

MARY OF NAZARETH CATHOLIC SCHOOL HOME AND SCHOOL ASSOCIATION BYLAWS

Revised March 2015

Article I: Name

The name of the organization shall be the Mary of Nazareth Home and School Association (hereinafter the "Association"), in local jurisdiction, in the Archdiocese of Washington, D.C.

Article II: Organizational Authority

- A. All Catholic elementary and secondary schools in the Archdiocese are canonically responsible to the Archbishop and shall maintain true communion with Christ pursuant to the [Policies for Catholic Schools](#).
- B. All Archdiocesan parish schools shall have a formal organization of parents and appointed school personnel named the Home and School Association.
- C. This Association is organized exclusively for charitable, literary, 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.
- D. This association shall adhere to the guidelines provided by the Catholic Schools Office.

Article III: Purpose

The objectives and roles of the Association shall be:

- A. To build community by hosting school events.
- B. To support the school's fundraising goals as recommended by the Board of Directors, principal (known as Chief Administrative Officer), and Canonical Administrator.
- C. To promote open communication among the parents, teachers and administrators.
- D. To provide parents and teachers with the information to aid in all aspects of the ideal of Catholic education, growth, and development.
- E. To promote good will, cooperation, and spiritual community, between and among parents, faculty, administration, Canonical Administrator, Board of Directors, and the pastors of the seven parishes of Mary of Nazareth.
- F. To direct and coordinate parental support to Mary of Nazareth through assistance, activities, and social functions.

Article IV: Membership and Fees

- A. Members of the Association shall include the parents and guardians of Mary of Nazareth students and the faculty members of the School.

1. Individual parents, legal guardians, and faculty members are voting members of the Association in accordance with Article X, Section B.
 2. The Chief Administrative officer and the pastors of the seven participating parishes are nonvoting, ex-officio members of the Association.
 3. Dues paying members are individual parents or legal guardians who have paid HSA dues for that school year.
- B. The membership fees shall be determined by the Executive Committee of the Association on an annual basis.

Article V: Executive Committee

The Executive Committee shall consist of the five voting officers of the Association, and all nonvoting ex-officio members. Additional nonvoting ex-officio members may be appointed by the President of the Association with subsequent notification to the members of the Association. The Executive Committee shall perform the following functions:

- A. Conduct the Association's business affairs.
- B. Hold regular general meetings and provide programs of interest at those meetings.
- C. Form committees as deemed necessary and appropriate.
- D. Be responsible for collecting and disbursing funds raised through dues, fundraising events, and contributions.
- E. Manage and report on Association finances in accordance with accepted best practices and Mary of Nazareth's policies on audits and disclosures.
- F. Generate and make available minutes of general Association meetings and Executive Committee meetings.
- G. Interpret these Bylaws.

Article VI: Officers and Duties

- A. The officers of the Association shall consist of:
1. President
 2. 1st Vice President
 3. 2nd Vice President
 4. Secretary
 5. Treasurer

The officers of the Association are voting members of the Executive Committee. An addition of an officer who is a voting member of the Executive Committee requires the amendment of these Bylaws as set forth in Article XII.

- B. The duties of the officers shall be defined as follows:
1. The President shall:
 - i. Preside at and administer all regular and special Association meetings, and Executive Committee meetings.

- ii. Schedule special meetings of the Association's Executive Committee.
 - iii. Act as the official spokesperson for the Association by attending two Board of Directors' meetings by invitation, one in the fall and one in the spring, to report on the work of the HSA.
 - iv. Have signatory authority, along with the Principal of the School, on each check or payment of Association bills to prevent misuse of Association funds.
 - v. Serve as an ex-officio member of all Association committees, except the Nominating and Election Committee.
 - vi. Perform such other duties required by this office.
2. The 1st Vice President shall:
- i. Assume the duties of the President in his/her absence.
 - ii. Perform additional duties designated by the President.
 - iii. Assist in the formation of all assigned committees.
 - iv. Ensure that committees meet their goals and report their results and recommendations to the Association.
3. The 2nd Vice President shall:
- i. Assume the duties of the 1st Vice President in his/her absence.
 - ii. Perform additional duties designated by the President or 1st Vice President.
 - iii. Assist in the formation of all assigned committees.
 - iv. Ensure that committees meet their goals and report their results and recommendations to the Association.
4. The Secretary shall:
- i. Record minutes of all Executive Committee meetings and general Association meetings.
 - ii. Post minutes from each general Association meeting on the School website and in the Stavalo Multipurpose Room prior to the subsequent general Association meeting. Make available minutes from Executive Committee meetings, upon request.
 - iii. Conduct the correspondence of the Association.
 - iv. Maintain a current file or reports, records and correspondence of the Association.
 - v. Be responsible for recording all amendments and corrections to the bylaws of the Association.
 - vi. Publicize meeting and functions in the School and the Association newsletter.
 - vii. Serve as an ex-officio member of the Communications Committee.
 - viii. Perform additional duties designated by the President.
5. The Treasurer shall:
- i. Collect and deposit all membership dues, and maintain a list of all active members of the Association. Collect and deposit all other moneys received through fundraising and contributions.
 - ii. Serve as an ex-officio member of all fundraising committees so as to coordinate and to help prepare fundraising reports.

- iii. Maintain records of all receipts and expenditures of the Association.
- iv. Review and recommend payment of bills to the president and Principal.
- v. Provide at every general Association meeting a written year-to-date cash accounting of all income and expenditures.
- vi. Report on HSA finances twice per year to the Finance Committee of the Board of Directors by invitation; once in the fall and once in the spring.
- vii. Prepare all relevant papers for the annual audit of the School's finances.
- viii. Perform additional duties designated by the President.

C. Vacancy in Office:

Vacancies shall be filled as follows:

1. Removal: The involuntary removal of an officer shall require a two-thirds vote of the members present at a general Association meeting, subject to the rules specified in Article X.B. Any officer who fails to fulfill his/her duties or fails to abide by the Association bylaws, policies, or code of conduct shall be removed. A vacancy created by removal shall be filled by a majority vote by all members present at the next general meeting.
2. Resignation: Resignation from office shall require written notice by that officer to the Executive Committee president or the Chief Administrative Officer. A vacancy created by resignation shall be filled by a majority vote of all members present at the next general meeting.
3. Presidential Vacancy: In the case of a vacancy in the office of the President, the 1st Vice President shall become the President and shall hold that office for the balance of the original term. An election to fill the position of 1st Vice President will be held at the next general Association meeting.
4. Vacancy in other officers: A vacancy in any other officer position listed in Article VI shall be filled by a majority vote of members present at the next general election.
5. The President is authorized to appoint a temporary replacement to any officer's position that becomes vacant during that officer's term. The temporary officer immediately becomes a non-voting member of the Executive Committee and serves until a permanent officer is elected to the position.

Article VII: Nominating and Election Committee

- A. A Nominating and Election Committee of three members will be formed each year to nominate candidates for Executive Committee offices for election at the May general Association meeting.
- B. Association members may nominate themselves for the Nominating and Election Committee or else be nominated by the Executive Committee or other Association members.
- C. The members of the Nominating and Election Committee shall be elected by majority vote of the members present at the May general Association meeting and shall serve a one-year term.

- D. In the event of a vacancy in the Nominating and Election Committee during the term, the President is authorized to appoint a replacement member, subject to majority approval of the Executive Committee and notification to the general membership.
- E. The members of the Nominating and Election Committee shall identify and recruit from the general membership at least one candidate for each officer position with a term expiring in June. The Committee will provide the names of nominees to the Executive Committee and the general Association membership no later than April 15. The members of the Committee shall designate a representative of the Committee to coordinate the officer elections at the May general Association meeting.
- F. Any dues-paying member of the Association may be nominated for an executive office position. Neither members of the Executive Committee nor members of the Board of Directors shall be eligible to serve on the Nominating and Election Committee.
- G. A dues paying member of the Association who is not nominated by the Committee but who wishes to run for an officer position may self-nominate by contacting the Executive Committee preferably by April 15.

Article VII: Election and Tenure of Officers

- A. Officers of the Association shall be elected by members at the May general Association meeting. The terms will be staggered to provide for continuity of Association officers. The President and First Vice-President will serve the same two-year term; the Treasurer, 2nd Vice-President and Secretary will serve the same two-year term. To maintain these staggered terms, if a vacancy occurs during a term in an office, a candidate shall be elected to serve the remaining of the term in that office. In accordance with Article VII Section D, the newly-elected officer may remain eligible to serve an additional, two-year term in the same office.
- B. When more than two candidates compete for one office and no candidate receives a majority vote, a runoff election will be held. If only one candidate is nominated for a position, a majority vote of all members present at the general meeting shall be required to ratify election to the position. At the May meeting, nominees will be provided an opportunity to present their qualifications to the Association membership in written and/or verbal form.
- C. The term for each office position shall be two years. All newly elected officers shall assume their office on July 1st.
- D. No one shall be elected to a second full term in the same officer position. Anyone who serves in an officer position for more than one-half of a full term shall be deemed to have served a full term in such position.
- E. In the event that there are no candidates for an open officer position at the May general Association meeting, the current president may appoint a temporary replacement to serve as that officer until the position is filled. The replacement may be the officer whose term is expiring; however, that person may serve for no more than one additional year.
- F. In the event that an officer position is not filled through election at the May general Association meeting, the election to fill the vacancy will remain on the agenda at every succeeding general Association meeting until the position is filled.

Article IX: Meetings

- A. General membership meetings of the Association shall be held on a regular basis from September through May, as determined by the President of the Association. The meeting schedule shall avoid conflict with school board, committee, and parish meetings.
- B. A special meeting of the Association may be called at any time by the President, with no less than 72 hours advance notice to the members. The President must state the purpose of the special meeting at the time it is called.

Article X: Parliamentary Authority

- A. The proceedings of the organization shall be governed according to the rules specified in the current edition of *Robert's Rules of Order, Newly Revised*. The guide and commentary in this text shall serve as a reference for the implementation of the rules of order. These rules of order shall apply to general and special meetings of the Association and Executive Committee meetings. A copy of *Robert's Rules of Order, Newly Revised* will be retained by the Executive Committee and made available to members as desired or needed.
- B. For the purposes of this Association, the parliamentary authority specified in paragraph A shall be amended as follows:
 - 1. For general or special meetings of the Association, a quorum shall consist of five percent of the membership, as defined in Article IV. For Executive Committee meetings, a quorum shall consist of a majority of the voting members. Each individual member shall be allowed one vote and shall be considered a voting member in accordance with Article IV.
 - 2. Unless otherwise specified in these bylaws, tallies of votes taken in general, special and executive committee meetings shall be based on the total votes cast. For example, in a meeting containing 50 members, in which 40 members vote, a count of 21 is a majority.

Article XI: Committees and Functions

- A. All members of the Association are eligible to be members and chairs of Association committees. The President of the Association shall call for volunteers for open committee chair positions no later than the March general membership meeting. The term of service for a committee chair shall be at least one calendar year. In the event of vacancies that arise during the term, the President is authorized to appoint new committee chairs who will hold that position through the end of the calendar year. Each committee shall be responsible for providing a monthly or end-of-event report to the designated Association officer for that committee.
- B. The Association shall maintain the following standing committees, which report to the HSA Executive Committee:
 - 1. Communications Committee shall assist in typing, publishing and distributing the school newsletter and other communication, and aiding and assisting other committees in

communication events to the School or to the community. The Association's Secretary shall be an ex-officio member of the committee.

2. Hospitality Committee shall support regular and special Association meetings by procuring and managing refreshments. The committee will also provide these services for other school-related activities.
3. Staff Appreciation Committee shall give encouragement and recognition to faculty, administration, students and the entire school community.
4. Sports Committee shall develop and operate a sports program at the school. Programs and budgets will be based upon school community preferences and executive committee final approval. The suitability of each program will be determined by the benefit to the children, facilities, required program cost, liabilities, outside commitments, and management requirements. The committee will be fully funded.
5. Volunteer Committee shall gather lists of parents who are able to volunteer their time, and to maintain the list of names and contact information. The lists will be made available to other committees when volunteers are required.
6. Room Parent Committee shall recruit and organize room parents for each class to assist teachers with holiday and special events. The Committee is also responsible for organizing sponsorship of new families and providing classroom emergency kits.
7. Social Concerns Committee shall be formed to identify and coordinate opportunities when school students, families and faculty can contribute to our community.
8. Nominating and Elections Committee shall be formed to nominate candidates for officer positions and to run the associated election, as described in Article VII.
9. Ad Hoc Committees shall be formed by the Executive Committee for special purposes as the need arises. Such committees shall be disbanded once the Executive Committee judges that the need has been fulfilled.

Article XII: Amendments

Amendments to the bylaws must follow a two-stage process. An amendment must first be proposed by the Executive Committee or by members of the Association, in collaboration with the Chairman of the Board of Directors and Canonical Administrator, at either a general or special meeting. For a proposed amendment to proceed to the approval stage, it must receive either a majority vote of the Executive Committee or a majority vote of the members present at the general meeting. Within ten days of that vote, the President must provide written notice of the proposed amendment to all members of the Association. At the next general or special meeting, the Association may vote to either approve or reject the amendment, provided that a quorum has been reached. Approval of the amendment requires a two-thirds majority of the voting members present.

Article XIII: Dissolution

In the event the Association shall be dissolved, all assets of the Association would become the property of the Mary of Nazareth Catholic School.

And whatever you do, in word or in deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him.” (Colossians 3:17)