex-officio member.
97 d. Assure that Committees meet their goals and report their results and
98 recommendations to the Association.
99 e. Serve as a member of the Parish Development Committee.
100 f. Serve as school representative to the Parents Council of Washington.
101 g. Prepare and pass on to their successor a written job description and other
102 documentation that is relevant and necessary in order to fulfill the duties of the
103 office.
- 104 3. The Communications Chair shall:
- 105 a. Record and make available to the members and to school's finance officer copies
106 of the minutes of all Board and general membership meetings.
107 b. Conduct the correspondence of the Association including updates to the school
108 newsletter and website (in accordance with the Holy Trinity School privacy
109 policy); blog posts as requested; emails and other communications aiding and
110 assisting the Association and Committees in communicating information or events
111 to the School or to the community.
112 c. Maintain a current file of reports, records and correspondence of the Association.
113 d. Coordinate with the school and parish staff to ensure that all Association
114 information or events are accurately and consistently relayed to the School and/or
115 the Community.
116 e. Record and correct as amended the Bylaws of the Association.
117 f. Publicize meetings and functions in the School newsletter.
118 g. Convene an ad hoc communications committee twice per year.
119 h. Perform additional duties as designated by the President.
120 i. Prepare and pass on to their successor a written job description and other
121 documentation that is relevant and necessary in order to fulfill the duties of the
122 office.
- 123 4. The Treasurer shall:
- 124 a. Collect and deposit all dues and other monies received through fund raising and
125 contributions, maintain the finance and accounting records of the Association, and
126 manage the Association budget.
127 b. Maintain records of all receipts and expenditures.
128 c. Review and pay bills of the Association.
129 d. Have signatory authority over the Association's accounts but will only sign
130 checks for \$499 or less. The Pastor of Holy Trinity Church or his authorized
131 designate is required to sign checks for \$500 or more.
132 e. Provide periodic written cash accounting of all income and expenditures.
133 f. Prepare the budget/allocation for the HSA for the upcoming year for review and
134 approval by the Association Board.
135 g. Assist in the preparation of fund raising reports in coordination with the members
136 of the Fundraising Committee.
137 h. Serve as a member of the Parish Finance Committee.
138 i. Perform additional duties designated by the President.

- 139 j. Prepare and pass on to their successor a written job description and other
140 documentation that is relevant and necessary in order to fulfill the duties of the
141 office.
- 142 5. The Vice Treasurer (Treasurer-Elect) shall:
- 143 a. Provide support for the Treasurer as needed, including assist in the preparation of
144 fundraising reports.
- 145 b. Attend any meetings which the Treasurer is unable to attend.
- 146 c. Assume the duties of the Treasurer in his/her absence.
- 147 d. Perform additional duties designated by the Treasurer and/or President.
- 148 6. The Community Development Chair shall:
- 149 a. Organize and oversee events sponsored by the Association aimed at strengthening
150 the Holy Trinity School community of parents, students, faculty and staff.
- 151 b. Work closely with the Room Parent Committee, providing reports for Association
152 and Room Parent meetings and Room Parent meetings.
- 153 c. Work to educate the entire school community on issues that are believed to be the
154 most timely and salient to the community.
- 155 d. The following Committees fall under the leadership of the chair: School Boosters
156 (Sports, Arts/Science/Specials, After School and New Parents), Hospitality
157 Committee (including Teacher Appreciation), Fathers Club.
- 158
- 159 7. The Immediate Past President shall:
- 160 a. Provide support for membership and volunteer recruitment.
- 161 b. Attend any meetings which the President or the President-Elect is unable to attend.
- 162 c. Encourage the participation in the Association of all of the parents in the school by
163 taking active steps to encourage new and existing parents to participate in the
164 Association and its activities, including helping to organize and run Association
165 events.
- 166 d. Organize the election of Officers of the Association and aid the President in
167 selecting Committee Chairpersons.
- 168

169

170 **ARTICLE VII. *Election and Tenure of Officers***

- 171 A. All Officers of the Association shall be elected by the general membership at a general
172 meeting to be determined by the President.
- 173 B. Candidates for the election of the Officers shall be solicited from the general
174 membership. Nominees shall be given an opportunity to present their qualifications to the
175 membership in written or verbal form at a regularly scheduled meeting of the general
176 membership.
- 177 C. The President-Elect shall serve for a combined term of three years. During the first year,
178 he or she shall serve as the Vice-President (President-Elect). The second year, he or she
179 shall serve as the President. In the third year, he or she shall serve as the Past President.
- 180 D. The Communications Officer, Community Development Chair and the Treasurer shall
181 each serve for a term of two years. The terms of the Communications Chair, Community
182 Development Chair and Treasurer shall be staggered, so as to provide continuity through
183 overlapping terms. The Communications Chair, Community Development Chair and
184 Treasurer terms are limited to two consecutive terms. Elections for Communications

- 185 Chair and Treasurer-Elect will be held prior to the 2nd year of his or her term to allow
186 time to “shadow” before assuming responsibilities.
- 187 E. All other members of the Board shall serve for a term of one year. At the end of each
188 member’s term, the President, subject to the approval of the Board, may reappoint such
189 member for additional successive terms, as necessary.
- 190 F. New Officers and members shall assume their office on July 1. If an Officer or member
191 of the Association Board is unable to complete the term of office, the President shall
192 appoint a replacement; such appointments are subject to the approval of the Board.
193

194 **ARTICLE VIII. *Meetings / Decision Making Process***

- 195 A. The Association Board shall meet as needed from September through June, but shall
196 avoid conflict with Advisory Board and parish meetings. General membership meetings
197 of the Association shall be held as needed as determined by the Board, after consultation
198 with the President and the Principal of Holy Trinity School. A special meeting of the
199 Association or of the Association Board may be called at any time by the President, with
200 no less than 48 hours advance notice to the general membership or the Board,
201 respectively.
- 202 B. For general or special meetings of the Association Board, a quorum shall consist of two-
203 thirds of all Association Board members, including ex-officio members.
- 204 C. For general or special meetings of the general membership of the Association, a quorum
205 shall consist of 25 members or 15 percent of the membership, whichever is smaller. Each
206 individual parent or guardian within the general membership shall be allowed one vote
207 and shall be considered a voting member.
- 208 D. Tallies of votes taken in general membership meetings and in Board meetings shall be
209 based on the total votes cast, and a majority of those votes cast is needed for approval.
210 For example, in a meeting containing 50 members, in which 40 members vote, a count of
211 21 is a majority and therefore 21 votes is needed for approval of the matter under
212 consideration.
- 213 E. Capital expenditures outside of the approved HSA budget must be approved by a
214 majority vote of the general membership.
215

216 **ARTICLE IX. *Committees and Functions***

- 217 A. All members of the Association are eligible to be Chairpersons and members of the
218 Committees. The President of the Association shall call for volunteers for the Committees
219 as necessary throughout the school year to ensure that the assigned function of each
220 Committee is accomplished. Throughout the school year, new Committee Chairpersons
221 and members shall be appointed to the Committees by the President; such appointments
222 are subject to the approval of the Board. The term of service for the Committee
223 Chairpersons and for its members shall be generally one calendar year. Each Committee
224 Chairperson shall be responsible for a monthly report to the President and Vice President
225 (President-Elect) at each monthly Board meeting.
- 226 B. The Association shall maintain the following standing Committees:
- 227 1. The Social Justice Committee is responsible for organizing opportunities for
228 community service for the school community, including both parents and students. It
229 is also responsible for identifying family support needs within the Association
230 community, as well as serving as a liaison for parish-wide service opportunities. The

231 Committee shall consist of the Committee Chairperson and such other members as the
232 Committee Chairperson deems necessary.

233 2. The Community Development Committee is responsible for organizing and
234 overseeing events sponsored by the Association aimed at strengthening the Holy
235 Trinity School community of parents, students, faculty and staff. The responsibilities
236 include planning and executing community development events—including
237 facilitating VolunteerSpot and volunteer opportunities for all campus-wide activities.
238 They will likewise evaluate and make recommendations with respect to the
239 Association’s Committee Chairperson, the Chairs of each Association-sponsored
240 community-development event, and such other members as the Committee
241 Chairperson deems necessary.

242
243 The School Boosters Committee consists of Sports, Arts/Science/Specials, After
244 School and New Parents. The Sports Booster Committee shall coordinate efforts to
245 encourage the participation of all of the children in the Holy Trinity School Sports
246 Program, and to assist in ensuring the fair and efficient running of this program. This
247 Committee will operate as a liaison between and among the Holy Trinity School
248 Sports Program, its participating students and parents, the Principal of Holy Trinity
249 School, and the Association. This Committee shall consist of the Committee
250 Chairperson, the Holy Trinity School faculty responsible for the Sports Program (to
251 the extent requested by the Principal), and such other members as the Committee
252 Chairperson deems necessary. The Arts/Science/Specials Booster Committee shall
253 coordinate efforts to encourage the participation of all students in the activities
254 offered by the school’s Arts/Science/Specials teachers. Boosters will offer HSA
255 assistance to these teachers as requested. The After School Booster will assist the
256 Holy Trinity School After School supervisor with HSA support as requested. The
257 New Parents Booster will facilitate a welcoming environment for all parents newly
258 admitted at the School.

259
260 The Hospitality Committee is responsible for organizing HSA hospitality at Board
261 meetings, the school Christmas show, parent education events, and teacher
262 appreciation activities.

263
264 The Fathers Club is responsible for building fellowship among Holy Trinity School
265 parents. The HSA Treasurer will provide a yearly budget for all Fathers Club
266 activities.

267
268 3. The Room Parents Committee and its members shall be responsible for: working with
269 the homeroom teachers to organize and coordinate classroom-based activities, events,
270 and programs; facilitating communications between parents, teachers, the
271 administration of Holy Trinity School, and the HSA; and planning activities to build
272 community among the families with children in the class, including coordinating with
273 the VolunteerSpot liaison. This Committee shall consist of the Committee
274 Chairperson, and the Room Parents for each classroom (Pre-K through Eighth Grade)
275 and such other members as the Committee Chairperson deems necessary.

276

277 The Teacher Representatives that serve on the Association are the School Principal
278 and Assistant Principals of Upper and Lower School or their teacher designees.
279 These representatives shall work to increase communication between the HSA and
280 the school faculty/staff. In addition, these Representatives will work closely with the
281 Room Parent Chair and all of the school boosters in an effort to maximize the effect
282 the boosters can have within the school.

283
284
285 4. The Fundraising Committee is responsible for overseeing and executing the
286 Association sponsored fundraising efforts in collaboration with the Holy Trinity
287 School Principal and Holy Trinity Development Office. These responsibilities
288 include short- and long-term planning, goal setting, and coordination both with
289 respect to individual fundraising events and with respect to the Association’s overall
290 fundraising efforts. This Committee shall secure funds to help the Association meet
291 its financial goals. This Committee shall consist of the President-Elect acting as
292 Committee Chairperson, the Treasurer, acting as Committee Co-Chairperson, the
293 Chairs of each Association-sponsored fundraising event, and such other members as
294 the Committee Chairperson deems necessary. The Committee will ensure
295 communications, solicitations and the stewardship of donors is coordinated with the
296 Holy Trinity-Development office and the fundraising event chairs.

297
298
299 C. Ad hoc Committees shall be formed for special needs (such as a Nominating Committee)
300 as they arise and will be disbanded when the need has been fulfilled.

301
302 **ARTICLE X. Amendments**

303 A. Amendments to these bylaws may be submitted in writing to the Communications Officer
304 by any member of the Association, or any member of the Board. The Communications
305 Officer shall record the proposed amendment and submit it to the President. All Board
306 members shall be notified in writing by the Communications Officer in advance of the
307 next scheduled meeting of the Board. The proposed amendment shall be considered in
308 accordance with Article VIII of these bylaws, with the exception that a proposed
309 amendment may not be accepted or rejected at the first meeting at which it is presented.

310
311 B. At the next general membership meeting following the formal acceptance or rejection of
312 a proposed amendment of the Association bylaws, the Association shall be notified at
313 such meeting of this decision by the Board. Thereafter, amendments to these bylaws can
314 be proposed by a majority vote of the members at any general membership meeting.
315 Within 10 days following the meeting in which the amendment is proposed by a vote of
316 the general membership, the President shall give written notice of the proposed
317 amendment to all the members of the Association. Final approval of the amendment shall
318 be made by a two-thirds majority of the members at the special meeting or at the next
319 regular meeting if one is scheduled.

320