

**BYLAWS OF TRINITY ACADEMY
HOME SCHOOL ASSOCIATION**
Revised April 2005

**ARTICLE I
NAME**

Section 1. The name of the Association shall be Trinity Academy Home School Association, hereinafter referred to as the H.S.A.

**ARTICLE II
OBJECTIVES**

Section 1. To bring together the parents or guardians of the Trinity Academy students and the Trinity Academy School Administration for the purpose of fostering the spiritual and academic training of the children.

Section 2. To provide effective communication between the school administration and parents or guardians in matters of mutual concern.

Section 3. To provide material assistance toward the improvement of the school.

Section 4. To cooperate with the school administration, to support the improvement of the education through fundraising and in ways that will not interfere with the administration of the school.

Section 5. To act as an advocate for parents and children, and seek legislation favorable to Catholic Education.

**ARTICLE III
MEMBERSHIP AND DUES**

Section 1. Members shall consist of all parents or guardians of the students of Trinity Academy, members of the school faculty, and the pastors from the co-sponsoring parishes.

Section 2. **RIGHTS AND RESPONSIBILITIES OF MEMBERS:**
All members shall work toward the purposes of the H.S.A. All members are invited and encouraged to attend meetings of the H.S.A. Executive Board.

Section 3. **DUES:**

(A) All parents or guardian members are required to pay dues. These dues are to be paid as part of the registration fee.

(B) Any change in dues shall be considered at an Executive Board Meeting and voted on by a quorum with the majority vote prevailing.

**ARTICLE IV
FISCAL YEAR**

Section 1. The fiscal year of the H.S.A. shall begin on July 1st and end on June 30th.

**ARTICLE V
EXECUTIVE BOARD**

Section 1. COMPOSITION OF THE EXECUTIVE BOARD

The Executive Board shall be comprised of the Pastor of the Host Parish as well as the School Principal, the Vice Principal and the elected officers of the H.S.A. Votes taken during Executive Board Meetings shall be restricted to Executive Board Members with each office represented by the elected officer in attendance.

Section 2. OFFICERS

The elected officers of the H.S.A. shall be the President, Executive Vice President, Vice President, Treasurer, Recording Secretary, and Corresponding Secretary. Only dues paying members shall hold elected office. A maximum of two people can hold any single office.

Section 3. VACANCY OF OFFICE

In the event of a vacancy occurring in the office of President, the Executive Vice President shall fill the President's unexpired term. All other vacancies of the H.S.A Executive Board shall be filled by the Executive Board, whose appointments shall remain in effect until the end of the school year.

Section 4. TERMS OF OFFICE

The term of each office shall be for two (2) years, with a maximum of two consecutive terms in any office. The newly elected Vice President will serve their first year as Vice President and will automatically assume the role of Executive Vice President for the second year of their two-year term. The Executive Vice President may run for reelection as the Vice President at the expiration of their first two-year term. The officers shall commence their term of office on July 1st. Each dues paying member of the H.S.A. may cast one ballot for each vacant office. However, there shall be a limit of one vote per family of any child or children attending Trinity Academy.

Section 5. VOTING

Each office of the H.S.A. will have one vote in any motion that is brought for a vote by an officer of the H.S.A. If there is more than one person holding any one office, that office still only can only cast one vote. In the case that two co-officers cannot agree on their vote, their office must abstain from the vote.

**ARTICLE VI
COMMITTEE CHAIRPEOPLE**

The President shall appoint such persons as may be necessary to conduct the business of the H.S.A.

and shall designate the Chairpeople of individual committees called Standing Committees as may be needed from time to time to effectuate the needs of the H.S.A. These Chairpeople shall make a monthly committee report at the H.S.A. Board Meeting.

ARTICLE VII MEETINGS

- Section 1.** There shall be three (3) types of membership meetings: A General Membership Meeting, an Executive Board Meeting and a Special Meeting.
- Section 2.** Meetings of the H.S.A. Executive Board shall be held monthly with the exception of one month in the summer, when there will be no meeting. Special meetings may be called at any time upon (3) days notice to the members of the H.S.A. Executive Board.
- Section 3.** The General Membership Meetings of the Association shall be held three(3) times per year.
- Section 4.** All parent or guardian members are invited and encouraged to attend all meetings of the H.S.A. Executive Board.

ARTICLE VIII ROLE OF THE EXECUTIVE BOARD

- Section 1.** All activities of the H.S.A. Executive Board are subject to the advice and consent of the School Principal and Pastor of the Host Parish.
- Section 2. ROLE OF THE PRESIDENT**
The President shall preside at all meetings of the H.S.A. and of the H.S.A. Executive Board. The President shall appoint Chairpeople of all necessary Standing Committees. The President shall serve as an ex-officio member of all committees and may attend all meetings held by any of the committees.
- Section 3. ROLE OF THE EXECUTIVE VICE-PRESIDENT**
The Executive Vice President shall perform all of the duties of the President during the President's absence and additionally, shall, along with the Vice President, coordinate and supervise the fundraising activities of the H.S.A.
- Section 4. ROLE OF THE VICE-PRESIDENT**
The Vice President, along with the Executive Vice President, shall coordinate and supervise the fundraising activities of the H.S.A.
- Section 5. ROLE OF THE RECORDING SECRETARY**
The Recording Secretary shall keep full and accurate minutes of all H.S.A. meetings and of all Executive Board meetings. The Recording Secretary shall serve as the parliamentarian.
- Section 6. ROLE OF THE CORRESPONDING SECRETARY**
The Corresponding Secretary shall be responsible for all correspondence of the H.S.A. and, at the direction of the H.S.A. Executive Board, shall answer any correspondence as well.
- Section 7. ROLE OF TREASURER**
The Treasurer shall keep an accurate accounting of the receipts and disbursements of the H.S.A., and shall present a verbal financial report at each of the General Membership Meetings. The Treasurer shall prepare a written financial report on a monthly basis for each meeting of the H.S.A. Executive Board. All checks shall be signed by the Principal and the Treasurer.

**ARTICLE IX
STANDING COMMITTEES**

Section 1. Role of Committee Chairpeople:

The Committee Chairpeople shall be responsible for coordinating the activities of their respective committee.

Section 2. The Standing Committees shall consist of the following committees, as well as any other committee deemed necessary by the H.S.A. Executive Board.

Beverage Program: The Beverage Program Committee shall be responsible for administering the beverage program.

Class Parents: The Class Parents Committee shall be responsible for providing at least one (1) class parent per class, to assist the homeroom teacher.

Fundraising: The Fundraising Committee shall be responsible for coordinating any and all fundraising activities of the H.S.A. under the direction of the Executive Vice President & Vice President.

Legislation: The Legislation Committee shall gather information pertaining to federal, state and local programs and services, which affect Catholic Education, and to act, when necessary, regarding legislation.

Library: The Library Committee shall assist the Trinity Academy Librarian when necessary.

Lunch: The Lunch Program Committee shall be responsible for administering the lunch program.

Nominating: The Nominating Committee shall be responsible for the distribution, collection and tallying of the ballots from the H.S.A. General Membership in any and all elections of the H.S.A. Executive Board.

Playground: The Playground Committee shall gather information pertaining to the enjoyment, safety and well being of the Trinity Academy children and shall attempt to enlist a sufficient number of parents to be present on the playground during recess or any other times when the children are on the playground during the school day.

Social, Cultural Arts and Spiritual Awareness: The Social, Cultural Arts and Spiritual Awareness Committee, in conjunction with the faculty, shall be responsible for coordinating any and all activities and events deemed applicable to this committee.

**ARTICLE X
NOMINATION OF OFFICERS**

Nomination of officers shall be made by the Nominating Committee appointed by the President consisting of at least three (3) members. The Nominating Committee shall be formed at the March meeting of the H.S.A. Executive Board, and shall report to the H.S.A. Executive Board at subsequent H.S.A. Executive Board meetings. The Nominating Committee shall distribute forms for nominations for the vacant H.S.A. Executive Board positions, and shall distribute ballots to the General Membership of the H.S.A. for the election of officers. It is intended that the election of officers shall be by ballot distributed to the General Membership. The Nominating Committee Chairperson shall be responsible for collecting the ballots and the full committee shall tally the ballots. The decision of the Nominating Committee shall be final.

ARTICLE XI QUORUM

Section 1. The quorum at an H.S.A. Executive Board Meeting shall be fifty percent (50 %) of the H.S.A. Executive Board.

Section 2. The quorum at a General Membership Meeting shall be the members in attendance.

ARTICLE XII AMENDMENTS TO THE BYLAWS

Amendments to these Bylaws may be proposed by and H.S.A. member and shall be made to the H.S.A. Executive Board, who shall vote on whether to recommend the Bylaw(s) change(s) to the H.S.A. General Membership. The Recording Secretary shall receive said amendment thirty (30) days before the General Membership Meeting at which it is to be considered. If the H.S.A. Executive Board so recommends, then the proposed amendment shall be submitted to the General Membership in writing and voted upon by the General Membership in written ballot.

ARTICLE XIII RULES OF ORDER

Section 1. All meetings shall be governed by "Robert's Rules of Order Newly Revised, Tenth Edition" unless superseded by these Bylaws.