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BYLAWS OF THE ANNUNCIATION CATHOLIC SCHOOL HSA

Article 1: Name

The name of this organization shall be Annunciation Catholic School Home and School Association of the Archdiocese of Washington; hereinafter referred to as "HSA".

Article 2: Purpose

The purpose of HSA is to conduct meetings, engage in school activities, and raise funds that will:

1. Further Catholic education at Annunciation Catholic School;
2. Serve as an auxiliary to the school administration in obtaining and providing funds and support deemed necessary for the growth, education, and development of our children;
3. Create opportunities for social interaction among students, parents, teachers, and administration;
4. Enhance relationships between the home and school so that they both may better communicate, cooperate in, and enhance the educational experience of the children;
5. Donate their time and effort in the support of fundraising events and school activities;
6. Render appropriate advice and assistance to the Annunciation School Advisory Board;
7. Serve as a channel of communication between parents and the Annunciation School Advisory Board.

Article 3: Tax Exempt Status

Section 1 - Tax Status.

The purpose for which the organization is organized is exclusively charitable and educational within the meaning of section 501(c)(3) of the Internal Revenue Code.

Section 2 - Limitations.

Notwithstanding any other provisions of these articles, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.

Article 4: Support Of School Policies

HSA shall support school policies as established by the pastor and the principal, and as established by the Annunciation School Advisory Board acting with the concurrence of the pastor and the principal.

Article 5: Membership

Section 1 - Eligibility

Persons eligible for membership in the Annunciation School HSA shall consist of parents and guardians of the students of the School and the faculty. Members shall be placed on the membership roster and be responsible for supporting the school and abiding by these bylaws.



Section 2 - Dues (Service Hours & Fundraising Requirements)

- a. Each family with one child or more enrolled at Annunciation School shall be assessed yearly dues as determined by the Executive Board and shall be established the following school year at the May General Meeting. Dues will be collected on a per household basis.
- b. All current HSA members who are present at general meetings may vote on association business.
- c. Dues entitle current members to voting privileges, eligibility for election to office. Each family will be responsible for providing service hours and fundraising requirements per school year as determined by the Executive Board.

Section 3 – School Faculty

A member of the school faculty may be a member of HSA but shall not be required to pay annual dues.

Article 6: Officers

Section 1 - Elected Officers

- a. The elected officers of HSA shall be the President, Vice-President, Secretary, and Treasurer.
- b. A term of the elected officer shall be one year. No person shall hold the same office for more than two consecutive years.
- c. A faculty member shall volunteer or be selected by principal to serve as an officer on HSA at the start of each school year.

Section 2 - Executive Board

The Pastor of Annunciation Catholic Church will serve as the HSA spiritual director on the Executive Board. The Principal of Annunciation Catholic School will serve as a member of the Executive Board. A faculty member volunteer will also serve on the Executive Board. The immediate Past-President serves in an advisory position for one school year after serving as President.

Section 3 – Other HSA Board Members

Parents serving in the capacity of Parent Liaison and Events Coordinator/Community Outreach Liaison shall serve as HSA board members and can be appointed by HSA President or may be nominated by other HSA members.

Section 4 - Election of Officer Procedures



- a. The Nominating Committee shall consist of the pastor, the principal, the President, and two members of the HSA other than members of the Executive Board, chosen by the President.
- b. At the final spring meeting of the HSA, the Nominating Committee shall present the name of at least one candidate for each elected position to be filled (other than the position of faculty representative). Each candidate presented shall have previously indicated to the Nominating Committee her or his willingness to serve in the office for which the candidate is nominated. A member present at the meeting may also offer nominations for each elected office (other than the position of faculty representative) provided the consent of the nominee has been received).
- c. The members of the Executive Board (other than the faculty representative) shall be presented at the final spring meeting of the HSA.
- d. Newly elected HSA officers will be announced to the Annunciation Catholic School community.
- e. A transitional meeting between the out-going and in-coming officers shall be held before the last day of classes.
- f. New officers shall officially take office the day after the last day of school.

Section 5 - Unexpected Executive Board Vacancies

In the event of a vacancy of an officer during the school year, a new officer shall be appointed by the President, with the exception of the Presidency, which would be assumed by the Vice-President. Other board member position vacancies shall be recommended at the proceeding HSA meeting by attendees and the person nominated or volunteer for the vacancy; and must be present or aware of nomination at time of meeting.

Section 6 - Loyalty

The duty of loyalty requires that an officer act with best interest of the HSA in mind. The officers must be willing to contribute enough time to serve the HSA and further its work. The officers must be willing to learn, grow, work well with others as part of a team, and have respect for each other and other members. They must be interested in all programs within the school, the education and the well-being of our children and our community.

Section 7 – Removal

Removal from office may occur by a majority vote of the Executive Board for failure to perform assigned duties, corruption, or any act that brings dishonor to the association or negates the objectives of the association. Removal shall take place after the board has reasonably discussed the problem and all attempts have been made to resolve the problem. Removal shall be done by a majority vote of the board.



Article 7: HSA Executive Board Officer Responsibilities

The Annunciation Catholic School Home & School Association serves as a valuable resource for the schools administration, faculty and staff, as well as the general membership, and provides an important bridge between home and school. It is the HSA Executive Board's role to provide structure and support to the organization and its committees. The board functions as a team where all members work together to carry out this important role.

Section 1: Officer Responsibilities

- a. The President presides over the HSA, calls all meetings, establishes meeting agendas, appoints a chair for each committee and shall serve as ex-officio member on each committee, and oversees all HSA events. The President shall serve as an advisor to the new Executive Board in a non-voting role for a period of one school year after his/her term is complete. Serving as the President of the HSA this person meets the minimum service hours requirements.
- b. The Vice-President assists the President, coordinates HSA events such as back-to-school events and the Faculty/Staff Christmas Celebration, and acts as a liaison between the Executive Board and designated committees. In the absence of or in the case of resignation of the President, the Vice-President shall perform the duties of that office. Serving as the Vice President of the HSA this person meets the minimum service hours requirements.
- c. The Secretary/Communications keeps an accurate record of all meetings and furnishes a copy of the minutes to the Executive Board prior to the next meeting. The Secretary handles all correspondence of the association, including on social media, newsletters and collects all information from the Executive Board and Committee Chairpersons for submission in the quarterly HSA newsletter. Additionally, the Secretary updates all documents throughout the year. The Secretary submits HSA General Meetings minutes for publishing on school web site for approval for HSA membership. Communicating information or events to the School or to the community. This position acts as liaison between the Executive Board and designated committees. Serving as the Secretary of the HSA this person meets the minimum service hours requirements.
- d. The Treasurer shall monitor HSA estimated and actual budgets and work directly with school's business manager to create an accurate financial report for each HSA meeting. The treasurer regularly reports the status of the HSA account. This position also tracks Service Hours and Fundraising requirements. Serving as the Treasurer of the HSA this person meets the minimum service hours requirements.

Section 2 – Other Board Members & Committees

- a. Parent Liaisons will represent each class/grade at Annunciation Catholic school and shall volunteer or be selected by majority of class parents. The Parent Liaison shall work closely with the Executive Board, and other HSA board members to provide information the parents within their perspective class. Work with teach to organize



classroom events and community needs of the class to other parents. The individuals serving in this position meets the minimum service hours requirements.

- b. Events Coordinator/Community Outreach Liaison shall organize and oversee events sponsored by the HSA aimed at strengthening the Annunciation Catholic School community of parents, students, faculty and staff. Work closely with the Parent Liaisons, providing reports, event details and needs HSA fundraising events. Work to educate the entire school community on issues that are believed to be the most timely and salient to the community. The individual serving in this position meets the minimum service hours requirements.
- c. At the discretion of the Executive Board, committees shall be created, their responsibilities defined and/or delegated, or eliminated as necessary to promote the objectives of the association. The Chairpersons of all committees shall present their plans to the Executive Board for approval. No program may be undertaken without the consent of the Executive Board.

Article 8: Meetings

There shall be regular monthly meetings of the HSA. Meetings shall be scheduled by the President during the school year. All meetings of HSA, including any special meetings, shall be upon suitable notice to the membership as to time, place, and agenda. Additional meetings may be scheduled by the President as needed.

Section 1 - Executive Board Meetings

The Executive Board shall meet as needed throughout the school year. All board meetings are closed in the interest of time and efficiency. Exceptions may be granted by the board to invited guests representing official board business. The presence of the majority of the Executive Board shall constitute a quorum at an Executive Board meeting and is required for a vote to occur.

Section 2 - New Business

Before new business can be placed on the agenda of any Executive or General Meeting, it must be submitted in writing to the President for consideration, forty-eight hours prior to the scheduled meeting.

Section 4 - Absence

In case of absence, officers, committee chairpersons shall present their report to the presiding officer prior to the meeting.

Article 9: General Meeting Procedure

Section 1 - Order of Business



The order of business at General Meetings shall be as follows to assure a prompt and productive meeting.

- ❖ Opening Prayer
- ❖ President's Welcome
- ❖ Review of Previous General Meeting's Minutes
- ❖ Treasurer's Financial Report
- ❖ Old Business
- ❖ New Business including Committee Chairperson Reports
- ❖ Review of Current Meeting Minutes
- ❖ Closing Prayer
- ❖ Adjournment

Section 2 - Speeches

Unless exempted by the presiding officer, member's speeches shall be limited to approximately three (3) minutes.

Section 3 - Quorum

A quorum at the Executive Board Meeting shall consist of a majority of officers in office but will never be fewer than three. A quorum at the General Meeting shall consist of at least twenty members when voting on HSA business is on the agenda.

Article 10: Monies

Section 1 - Accounting of Funds

- a. All funds collected and expenses paid shall be accounted for by the Treasurer in cooperation with the school's Business Manager in accordance with the Accounting Standards identified by the Archdiocese of Washington.
- b. All requests for disbursement of funds must be submitted on the Reimbursement Form with supporting documentation (original receipts) to the Treasurer. All disbursements shall require two signatures of officers of the Executive Board, the Treasurer plus the HSA President or Vice President.
- c. All financial activity shall be recorded manual in a Excel spreadsheet or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity at monthly HSA meeting.
- d. When available, at least two thousand dollars (\$2,000) shall be left in the treasury of the association for succeeding officers to begin the next school year.

Section 2 - Money Handling Procedures



To ensure consistent handling of all HSA monies in relation to HSA events, procedures are in place to protect the HSA volunteers as well as the HSA monies.

- a. All monies shall be kept in a checking account held at a local financial institution in the name.
- b. All monies, be they cash or check, must remain on school grounds in a secure location at all times until being deposited into the bank.
- c. When handling money, there should always be at least two current HSA members present.
- d. All committee members must adhere to proper money handling procedures as defined in the HSA By-Laws.

Section 3 - Annual Budget/Fundraising Goal

An annual proposed budget shall be prepared by the Treasurer in cooperation with the Executive Board to determine the HSA fundraising goal for the academic year.

Article 11: By-Laws

Section 1 - Annual By-Law Review

The Executive Board shall conduct an annual review the HSA By-Laws. Any suggested changes must be presented to HSA members for approval. Amendments to the bylaws may be proposed by any HSA member.

Section 2 - Adoption By Majority

The by-laws shall be adopted with a majority vote of the current HSA members present at any General Meeting. Prior notification of altering the by-laws as an agenda item must be made to the membership.

Article 12: Amendments

Section 1 - Adoption

The by-laws may be amended at any general meeting by a majority vote of the members present and eligible to vote, provided that the membership has been notified of the pending amendments prior to the general meeting. The proposal for amendment must be presented in writing to the members at the immediately preceding regular meeting, and a copy thereof sent to all members at least ten days prior to the meeting at which the vote is taken.

Section 2 - Effective Immediately

Amendments to these by-laws shall immediately take effect at the conclusion of the general meeting in which the majority of the eligible (voting) members present approved the



amendment.

Article 13: Dissolution

Section 1 - Dissolution

The association may only be dissolved following a majority vote of the members present at a meeting called and publicized for the purpose of the dissolution of the Annunciation Home and School Association.

Section 2 - HSA Assets

In the event of dissolution of the association, all monies and assets will become permanent property of Annunciation Catholic School, in accordance with the provisions of Section 501 (c)(3) of the Internal Revenue Code.

Article 14: Parliamentary Procedures – Rules of Order

“Robert’s Rules of Order (newly revised)” shall govern this association in all cases in which they are applicable and not in conflict with these by-laws.

These bylaws were adopted on August 10, 2019.

