



HOME SCHOOL ASSOCIATION BY-LAWS

I – NAME

The name of this Association shall be the Trinity Catholic High School Home and School Association (HSA) in the Diocese of Bridgeport, State of Connecticut.

II – MISSION STATEMENT

The TCHS Home School Association is a forum of parents dedicated to enriching the educational experience and environment at TCHS while supporting the overall school mission and fostering a Christ-centered community spirit through the following:

- Sponsorship of designated social events, performances and school events to promote community and enrichment for parents, students and faculty
- Provide enhancements above and beyond the operational requirements that are funded by the school to better the environment and/or student life
- Fundraising support for HSA sponsored events and enhancements

III - PURPOSE

The purpose of the HSA is proud to sponsor events – social gatherings, performances, in-school events, as well as provide fundraising support geared to create wonderful memories for students and teachers.

IV – MEMBERSHIP & DUES

Membership is comprised of all parents, guardians, teachers, staff and students of Trinity Catholic High School. HSA membership dues are included with the School Registration Fee.

V – HSA BOARD

The Board of Officers shall consist of up to two Co-Presidents, two Co-Vice Presidents, Treasurer, Secretary, two Co-Vice Presidents of Hospitality, Vice-President of Communication and a Vice-President of Spiritual Activity. In addition, a school representative (teacher or principal) appointed by the Head of School will be the school liaison for communication. The Board shall have ultimate responsibility for the business affairs of the Association.

VI – HSA BOARD POSITION RESPONSIBILITIES

President(s)

This position will lead team to set calendar, hold meetings, be liaison to parents on school events, manage budget, and align goals of school initiatives.

Vice President(s)

This position takes on an active role to be a representative for events at the school.

VPs of Hospitality

This position will oversee and manage all events on calendar that include food/beverage. Goal is to recruit parents to help with events.

VP of Communication

This position will be a liaison with the Home School Association and the School Community. They will recruit parent volunteers and create and monitor sign-up genius activities throughout the year.

Secretary

This person is responsible for taking notes at the meetings and communicating information. The Deputy Secretary serves as a back-up to the Secretary.

Treasurer

This position will manage HSA budget and be the liaison to the finance office.

VP of Spiritual Activities

This position will work directly with priest to support events.

Grade Level School Representatives

This position will help the board with communication to their grade level classes and help facilitate volunteers for school related events.

HSA Advisory Council

This position serves as a liaison between the HSA and various clubs and sports, and be a sounding board for ideas to help nurture community among the Trinity families.

VII – GRADE LEVEL REPRESENTATIVES

Parents who would like to get involved at the school and help within their specific grade levels to support events. Two to four reps per grade needed. Grade Level Reps are not members of the Executive Board.

VIII - HSA MEETINGS

Board Meetings

HSA Executive Board shall meet once per month. The Grade Level Representatives and HSA Advisory Council Representatives will be invited to meetings as needed.

General Meetings

The regular general membership meetings of the Association shall be held a minimum of three times during the school year. The final meeting shall be the annual general membership meeting. Those present shall constitute a quorum for General membership meetings of this Association.

IX – TERM OF OFFICERS

The term of office shall be two years. No officer shall hold the same office for more than two consecutive terms (or a total of four years). In the event that the office of one Co-President becomes vacant, a Co-Vice President may assume the office of the President. In the event that the office of the Vice President, the Secretary or the Treasurer becomes vacant, the Executive Committee by majority vote of its quorum shall designate a successor. Any officer may be removed from office by a two-thirds vote of the Executive Board members present at any Executive Board meeting (provided they constitute a quorum).

X - NOMINATIONS & ELECTIONS

The Executive Board will put out an email to the current Grade Level Reps letting them know about open board positions for the coming school year. Next, via E-Tidings, a list of available positions for the coming school year will be provided to the whole parent community indicating that anyone interested in an open position should contact the co-presidents. A nominee may not run for more than one position. The candidates shall be presented at the final general membership meeting. At this meeting, the candidates shall be voted upon and each officer shall be elected by a majority of the votes of the members present. Newly elected officers shall assume office on July 1st.