

**Mary of Nazareth Roman Catholic Elementary School  
Home and School Association  
Bylaws**

November 1998 *(Revised October 8, 2008)*

**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, DC.

**Article II: Organizational Authority**

- A. The Association is an independent association, but accepts the leadership role of the National Organization for Catholic School Parents, which operation in conjunction with the National Catholic Education Association of the United States Catholic Conference.
- B. 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.

**Article III: Purpose**

The objectives of the Association shall be:

- A. To promote open communication among the parents, teachers and administrators.
- B. To provide parents and teachers with the information to aid in all aspects of the ideal of Catholic education, growth, and development.
- C. To promote good will, cooperation, and spiritual community, between and among parents, faculty, administration, school board, and the seven parishes of Mary of Nazareth.
- D. To direct and coordinate parental support to Mary of Nazareth through assistance, activities, social functions, and fund-raisers.

**Article IV: Membership and Fees**

- A. Membership shall consist of the parents and guardians of the students of Mary of Nazareth and the faculty of the School.
- B. The membership fees shall be determined by the Executive Committee of the Association, annually.

## **Article V: Executive Committee**

The Executive Committee shall consist of the four voting officers of the Association, and all nonvoting ex-officio members. Non-voting, ex officio members of the Association shall include the principal of Mary of Nazareth and pastors from the seven participating parishes. Additional ex-officio members may be appointed by the President of the Association.

The Executive Committee 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 the final disposition; review and recommend disbursements of money collected from dues, fund raising events, and contributions, after notification of discussion with the Association members, and interpret the Bylaws.

## **Article VI: Officers and Duties**

A. The officers of the Association shall consist of:

1. President
2. 1<sup>st</sup> Vice President
3. 2<sup>nd</sup> Vice President
4. Secretary
5. Treasurer
6. Assistant and additional officers as the Association general membership may deem necessary.

B. The duties of the officers shall be defined as follows:

The President shall:

1. Preside at and administer all regular and special Association meetings, and Executive Committee meetings.
2. Schedule special meetings of the Association's Executive Committee.
3. Serve as a non-voting member of the school board and act as the official spokesperson for the Association.
4. Have signatory authority with the principal for payment of Association bills.\*
5. Serve as an ex-officio member of all Association committees, except the Election Committee.
6. Perform such other duties required by this office.

\*Note: Signatures of both President and Principal will appear on each check to prevent any possible misuse of Association funds.

The 1<sup>st</sup> Vice President shall:

1. Assume the duties of the President in his/her absence.
2. Perform additional duties designated by the President.
3. Assist in the formation of all committees and serve as an ex-officio member.

4. Ensure that committees meet their goals and report their results and recommendations to the Association.

The 2nd Vice President shall:

1. Assume the duties of the 1<sup>st</sup> Vice President in his/her absence.
2. Perform additional duties designated by the President or 1<sup>st</sup> Vice President.
3. Under the direction of the Middle School religion teacher, organize and execute the set-up for the scheduled Eucharistic celebrations, e.g., monthly school-wide mass.
4. Attend all scheduled Executive Committee Meetings.
5. Attend Home and School Association Meetings.

The Secretary shall:

1. Record and make available to the members, copies of the minutes of all Executive Committee and general meetings.
2. Conduct the correspondence of the Association.
3. Maintain a current file of reports, records, and correspondence of the Association.
4. Be responsible for recording and correcting as amended, the bylaws of the Association.
5. Publicize meeting and functions in the school and the Association newsletter.
6. Serve as an ex-officio member of the Communications Committee.
7. Perform additional duties designated by the President.

The Treasurer shall:

1. 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 fund raising and contributions.
2. Be appointed to all fund raising committees as an ex-officio member to coordinate and to help prepare fund raising reports.
3. Maintain records of all receipts and expenditures of the Association.
4. Review and recommend payment to of bills to the President.
5. Provide a written monthly cash accounting at the general membership meeting of all income and expenditures.
6. Serve as a member of the School board Finance Committee.
7. Perform additional duties designated by the President.

Assistant Officer shall:

1. Have such duties as from time to time may be assigned to them by the Association or the Executive Committee.

- C. Vacancies: A vacancy in the Office of the President shall be filled by the Vice-President. The President is empowered to appoint a person in any other office that has become vacant with approval of the Executive Committee.

## **Article VII: Election and Tenure of Officers**

- A. Offices of the Association shall be elected by the members at the general meeting in May. The terms will be staggered to provide for continuity of Association officers. The President and Treasurer will serve the same two-year term; the vice President and Secretary will serve the same two-year term.
- B. Where 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 shall be required to ratify election to the position.
- C. An ad hoc election committee will be formed, in accordance with Article X of the bylaws, at the March meeting to coordinate officer elections. The Election Committee will accept the nomination from the general membership of the Association. There are no restrictions on Association members who may be nominated. Any and all are welcome. The Election Committee chairperson will forward the specific nominations for officers to the President of the Association prior to the May meeting. At the May meeting, nominees will be provided an opportunity to present their qualifications to the Association membership in written and/or verbal form. Elections will take place at the May meeting
- D. The term for each office shall be two years. New officers shall assume their office at the close the May meeting. If an officer is unable to complete the term of office, the general membership shall choose a replacement at the next general meeting from a slate of nominees submitted by the general membership. No officers shall be elected to serve two consecutive terms in the same office.

## **Article VIII: Meetings**

General membership meetings of the Association shall be held September through May as determined by the President of the Association and shall avoid conflict with school board and parish meetings. A special meeting of the Association may be called at any time by the Association President, with no less than 48 hours advance notice to the membership.

## **Article IX: Parliamentary Authority**

- A. The proceedings of the organization shall be governed according to the rules specified in Robert, Henry M., Robert's rules of Order, Jove reference, New York: Berkley Publishing Group, 1977. 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 the Executive Committee meetings.

- B. For the purposes of the 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 ten percent of the membership. For Executive Committee meetings, a quorum shall consist of a majority of the voting members. Each individual parent or guardian shall be allowed one vote and shall be considered a voting member.
  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.
  3. Unless exempted by the presiding officer, member's speeches shall be limited to three minutes.
  4. Regular, special, or executive committee meetings that adjourn and are recalled in order within a 72-hour period are considered to be a single session.

#### **Article X: Committees and Functions**

- A. All members of the Association are eligible to be members of the committees. The President of the Association shall call for volunteers for the committees no later than the March general membership meetings. New committee members shall be nominated to the committees by the President if too few nominees emerge. The appointment to the committees shall take place at the May general meeting. The term of service shall be at least one calendar year. Each committee shall be responsible for a monthly report to the vice-President.
- B. The Association shall maintain the following standing committees:
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. Computer/Media Committee shall support the school staff in evaluation and acquiring new computer hardware, peripherals, a network, and diagnosing and resolving operational problems. The committee will also determine the suitability of donated equipment, and will support the school staff by evaluation, acquiring, and installing new education software.
  3. Cultural Arts Committee shall research field trip ideas and transportation, as well as special events activities of the school. The committee will coordinate field trips with the staff and teachers. In addition the committee shall research enrichment program ideas to implement and coordinate with the staff and teachers.

4. 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.
5. Policies and Procedures Committee shall review and comment on policy changes proposed by the school board and shall identify policy that should be reviewed by the H.S.A. Executive Committee. The committee shall also maintain the H.S.A. bylaws.
6. Staff Appreciation Committee shall give encouragement and recognition to faculty, administration, students, and the entire school community.
7. 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.
8. Volunteer Committee shall gather lists of parents who are able to volunteer their time, and to maintain the list of names and phone numbers. The lists will be made available to other committees when volunteers are required.
9. Ways and Means Committee shall devise and conduct fundraising activities for the Association in coordination with the Development Committee of the School Board.
10. Room Parent Committee shall recruit and organize room parents for each call to assist teachers with holiday and special events. Also responsible for organizing sponsorship of new families and emergency kits.
11. Social Concerns Committee shall be formed to identify and coordinate opportunities when MoN students and families can contribute to our community.
12. Ad Hoc Committee shall be formed for special needs as they arise and will be disbanded within the need has been fulfilled, e.g., Election Committee.

#### **Article XI: Amendments**

Amendments to the bylaws can be proposed by a majority vote of the Association members present, or by majority of the H.S.A. Executive Committee, at any regular meeting. Within 10 days following the meeting in which the resolution is adopted, 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 2/3 majority of the members at the next regular meeting.

#### **Article XII: Dissolution**

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

*“And whatever you, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.”*