

**ST. MARTIN OF TOURS CATHOLIC SCHOOL
HOME AND SCHOOL ASSOCIATION BYLAWS**

**GAITHERSBURG, MARYLAND
ARCHDIOCESE OF WASHINGTON, D.C.**

ARTICLE I – NAME

The name of this organization will be ST. MARTIN OF TOURS CATHOLIC SCHOOL HOME AND SCHOOL ASSOCIATION. It will hereinafter be referred to as “HSA.”

ARTICLE II – MISSION AND OBJECTIVES

The mission of the HSA is to foster our children’s Catholic education by connecting the St. Martin of Tours Catholic School home, school and parish communities, while supporting the missions of the parish and school. The primary objectives of this organization will be:

1. Community – to promote good will and cooperation between and among parents, faculty, administration, School Advisory Board, pastor, parish and canonical administrator.
2. Communication – to provide a vehicle of communication to keep school families and staff informed.
3. Fundraising – to provide support of school fundraising goals and efforts.
4. School Spirit – to encourage all students, parents and staff to actively participate in school and parish events and activities while promoting school spirit, pride and enthusiasm.

ARTICLE III – MEMBERSHIP

- A. All parents, grandparents and guardians of students currently enrolled at St. Martin of Tours Catholic School and staff are considered members of the HSA.
- B. The Pastor of St. Martin of Tours Catholic Parish is invited to provide spiritual guidance and advice to the HSA.
- C. The Principal of St. Martin of Tours Catholic School is a standing member of the Executive Committee of the HSA and will ensure that all HSA decisions are in keeping with the direction of the parish and school.
- D. Teachers will be asked to appoint a Teacher Representative to attend HSA meetings and consult with the HSA Executive Committee, representing teacher interests and concerns.

ARTICLE IV – MEETINGS

- A. The general meetings will be held on the second Thursday of the month between September and June, except in instances when a conflict arises. Notifications of meetings and changes will be published at least three weeks in advance in the school newsletter, e-blast, school website, and/or some other school communication channel.
- B. HSA members wanting to add an item to the agenda are encouraged to submit in writing their request to the HSA at hsa@smsmd.org at least 48 hours prior to the general meeting for consideration. Additional general meetings, cancellations, etc. will be scheduled as necessary to meet the needs of the HSA.
- C. Executive Committee meetings will be held as necessary, at the discretion of the Executive Committee and in response to the current needs of the school and parish. When appropriate, electronic communication will be considered sufficient if meeting in person is not deemed necessary.
- D. General meeting minutes will be distributed via email by the HSA Secretary to HSA members in attendance at the subject meeting via email for review and approval. Members should respond within three (3) days of the date of the email with any edits and/or approvals (motion to approve and second). The minutes will be deemed approved by the Executive Committee if edits and/or approvals are not received within three (3) days of the date of the email.

ARTICLE V - EXECUTIVE COMMITTEE

The Executive Committee of the HSA will consist of the President, Vice President, Secretary, Treasurer, Pastor, Principal and Teacher Representative. Additional members may be appointed by the President with subsequent notification to the HSA.

All members of the Executive Committee are expected to attend all meetings, both general and executive, and to participate in as many HSA activities and events as possible.

Members will adhere to the policies of the school pursuant to the Parent and Student Handbook. All items discussed at Executive Committee meetings will be considered private and confidential.

The Executive Committee will perform the following:

1. Conduct the HSA business affairs.
2. Hold regular general meetings and hold Executive Committee meetings as needed.
3. Assist with the formation of committees as deemed necessary and appropriate.
4. Review and make recommendations of plans and activities of the various HSA committees.
5. Assist with securing, disbursement, and reimbursement of funds for HSA school activities and events.

6. Have representation at HSA and school functions.
7. Interpret and adhere to the rules and intent of these bylaws.
8. Record and make available the minutes of HSA general meetings.

ARTICLE VI – OFFICERS & DUTIES OF THE EXECUTIVE COMMITTEE

The Executive Committee members will have the following duties:

A. President

1. Preside at and administer all general, Executive Committee and special meetings of the HSA.
2. Serve as a standing member of all HSA committees and represent the HSA and report on HSA activities at all School Advisory Board meetings.
3. Generate an agenda for all general, Executive Committee and special meetings of the HSA.
4. Generate and distribute a list of HSA activities and events for the current school year at the September general meeting.
5. Review meeting minutes within one week of receipt and confirm with the Secretary that minutes are ready for distribution to HSA members.
6. Serve a two-year term.
7. Perform such other duties required by this office.

B. Vice President

1. Preside at meetings in the absence of the President.
2. Assist the President with planning and executing meetings and perform additional duties designated by the President.
3. Serve a two-year term.

C. Secretary

1. Record minutes of all general, Executive Committee and special meetings of the HSA.
2. Distribute general meeting minutes to the Executive Committee and HSA members within two weeks of each meeting.
3. Maintain records of general meeting attendance.
4. Assist President with communicating to HSA members about events and activities through the school newsletter, website, or any means available for effective communication.
5. Responsible for updating/recording amendments and corrections to the bylaws and maintain the recent version of the bylaws.
6. Perform additional duties designated by the President.
7. Serve a two-year term.

D. Treasurer

1. Review and recommend payment for requests of funds and reimbursements of funds to the Principal.
2. Manage and review all receipts and expenditures as submitted with the *Disbursement of Funds* form and provide to the school office for final approval.
3. Work with the school office to generate bi-annual financial reports for reporting at the January and May general meetings.
4. Perform additional duties designated by the President.
5. Serve a two-year term.

E. Teacher Representative

1. Act as an official spokesperson for the faculty at all HSA meetings and assist in understanding the needs of the teaching staff.

F. Principal and Pastor

1. Oversee all activities of the HSA to ensure that the organization is operating within the ideals and goals of St. Martin of Tours Catholic School.

ARTICLE VII – ELECTIONS

- A. Nominations for the elected Executive Committee positions of President, Vice President, Secretary, and Treasurer will be solicited in April; elections will occur in May; and new terms will begin on July 1. Executive Committee officers will serve a term of two consecutive years. An HSA member may serve in an Executive Committee position, which they previously held after a one term break. It is encouraged that the President-elect has previously served as an Executive Committee officer for at least one term prior to seeking election as President. If it is deemed appropriate for an officer to extend to another term in the event that there are no candidates for the position in the current election, the Executive Committee will conduct an executive vote.
- B. By the April general meeting, nominations will be solicited verbally at the March and April general meetings and in the weekly school newsletter. Nominations will be submitted to the Executive Committee for review and compilation via email to hsa@smsmd.org by May 1st. The Executive Committee may extend the nomination period if deemed necessary. Potential candidates will confirm their intention for running for an Executive Committee position and should attend the April or May meeting to introduce themselves and express their interest in the position. Voting will occur at the May meeting. An election by paper ballot will be used when there is more than one candidate. An oral vote may be used where a candidate is unopposed.

- C. The newly elected Executive Committee will be installed and take office effective after the June HSA meeting. The outgoing Executive Committee members will be required to attend the June general meeting to properly initiate newly elected officers to their positions.
- D. Any Executive Committee officer who fails to execute his or her duties or adhere to HSA bylaws or policies will be removed from office by a majority vote of members present at a general meeting.
- E. If a vacancy should occur in the office of President, the Vice President will succeed to the Presidency. The resulting vacancy in the office of Vice President, or a vacancy occurring in any other elected office will be filled in the following manner:
 - 1. The Executive Committee will publish the vacancy to the membership at the monthly meeting and through the weekly newsletter.
 - 2. After publicizing the vacancy, the Executive Committee will solicit, vote for, and appoint a member to fill that vacancy to the end of the term.
- F. Elected members of the Executive Committee must have a currently-enrolled child, grandchild, or must be a guardian to a currently-enrolled child attending St. Martin of Tours Catholic School.

ARTICLE VIII – COMMITTEES

- A. All members of the HSA are eligible to be members and coordinators of HSA committees. The President of the HSA will call for volunteers for open committee coordinator positions for the upcoming school year at the April or May general meeting.
- B. The term of service for a committee coordinator will be at least one school 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 school year.
- C. Each committee will be responsible for providing a monthly or end-of-event report to the HSA.
- D. Ad Hoc Committees will be formed by the Executive Committee for special purposes as the need arises. Such committees will be disbanded once the Executive Committee judges that the need has been fulfilled.

ARTICLE IX – COMMITTEE COORDINATORS

The HSA will maintain the following standing committees, which report to the HSA Executive Committee:

1. Homeroom Parent Coordinator (“HPC”) will recruit parents from each class to serve as Homeroom Parents to assist teachers with planning class parties and special activities and events. The HPC will inform Homeroom Parents about their responsibilities, including attendance at HSA monthly general meetings (either in person, via written report and/or class representative) and provide information about class parties and special activities and events.
2. New Family Mentor Program Coordinator will coordinate the pairing of current school families with new incoming families to offer support, advice and information throughout their first school year.
3. Dinner Night Out Coordinator will plan monthly school fundraisers at participating local restaurants. He or she will schedule the event dates, market the events to the school community, coordinate the disbursement of the percentage of sales from each event to the school.
4. Wrapping Paper and Gifts Fundraiser Coordinator will organize the sale, marketing and distribution of wrapping paper and gift items purchased and/or sold by the school community from a school fundraising vendor.
5. Box Tops Coordinator will organize the collection of Box Tops received from the school community, manage the submission and reporting of the Box Tops to the *Box Tops for Education Program*, and track funds raised for the school through the program.
6. Used Uniform Sales Coordinator will organize the sale of gently used St. Martin of Tours Catholic School uniform items during the year to the school community.
7. Spirit Wear Coordinator will manage the procurement, ordering, marketing, sale, and distribution of St. Martin of Tours Catholic School Spirit Wear items.
8. Coordinators of HSA activities and events for the school community will recruit and organize volunteers to assist with the planning and execution of each activity or event. A list of activities and events for the current school year will be distributed at the September general meeting.

ARTICLE X – PARLIAMENTARY AUTHORITY

Meetings will be conducted in a respectful, courteous, and civil manner. The Executive Committee may choose to adopt standard parliamentary procedure, as contained in the current edition of *Robert’s Rules of Order* (“the *Rules*”), a copy of which is available at <http://www.robertsrules.org/>, or proceed in the spirit of the *Rules*.

ARTICLE XI – AMENDMENTS

These bylaws may be modified by a vote of a majority of all members of the HSA at any general meeting at which there is a quorum, provided that the intent to present the modification of the bylaws for action at a meeting has been previously announced as an agenda item, and more than 48 hours' notice of the intent to take that action has been provided to all HSA members.

Adopted September 6, 2018