

THE BASILICA SCHOOL OF ST MARY

Home and School Association

Bylaws

(Revised May 2019)

Article I. Name and Affiliation

The name of the organization shall be The Basilica School of St. Mary Home and School Association (hereinafter "Association"). It shall serve The Basilica School of St. Mary (hereinafter "School"), and the The Basilica of St. Mary (hereinafter "Parish") in the City of Alexandria, the Commonwealth of Virginia. Operating under the umbrella of the Roman Catholic Church, the Association is tax exempt under the United States Internal Revenue Code of 1986, as revised for tax reporting purposes, the Association uses the School's federal employer identification number, and the School's Virginia Certificate of Tax-Exempt Registration Number, #846-37-09.

Article II. Purposes and Objectives.

This Association is a formal organization of parents and school personnel that serves the School under the leadership of the Pastor-Principal team.

The mission of the Association is to provide a structure where parents partner with the administration and faculty to support the spiritual and academic excellence of the children of the School. The Association supports the School through four core activities:

- Community Development
- Fundraising
- Community Ministry Outreach
- Parent Education

The objectives of the Association shall be:

- To strengthen the Home and School relationship, and facilitate communication to ensure the best interests of the students are the focus.
- To provide parents and teachers with information to aid in all aspects of education, growth and development.
- To build community and to direct and coordinate parental support to the School through social functions, fundraisers, and school volunteering.
- To undertake such other duties and responsibilities consistent with the above that the Principal or Pastor may determine from time to time.

Article III. Place of Business.

The principal office of the Association shall be at the School, located at 400 Green Street, Alexandria, VA 22314. The Association may have such other offices as the Executive Board from time to time determines or as the business of the Association may require.

Article IV. Membership.

Membership in the Association shall consist of the current parents and guardians of the students of the School, and the faculty and administration of the School.

Article V. Association Board

The Association Board shall consist of up to the seven Officers of the Association set forth below and any ex-officio and ad-hoc officers. The Board 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 their final disposition; and review and recommend disbursements of money collected from fundraising events and contributions after notification of and discussion with the Association members.

Article VI. Officers and Duties

A. The Officers of the Association shall consist of:

1. President
2. Vice President (President-Elect)
3. Communications Officer
4. Treasurer
5. Community Development Chair
6. Fundraising Development Chair
7. Immediate Past President

B. The Board of the Association shall consist of the Officers set forth above, as well as the following ex-officio members of the Board: Chairpersons of the Association Committees (as described below), the Principal of the School, the Pastor of the Parish, and at least one faculty representative appointed by the faculty. Additional ex-officio members may be appointed by the President of the Association in conjunction with the Principal and Pastor. All Board members, whether an Officer or an ex-officio member, shall have the same voting rights as any other Board member.

C. Every Officer shall encourage the participation in the Association of all school parents by taking active steps to encourage new and existing parents to participate in, organize, and lead the Association's activities. The duties of the Officers shall be further defined as follows:

1. The President shall:
 - a. Preside at and administer all regular and special general membership meetings, as well as all monthly Board meetings.
 - b. Call special meetings of the Association's Board.
 - c. Serve as the official spokesperson for the Association.
 - d. Review from time to time the bills paid by the treasurer on behalf of the Association, and maintain oversight authority over the financial records of the Association.
 - e. Serve as an ex-officio member of all committees.
 - f. Perform such duties as are incumbent of this office.
 - g. Prepare and pass on to their successor a written job description and other documentation that is relevant and necessary in order to fulfill the duties of the office.

2. The Vice President (President-Elect) shall:
 - a. Assume the duties of the president in his/her absence.
 - b. Perform additional duties designated by the President.
 - c. Assist in the formation of all Committees and serve as an ex-officio member.
 - d. Assure that committees meet their goals and report their results and recommendations to the Association.
 - e. Prepare and pass on to their successor a written job description and other documentation that is relevant and necessary in order to fulfill the duties of the office.
3. The Communications Officer shall:
 - a. Record and ensure that the minutes of all Board and general membership meetings are posted on the School's website within one week of each meeting.
 - b. Conduct the correspondence of the Association including updates to the school newsletter and website (in accordance with the School's privacy policy); blog posts as requested; emails and other communications aiding and assisting the Association and committees in communicating information or events to the School or to the community.
 - c. Maintain a current file of reports, records and correspondence of the Association.
 - d. Coordinate with the School and Parish staff to ensure that all Association information or events are accurately and consistently relayed to the School and/or the Community.
 - e. Record and correct as amended the Bylaws of the Association.
 - f. Publicize meetings and functions in the school newsletter.
 - g. Convene an ad hoc communications committee twice per year.
 - h. Perform additional duties as designated by the President.
 - i. Prepare and pass on to their successor a written job description and other documentation that is relevant and necessary in order to fulfill the duties of the office.
4. The Treasurer shall:
 - a. Collect and deposit all dues and other monies received through fund raising and contributions, maintain the finance and accounting records of the Association, and manage the Association budget.
 - b. Maintain records of all receipts and expenditures.
 - c. Review and pay bills of the Association.
 - d. Provide periodic written cash accounting of all income and expenditures.
 - e. Prepare the budget/allocation for the HSA for the upcoming year for review and approval by the Association Board and finalized by the Principal.
 - f. Assist in the preparation of fund raising reports in coordination with the members of the Fundraising Committee.
 - g. Perform additional duties designated by the President.
 - h. Prepare and pass on to their successor a written job description and other documentation that is relevant and necessary in order to fulfill the duties of the office.

5. The Community Development Chair shall:
 - a. Organize and oversee events sponsored by the Association aimed at strengthening the School community of parents, students, faculty and staff.
 - b. Work closely with the Room Parent Committee, providing reports for Association and Room Parent meetings.
 - c. Work with the Principal to provide programs for parents to support them in their role with their child(ren).
6. The Fundraising Development Chair shall:
 - a. Organize and oversee events sponsored by the Association aimed at securing funds to help the Association meet its financial goals.
 - b. Work closely with the Principal to determine short- and long-term planning, goal setting, and coordination both with respect to individual fundraising events and with respect to the Association's overall fundraising efforts.
 - c. Work to educate the entire school community on fundraising opportunities that are believed to be the most advantageous to the community.
7. The Immediate Past President shall:
 - a. Provide support for membership and volunteer recruitment.
 - b. Attend any meetings which the President or the President-Elect is unable to attend.
 - c. Encourage the participation in the Association of all of the parents by taking active steps to encourage new and existing parents to participate in the Association and its activities, including helping to organize and run Association events.
 - d. Organize the election of Officers of the Association and aid the President in selecting Committee Chairpersons.

Article VII. Election and Tenure of Officers

- A. All Officers of the Association shall be elected by the general membership at a general meeting to be determined by the President.
- B. Candidates for the election of the Officers shall be solicited from the general membership, and approved by the Principal and Pastor. Nominees shall be given an opportunity to present their qualifications to the membership in written or verbal form at a regularly scheduled meeting of the general membership.
- C. The President-Elect shall serve for a combined term of three years. During the first year, he or she shall serve as the Vice-President (President-Elect). The second year, he or she shall serve as the President. In the third year, he or she shall serve as the Past President.
- D. The Communications Officer, Community Development Chair, Fundraising Development Chair, and the Treasurer shall each serve for a term of two years. The terms of the Communications Officer, Community Development Chair, Fundraising Development Chair, and Treasurer shall be staggered, so as to provide continuity through overlapping terms. The Communications Officer, Community Development Chair, Fundraising Development Chair, and Treasurer terms are limited to two consecutive terms. Elections for Communications Officer and Treasurer will be held prior to the 2nd year of his or her term to allow time to "shadow" before assuming responsibilities.

- E. All other members of the Board shall serve for a term of one year. At the end of each member's term, the President, subject to the approval of the Board, may reappoint such member for additional successive terms, as necessary.
- F. New Officers and members shall assume their office on July 1. If an Officer or member of the Association Board is unable to complete the term of office, the President shall appoint a replacement; such appointments are subject to the approval of the Board.

Article VIII. Meetings / Decision Making Process

- A. The Association Board shall meet monthly from September through June. A minimum of two General meetings shall be held each School Year ("School Year"). The meetings shall be held within 60 days of the beginning of the school year (the "Fall Meeting"), and within the last 60 days of the school year (the "Spring Meeting"). The Spring Meeting shall be held for the election of Officers. A special meeting of the Association or of the Association Board may be called at any time by the President, with no less than 48 hours advance notice to the general membership or the Board, respectively.
- B. For general or special meetings of the Association Board, a quorum shall consist of two thirds of all Association Board members, including ex-officio members.
- C. For general or special meetings of the general membership of the Association, a quorum shall consist of 25 members or 15 percent of the membership, whichever is smaller. Each individual parent or guardian within the general membership shall be allowed one vote and shall be considered a voting member.
- D. Tallies of votes taken in general membership meetings and in Board meetings shall be based on the total votes cast, and a majority of those votes cast is needed for approval. For example, in a meeting containing 50 members, in which 40 members vote, a count of 21 is a majority and therefore 21 votes are needed for approval of the matter under consideration.
- E. Electronic Voting. Electronic voting, utilizing appropriate tabulation software, may be authorized by a majority vote of the Executive Board to present a specific issue, or issues for consideration by the General Membership. The Association's Parliamentarian, with the assistance of Executive Board members detailed by the President to assist as part of a committee or task force (see Article XI), shall oversee electronic voting balloting and tabulation. Notice of electronic voting shall be sent to the membership not later than two weeks in advance via e-mail and dissemination through notice taken home by students. The period available for voting on any issue or issues shall not be less than ten (10) calendar days.

Article IX. Committees and Functions

- A. All members of the Association are eligible to be Chairpersons and members of the Committees. The President of the Association shall call for volunteers for the Committees as necessary throughout the school year to ensure that the assigned function of each Committee is accomplished. Throughout the school year, new Committee Chairpersons and members shall be appointed to the Committees by the President; such appointments are subject to the approval of the Board. The term of service for the Committee Chairpersons and for its members shall be generally one calendar year. Each Committee Chairperson shall be responsible for a monthly report to the President and Vice President (President-Elect) at each monthly Board meeting.
- B. The Association shall maintain the following standing Committees:
 - 1. The Community Ministry Outreach Committee is responsible for organizing opportunities for community service for the school community, including both parents and students. It is also

responsible for identifying family support needs within the Association community, as well as serving as a liaison for parish-wide service opportunities. The Committee shall consist of the Committee Chairperson and such other members as the Committee Chairperson deems necessary.

2. The Community Development Committee is responsible for organizing and overseeing events sponsored by the Association aimed at strengthening the school community of parents, students, faculty and staff. The responsibilities include planning and executing community development events—including facilitating Families in Service (FIS) and volunteer opportunities for all campus-wide activities. They will likewise evaluate and make recommendations with respect to the Association’s Committee Chairperson, the Chairs of each Association-sponsored community-development event, and such other members as the Committee Chairperson deems necessary.

The Hospitality Committee is responsible for organizing HSA hospitality at Board-sponsored events, parent education events, and teacher appreciation activities.

3. The Room Parents Committee and its members shall be responsible for: working with the homeroom teachers to organize and coordinate classroom-based activities, events, and programs; facilitating communications between parents, teachers, the administration of the School, and the HSA; and planning activities to build community among the families with children in the class, including coordinating with the FIS liaison. This Committee shall consist of the Committee Chairperson, and the Room Parents for each classroom (Pre-K through Eighth Grade) and such other members as the Committee Chairperson deems necessary.

The Teacher Representatives that serve on the Association are the School Principal and the teacher designees. These representatives shall work to increase communication between the HSA and the School faculty/staff. In addition, these Representatives will work closely with the Room Parent Chair in an effort to maximize the effect parents can have within the school.

4. The Fundraising Committee is responsible for overseeing and executing the Association sponsored fundraising efforts in collaboration with the School Principal. These responsibilities include short- and long-term planning, goal setting, and coordination both with respect to individual fundraising events and with respect to the Association’s overall fundraising efforts. This Committee shall secure funds to help the Association meet its financial goals. This Committee shall consist of the Committee Chairperson, the Treasurer, acting as Committee Co-Chairperson, the Chairs of each Association-sponsored fundraising event, and such other members as the Committee Chairperson deems necessary. The Committee will ensure communications, solicitations and the stewardship of donors is coordinated with the fundraising event chairs.

- C. Ad hoc Committees shall be formed for special needs (such as a Nominating Committee) as they arise and will be disbanded when the need has been fulfilled.

Article X. Amendments

- A. Amendments to these bylaws may be submitted in writing to the Communications Officer by any member of the Association, or any member of the Board. The Communications Officer shall record the proposed amendment and submit it to the President. All Board members shall be notified in writing by the Communications Officer in advance of the next scheduled meeting of the Board. The proposed amendment shall be considered in accordance with Article VIII of these bylaws, with the exception that a proposed amendment may not be accepted or rejected at the first meeting at which it is presented.
- B. At the next general membership meeting following the formal acceptance or rejection of a proposed amendment of the Association bylaws, the Association shall be notified at such meeting of this decision by the Board. Thereafter, amendments to these bylaws can be proposed by a majority vote of the members at any general membership meeting. Within 10 days following the meeting in which the

amendment is proposed by a vote of the general membership, 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 two-thirds majority of the members at the special meeting or at the next regular meeting if one is scheduled.