



**Trinity School**  
**Home and School Association**  
**Constitution and Bylaws**  
**REVISED July 2020**

**ARTICLE I – NAME**

This association shall be known as the “Home and School Association of Trinity School” (HSA).

**ARTICLE II – OBJECTIVE**

Section 1

The objective of the Association shall be to plan and conduct activities that, in the opinion of the Executive Committee, shall:

- a. Help parents and teachers promote an understanding and appreciation of the ideals of the Trinity School mission and philosophy.
- b. Promote mutual cooperation and communication between parents and teachers in their respective roles.
- c. Contribute to the financial support of the school.

Section 2

In pursuit of these objectives, the Executive Committee of the Association will:

- a. Collaborate with school administration to draft annual goals and establish a calendar of activities or events.
- b. Host monthly Executive Committee Officer meetings starting in August and ending in May of each school year. Coordinators will be called to attend specific meetings pending the time of year and the event or responsibilities under their purview.
- c. In coordination with the School Administration, schedule general meetings in September, January, March and May of each school year. All Trinity parents and/or guardians, staff and faculty are invited to attend.
- d. Plan and conduct family and fundraising events and activities.

These officer and member positions shall be filled in accordance with Article V, Section 1. However, upon approval of the majority of its members, the Executive Committee may adopt alternate procedures.

Section 3

Terms of the members of the Executive Committee will be as follows:

- a. Executive Committee Officers: All Committee Officers shall serve for a one-year term.
- b. Executive Committee Members: All Committee Members shall serve for a one-year term.

- c. Officers and members of the Executive Committee can serve up to four years consecutively with approval from the Executive Committee. One (1) school year must lapse before an officer or member of the Executive Committee who has previously served for four years can be eligible for nomination of a Committee position. By May 31<sup>st</sup>, if no one has stepped forward to accept the nomination for an open Committee position, the Executive Committee may vote to waive the four consecutive year limitation if a current Committee member is willing to accept the nomination for the open position.
- d. Officers and members of the Executive Committee shall assume official duties following the May general membership meeting.

**Section 4**

- a. Should a member of the Executive Committee be absent for three or more consecutive meetings without a valid explanation, the Committee may request the member's resignation. The resulting vacancy will be filled for the remainder of the term through a vote by the Executive Committee Officers.
- b. By a two-thirds (2/3) vote of the Executive Committee, an officer or member may be removed from office for failure to perform duties, criminal misconduct or unethical behavior while conducting Home and School Association business. The resulting vacancy will be filled for the remainder of the term through a vote by the Executive Committee Officers.

**ARTICLE III – ASSOCIATION MEMBERSHIP**

**Section 1**

All parents or guardians of the children enrolled in Trinity School and all school faculty are considered members.

**ARTICLE IV – GOVERNMENT**

**Section 1**

An Executive Committee will conduct all business of the Association. Membership of the Executive Committee will consist of seven (7) officers and eleven (11) members in good standing of which nine (9) shall constitute a quorum at any meeting of the Executive Committee. The Executive Committee of nineteen (18) members shall consist of:

- a. One (1) school Administrator.
- b. One (1) Faculty member to be selected by the Administrator.
- c. Five (5) Executive Committee Officers.
- d. Eleven (11) lay members who are parents or guardians and members of the Association in good standing.

**Section 2**

The Executive Committee shall be comprised of the following officers and members:

Officers:           President  
                           Vice President  
                           Secretary  
                           Treasurer  
                           Room Parent Director  
                           Principal – ex officio  
                           Faculty Advisor – ex officio

Members: Past President  
Annual Festival Coordinator  
Operation Love Coordinator  
Staff Appreciation Luncheon Coordinator  
Spring Fundraiser Coordinator  
Santa Event Coordinator  
Bingo Coordinator  
Trinity Trot Coordinator  
Spirit Lunch Coordinator  
Scholarships Coordinator  
Community Coordinator

### Section 3

A list of the Officers and Members of the Executive Committee will be provided to all parents at the beginning of the year.

### Section 4

The President and the Principal will schedule an orientation session for all new officers and committee members during the month of August.

### Section 5

All communication, materials, files, and external attachments should be saved to the Home and School Association OneDrive. Executive Committee Officers and Members will have access to the OneDrive account for the year in which they serve on the Executive Committee.

- a. The password to the OneDrive account will be changed in June of each school year by the outgoing President and shared with the incoming President and Principal to share accordingly.
- b. All emails to external vendors, partners or resources should be sent via the [HSA@trinityschoolmd.org](mailto:HSA@trinityschoolmd.org) email address. The Outlook program in the HSA OneDrive account should maintain all communications for and from the HSA.
- c. All Meeting Minutes should be saved to the OneDrive after sharing with the Executive Committee Officers and Members.
- d. In June of each year, the outgoing President should archive all files and create a new folder for the incoming President to start.

## **ARTICLE V – NOMINATIONS**

### Section 1

The intent of the structure of the Executive Committee is to encourage members to join, volunteer, and coordinate any of the events and functions held throughout the school year. The needs of the Executive Committee, however, may dictate a change in that structure and flexibility is given to the President to nominate people to positions and create ad hoc committees as necessary. Every effort will be made to have the Association's Executive Committee represent the broadest cross-section of the Trinity community.

- a. At the January general meeting, the President will request names of nominees to fill vacant Executive Committee positions for the following school year.
- b. In February, the President and Vice President shall solicit nominations to the Executive Committee from the general membership in the monthly packet and weekly publication of the Principal's Newsy Notes e-newsletter as well as communication via the Room Parents if needed.
- c. The Vice President shall clearly communicate to the nominees the duties of each position to be filled. Nominees will be asked to indicate their interest in all available positions. If more than one person is interested in a position, candidates will be asked to consider other vacancies and indicate their preference.

- d. Prior to the April Executive Committee meeting, a list of nominees will be presented by the Vice President to the President and Principal to ensure the broadest cross-section of the Trinity community is represented.
- e. At the April Executive Committee Officers meeting, a list of nominees for all open positions will be presented. If more than one nominee is presented for a position, the President, Vice President and the Principal will determine the final nominee. The final slate of nominees, with one name per open position, will be presented for approval by the Executive Committee Officers.

#### Section 2

Should a member of the Executive Committee vacate their position prior to the expiration of their term, the Executive Committee, by majority vote, shall fill the position for the remainder of the unfinished term with a nominee who has indicated their interest to do so.

### **ARTICLE VI – DUTIES OF OFFICERS**

#### Section 1

The **President** shall preside over all regular and special meetings of the HSA and the HSA Executive Committee and represent the HSA at all special events or functions including Back to School Night, Preschool Orientation, New Parent Socials, Open Houses, among others as appropriate.

#### Section 2

The **Vice President** shall perform all the duties of the President when the President is absent or unable to act. The Vice President will also serve as the Events Coordinator, managing all individual event coordinators and communicate updates to the President and the Principal.

#### Section 3

The **Secretary** shall maintain a written record of all the acts of the Executive Committee and preserve all reports and documents as directed. The Secretary shall conduct, receive, and dispose of all correspondence as directed. The Secretary should also maintain the HSA presence on the Trinity School website and provide updates as needed.

#### Section 4

The **Treasurer** shall receive all monies, and together with the President, shall make all disbursements of the Association's funds. The Treasurer shall keep all financial records, make a monthly report of financial conditions, make a quarterly fundraising report to share with the President, Principal and Business Manager, and make a final report at the end of his or her term. There will be three Executive Committee Officers on the HSA checking account, specifically the Treasurer, President, and Principal.

#### Section 5

The **Room Parent Director** shall promote the room parent duties at the start of each school year, manage the selection process, choose the room parents for each classroom/grade, manage all communications with the Trinity School room parents (up to two room parents per classroom). The Room Parent Director will also provide monthly updates to the Executive Committee.

## **ARTICLE VII – MEETINGS**

### Section 1

- a. The Executive Committee Officers shall hold regular monthly meetings during the months of August through May, on the day of the month agreed to by the Executive Committee Officers and the Principal.
- b. Quarterly meetings will be held for all Executive Committee Officers, Members, and the Trinity community. These meetings will be held in September, January, March, and May of each school year.
- c. The time and place of all HSA meetings shall be made known to all Executive Committee Officers, Members, and the Trinity community through the monthly calendar published by the school. Special meetings may be called by the President or by a majority of the Executive Committee.

### Section 2

- a. For the purpose of the transacting official business, it is necessary that a simple majority of the Executive Committee members be present and voting.
- b. A simple majority of those present and voting shall be sufficient to carry a motion brought before the Executive Committee.
- c. Association members shall, at all times, have the right to address the Executive Committee, upon signifying their intent or desire to do so.
- d. A written record of all acts of the Executive Committee, maintained by the Secretary, shall be preserved in the Secretary's Minutes. The Minutes shall be available to members of the Association upon request.

## **ARTICLE VIII – CONDUCT OF MEETINGS**

### Section 1

The rule of parliamentary procedures as contained in "Robert's Rules of Order" shall govern meetings of the Executive Committee.

### Section 2

The suggested order of meetings shall be as follows:

1. Opening Prayer
2. Calling of Roll
3. Approval of minutes
4. Administrator's Report
5. Faculty Advisor's Report
6. President's Report
7. Vice President's Report
  - a. Event Coordinator Reports
8. Treasurer's Report
9. Room Parent Director Report
10. Unfinished Business
11. New Business
12. Adjournment
13. Closing Prayer

### Section 3

All meetings of the Executive Committee shall be open to any member of the Association.

## **ARTICLE IX – EXECUTIVE COMMITTEE MEMBERS**

### Section 1

The Executive Committee members and their functions are as follows:

- a. **Annual Festival Coordinator** – Responsible for the planning and implementation of the Annual Festival event, typically held on the third Sunday of every October (but dates are subject to change with approval from the President and the Principal). Will provide final report and summary to the Executive Committee Officers, Principal and Faculty Advisor at the November Executive Committee Officers meeting (unless festival date is changed).
- b. **Operation Love Coordinator** – Responsible for the planning and implementation of the Operation Love event, to be held on the third Friday of every May. Will provide final report and summary to the Executive Committee Officers, Principal and Faculty Advisor at the May Executive Committee Officers meeting.
- c. **Staff Appreciation Luncheon Coordinator** – Responsible for the planning and implementation of the Staff Appreciation event, to be held during Catholic Schools Week every January. Will provide final report and summary to the Executive Committee Officers, Principal and Faculty Advisor at the February Executive Committee Officers meeting.
- d. **Spring Fundraiser Coordinator** – Responsible for the planning and implementation of the Spring Fundraiser, to be held every spring. This also includes the research and final selection of the fundraiser theme, with the approval of the Executive Committee Officers. Will provide final report and summary to the Executive Committee Officers, Principal and Faculty Advisor at the May Executive Committee Officers meeting.
- e. **Santa Event Coordinator** – Responsible for the planning and implementation of the Santa Event, to be held every December. Will provide final report and summary to the Executive Committee Officers, Principal and Faculty Advisor at the January Executive Committee Officers meeting.
- f. **Bingo Coordinator** – Responsible for the planning and implementation of the annual Bingo event, to be held during Catholic Schools Week every January. Will provide final report and summary to the Executive Committee Officers, Principal and Faculty Advisor at the February Executive Committee Officers meeting.
- g. **Trinity Trot Coordinator** – Responsible for the planning and implementation of the annual Trinity Trot event, to be held every April. Will provide final report and summary to the Executive Committee Officers, Principal and Faculty Advisor at the May Executive Committee Officers meeting.
- h. **Spirit Lunch Coordinator** – Responsible for the planning and implementation of the monthly Spirit Lunch event. This includes the communication, coordination of vendors and volunteers, and execution.
- i. **Community Coordinator** – Responsible for the Community committee, which provides integral volunteer support to Trinity’s service mission and sponsors a variety of outreach services that engage the entire family. This includes the monthly bingo at St. Martin’s the Adopted Grandparents program, clothing, food and toy drives, and events for new families.

### Section 2

The functions of the Executive Committee Members may be changed or clarified by the President and are subject to the concurrence of a majority of the members of the Executive Committee Officers. The Executive Committee Members may independently choose the members of their sub-committees as long as membership is provided to the President and Vice President.

## **ARTICLE X**

These by-laws may be amended by a majority vote of the Executive Committee. If there is a tie on an Executive Committee vote, the President will open discussion for further consideration. After further discussion, the President will call for another vote. If there is another tie, the President, Vice President, and Principal will break into Executive Session and vote again. The outcome of the vote of the President, Vice President, and Principal is binding.