

HOLY TRINITY SCHOOL
Home and School Association
Bylaws

(Submitted for Approval by the HSA Membership, March 13, 2020)

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 (the “School”) under the leadership of the ~~Pastor-School~~ Principal ~~team~~ and the Pastor of Holy Trinity Church (the “Parish”). 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-students~~ of ~~Holy Trinity~~the School. The Association supports the school through five core activities:

- Community Development
- Social Justice Outreach
- Parent Education
- Ignatian Spirituality
- Scholarships and Fundraising, in conjunction with~~and support of the School~~
Development Office

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 ~~the Holy Trinity~~ 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~~the School through assistance activities, social functions, and fundraisers.
5. To undertake such other duties and responsibilities consistent with the ~~above mission of the Association as that~~ the Principal of ~~Holy Trinity~~the School or the Pastor of ~~Holy Trinity Church~~the Parish may determine from time to time.

ARTICLE IV. Membership

Membership shall consist of the current parents and guardians of the students of ~~Holy Trinity~~the School, and the faculty and administration of the School. Membership also may include the Past President, ~~in the event that regardless of whether~~ such parent or guardian ~~no longer continues to~~ ~~haves~~ a student at ~~Holy Trinity~~the School.

ARTICLE V. Association Board

The ~~board of the~~ Association (~~the “Board”~~) shall consist of up to the ~~seven-six~~ Officers of the Association set forth below and any ex-officio and ad-hoc officers. The Board shall conduct the Association’s business affairs; provide general meeting programs of interest; form committees as deemed necessary and appropriate; review all committee recommendations and report on their final disposition; and review and recommend disbursements of ~~money collected~~~~net proceeds~~ from fundraising events and contributions after notice ~~to~~~~fication of~~, and discussion with, the Association members.

[These responsibilities include short- and long-term planning, goal setting, and coordination with respect to both individual fundraising events the Association’s overall fundraising efforts. This Committee shall secure funds to help the Association meet its financial goals.](#)

ARTICLE VI. Officers and Duties

A. The Officers of the Association shall ~~consist of~~include:

1. President
2. Vice President (President-Elect)
3. Communications Chair
4. Treasurer
5. ~~4.~~ Vice Treasurer (Treasurer-Elect)

~~6.1. Immediate Past President~~

5. Community Development Chair

6. Immediate Past President; and

~~7.~~

~~7. The Board of the Association shall consist of the Officers set forth above, as well as the following e~~Ex-officio members of the Board, as follows:

a. Chairpersons of the Association Committees (as described below);

b. the Principal of Holy Trinitythe School;

c. the Pastor of Holy Trinity Churchthe Parish; and

d. and the current president of the School Advisory Board.

Additional ex-officio members may be appointed by the president of the Association. All Board members, whether an Officer or an ex-officio member, shall have the same voting rights as any other Board member.

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

1. The President shall:

- a. Preside at and administer all regular and special general membership meetings, as well as all ~~monthly~~ Board meetings.
- b. Call special meetings of the ~~Association's~~ Board.
- c. Serve as an ex-officio member of the Holy Trinity School Advisory Board and serve as the official spokesperson for the Association.
- d. Review from time to time the bills paid by the Treasurer on behalf of the Association; and maintain oversight authority over the financial records of the Association.
- e. Serve as an ex-officio member of all Association Committees.
- f. Perform such duties as are incumbent of this office.
- g. Prepare and pass on to their successor a written job description and other documentation that is relevant and necessary in order to fulfill the duties of the office.

2. The Vice President (President-Elect) shall:
 - a. Assume the duties of the ~~P~~resident in his/her absence.
 - b. Serve as Co-Chair of Fundraising Committee.
 - ~~b.c.~~ Perform additional duties designated by the President.
 - ~~e.d.~~ Assist in the formation of all Committees and serve as an ex-officio member. Assure that Committees meet their goals and report their results and recommendations to the Association.
 - ~~d.e.~~ Serve as an ex-officio member of the Parish Development Committee.
 - f. Ensure communications, solicitations, and the stewardship of donors is coordinated with the School Development office and the fundraising event chairs as they arise.
 - ~~e.~~ Serve as the sSchool's representative to the Parents Council of Washington.
 - g. Prepare and pass on to their successor a written job description and other documentation that is relevant and necessary in order to fulfill the duties of the office.
 - ~~f.~~
3. The Communications Chair shall:
 - a. Record and make available to the members and to the sSchool's finance officer copies of the minutes of all Board and general membership meetings.
 - b. Conduct the correspondence of the Association including updates to the sSchool newsletter and website (in accordance with the Holy Trinity School privacy policy); blog posts as requested; emails and other communications aiding and assisting the Association and Committees in communicating information or events to the School, the Parish, or ~~to~~ the community.
 - c. Maintain a current file of reports, records and correspondence of the Association.
 - d. Coordinate with ~~the S~~school and ~~p~~Parish staff to ensure that all Association information or events are accurately and consistently relayed to the School, the Parish, and/or the Community.
 - e. Record and correct as amended the Bylaws of the Association.
 - f. Publicize meetings and functions in the School newsletter.
 - g. Convene an ad hoc communications committee as necessary or as directed by the President twice per year.

- h. Perform additional duties as designated by the President.
 - i. Prepare and pass on to their successor a written job description and other documentation that is relevant and necessary in order to fulfill the duties of the office.
4. The Treasurer shall:
- a. Collect and deposit all ~~dues and other~~ monies received through fund-raising and contributions; maintain the finance and accounting records of the Association; and manage the Association budget.
 - b. Maintain records of all receipts and expenditures.
 - c. Review and pay bills of the Association.
 - d. Have signatory authority over the Association's accounts but will only sign checks for up to \$1,000.00; provided, however, that checks \$499 or less over \$500.00 also will require the written approval of the President or Vice President. The Pastor ~~of Holy Trinity Church~~ or his authorized designate is required to sign any checks for an amount greater than \$51,000.00 or more.
 - e. Provide periodic written cash accounting of all income and expenditures.
 - f. Prepare the budget/allocation for the HSA Association for the upcoming year for review and approval by the ~~Association~~ Board.
 - g. Assist in the preparation of fund-raising reports in coordination with the members of the Fundraising Committee.

~~—Serve as Co Chair of Fundraising Committee.~~
 - h. Serve as an ex-officio member of the Parish Finance Committee.
 - i. Perform additional duties designated by the President.
 - j. Prepare and pass on to their successor a written job description and other documentation that is relevant and necessary in order to fulfill the duties of the office.
5. ~~[Vice Treasurer (Treasurer Elect) shall:~~
- ~~a. Provide support for the Treasurer as needed, including assisting in with the preparation of fundraising reports.~~
 - ~~b. Attend any meetings which that the Treasurer is unable to attend.~~
 - ~~c. Assume the duties of the Treasurer in his/her absence.~~

~~d. Perform additional duties designated by the Treasurer and/or President.~~

6.5. The Community Development Chair shall:

- a. Organize and oversee events sponsored by the Association aimed at strengthening the ~~Holy Trinity~~ School community of parents, students, faculty, and staff.
- b. Work closely with the Room Parent ~~Committee Chair~~, providing reports for Association and Room Parent meetings ~~and Room Parent meetings~~.
- c. Work to educate the ~~entire s~~School community on issues that are believed to be the most timely and salient to the community.

d. The following Committees fall under the leadership of the ~~e~~Community Development Chair:

- (a) School Boosters (Sports, Arts and Music/Science/Specials, After School, and New Parents),
- (b) Hospitality Committee, ~~(including~~
- (c) Teacher Appreciation Committee),
- (d) Fathers Club and
- ~~(a)~~(e) Room Parents.

~~7.6.~~ The Immediate Past President shall:

- a. Provide support for ~~membership and~~ volunteer recruitment.
- b. Attend any meetings ~~which that~~ the President or the President-Elect is unable to attend.
- c. Encourage the participation in the Association of all of the parents in the ~~s~~School by taking active steps to encourage new and existing parents to participate in the Association and its activities, including helping to organize and run Association events.
- d. Organize the election of Officers of the Association and aid the President in selecting Committee Chair ~~persons~~.

ARTICLE VII. Election and Tenure of Officers

- A. All Officers of the Association shall be elected by the general membership at a general meeting to be determined by the President.
- B. Candidates for the election of the Officers shall be solicited from the general membership. Nominees shall be given an opportunity to present their qualifications to the

membership in written or verbal form at a regularly scheduled meeting of the general membership.

- C. The President-Elect shall serve for a combined term of three years. During the first year, he or she shall serve as the Vice-President (President-Elect). The second year, he or she shall serve as the President. In the third year, he or she shall serve as the Past President.
- D. The Communications ~~Officer~~Chair, Community Development Chair, and the Treasurer shall each serve for a term of two years. The terms of ~~two of~~ the ~~Communications Chair,~~ Community Development Chair, and Treasurer shall be staggered, so as to provide continuity through overlapping terms. The Communications Chair, Community Development Chair and Treasurer terms are limited to two consecutive terms. ~~Elections for Communications Chair [and Treasurer-Elect] will be held prior to the 2nd year of his or her the prior term to allow time to “shadow” before assuming responsibilities.~~
- E. All other members of the Board shall serve for a term of one year. At the end of each member’s term, the President, subject to the approval of the Board, may reappoint such member for additional successive terms, as necessary.
- F. New Officers and members shall assume their office on July 1. If an Officer or member of the ~~Association~~Board is unable to complete the term of office, the President shall appoint a replacement; such appointments are subject to the approval of the Board.

ARTICLE VIII. Meetings / Decision Making Process

- A. The ~~Association~~Board shall meet as needed from September through June, but shall avoid conflict with Advisory Board and ~~p~~Parish committee meetings. General membership meetings of the Association shall be held as needed as determined by the Board, after consultation with the President and the Principal of ~~Holy Trinity~~the School. A special meeting of the Association or of the ~~Association~~Board may be called at any time by the President, with no less than 48 hours advance notice to the general membership or the Board, respectively.
- B. For general or special meetings of the ~~Association~~Board, a quorum shall consist of two-thirds of all ~~Association~~Board members, including ex-officio members.
- C. For general or special meetings of the general membership of the Association, a quorum shall consist of ~~20~~5 members or 15 percent of the membership, whichever is ~~less~~smaller. Each individual parent or guardian within the general membership shall be allowed one vote and shall be considered a voting member.
- D. Tallies of votes taken ~~in~~at general membership meetings and ~~in~~at Board meetings shall be based on the total votes cast, and a majority of those votes cast is needed for approval. For example, in a meeting containing 50 members, in which 40 members vote, a count of 21 is a majority and therefore 21 votes ~~is~~are needed for approval of the matter under consideration.

- E. ~~Material~~ Capital expenditures ~~in excess of \$x1~~ outside of the approved HSA Association budget must be approved by a majority vote of the general membership.

ARTICLE IX. Committees and Functions

- A. All members of the Association are eligible to be Chairpersons and members of the Committees. The President of the Association shall call for volunteers for the Committees as necessary throughout the school year to ensure that the assigned function of each Committee is accomplished. Throughout the school year, new Committee Chairpersons and members shall be appointed to the Committees by the President; such appointments are subject to the approval of the Board. The term of service for the Committee Chairpersons and for its members shall be generally one calendar year. Each Committee Chairperson shall be responsible for a monthly report to the President and Vice President (President-Elect) at each monthly Board meeting.
- B. The Association shall maintain the following standing Committees:
1. The Social Justice Committee is responsible for organizing opportunities for community service for the school community, including both parents and students. It is also responsible for identifying family support needs within the Association community, as well as serving as a liaison for parish-wide service opportunities. The Committee shall consist of the Committee Chairperson and such other members as the Committee Chairperson deems necessary.
 2. The Community Development Committee is responsible for organizing and overseeing events sponsored by the Association aimed at strengthening the Holy Trinity School community of parents, students, faculty, and staff. The responsibilities include planning and executing community development events—including working with the Volunteer Coordinator to facilitate VolunteerSpot and and communicate volunteer opportunities for all campus-wide activities. They will likewise evaluate and make recommendations with respect to the Association's Committee Chairperson, the Chairs of each Association-sponsored community-development event, and such other members as the Committee Chairperson deems necessary.
 - a. The School Boosters Committee consists of Sports, Art and Musics/Science/Specials, After School, and New Parents.
 - i. The Sports Booster Committee shall coordinate efforts to encourage the participation of all of the children-students in the Holy Trinity School Ssports Pprogram, and to assist in ensuring the fair and efficient running of this program. This Committee will operate as a liaison between and among the Holy Trinity School Ssports Pprogram, its participating students and parents, the Principal of Holy Trinitythe School, and the Association. This Committee shall consist of the Committee Chairperson, the Holy Trinity School faculty responsible for the Ssports Pprogram (to the extent requested by the

Principal), and such other members as the Committee Chairperson deems necessary.

~~ii.~~ ii. The Arts/Science/Specials and Music Booster Committee shall coordinate efforts to encourage the participation of all students in the activities offered by the School's Arts/Science/Specials teachers. Boosters will offer HSA assistance to these teachers as requested.

~~iii.~~ iii. The After School Booster will assist the Holy Trinity School After School supervisor with HSA Association support as requested.

~~iv.~~ iv. The New Parents Booster will facilitate a welcoming environment for all parents newly admitted ~~at~~ to the School.

~~b.~~ b. The Hospitality Committee is responsible for organizing HSA hospitality at Board meetings, the School Christmas show, parent education events, and other special events as determined by the Committee and approved by the President.

~~a.c.~~ a.c. ~~The , and t~~Teacher Appreciation Committee is responsible for organizing monthly teacher appreciation activities and other special events as determined by the Committee and approved by the President.

~~b.d.~~ b.d. The Fathers Club is responsible for building fellowship among Holy Trinity School parents. ~~The HSA Treasurer will provide a yearly budget for all Fathers Club activities.~~

~~e.e.~~ e.e. The Room Parents Committee and its members shall be responsible for: working with the homeroom teachers to organize and coordinate classroom-based activities, events, and programs; facilitating communications between parents, teachers, the administration of Holy Trinity School, and the HSA; and planning activities to build community among the families with children in the class, including coordinating with the Volunteer Coordinator to facilitate and communicating volunteer opportunities for all classroom activities ~~coordinating with the VolunteerSpot liaison.~~ This Committee shall consist of the Committee Chairperson, and the Room Parents for each classroom (Pre-K through Eighth Grade) and such other members as the Committee Chairperson deems necessary.

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

~~The Diversity Committee is responsible for...~~

g. The Parent Education Committee is responsible for providing educational opportunities for parents, including serving as the School's representative to the Parents Council of Washington.

~~...~~

~~—The Ignatian Ignatian Spirituality Committee is responsible for supporting Ignatian spirituality of the parents in conjunction with the parish office for Ignatian Spirituality and Prayer...~~

~~3. The Fundraising Committee is responsible for overseeing and executing the Association sponsored fundraising efforts in collaboration with the Holy Trinity School Principal and Holy Trinity the School Development Office. These responsibilities include short and long term planning, goal setting, and coordination both with respect to both individual fundraising events and with respect to the Association's overall fundraising efforts. This Committee shall secure funds to help the Association meet its financial goals. This Committee shall consist of the President Elect acting as Committee Chairperson, the Treasurer, acting as Committee Co-Chairperson, the Chairs of each Association sponsored fundraising event, and such other members as the Committee Chairperson deems necessary. The Committee will ensure communications, solicitations, and the stewardship of donors is coordinated with the Holy Trinity School Development office and the fundraising event chairs. as they arise and will be disbanded when the need has been fulfilled.~~

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

ARTICLE X. Amendments

- A. Amendments to these bylaws may be submitted in writing to the Communications Officer by any member of the Association, or any member of the Board. The Communications Officer shall record the proposed amendment and submit it to the President. All Board members shall be notified in writing by the Communications Officer in advance of the next scheduled meeting of the Board. The proposed amendment shall be considered in accordance with Article VIII of these bylaws, with the exception that a proposed amendment may not be accepted or rejected at the first meeting at which it is presented.
- B. At the next general membership meeting following the formal acceptance or rejection of a proposed amendment of the Association bylaws, the Association shall be notified at such meeting of this decision by the Board. Thereafter, amendments to these bylaws can be proposed by a majority vote of the members at any general membership meeting. Within 10 days following the meeting in which the amendment is proposed by a vote of the general membership, the President shall give written notice of the proposed amendment to all the members of the Association. Final approval of the amendment shall be made by a two-thirds majority of the members at the special meeting or at the next regular meeting if one is scheduled.