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CONSTITUTION OF ST. MARK HOME and SCHOOL ASSOCIATION  
(ADOPTED ON 9 FEBRUARY 2006)

ARTICLE I – NAME

The name of this body shall be the Home and School Association (HSA) of St. Mark School. Said school is located in Catonsville, in the Archdiocese of Baltimore, State of Maryland.

ARTICLE II – PURPOSES AND FUNCTIONS

In accordance with the provisions of Canon Law and the policies of the Archdiocese of Baltimore, in particular the policies of the Division of Catholic Schools, the Home and School Association of St. Mark School, is established to assist and advise the Principal in furthering the mission of the School.

The Home and School Association of St. Mark School functions to:

- Help parents, School administration, and faculty develop a mutual understanding and appreciation of the mission of Catholic Education as lived in this Catholic School within the Archdiocese of Baltimore.
- Provide programs and processes that engage the School families in spiritual, educational, outreach, social, legislative, public relations, service, and fundraising activities that further the mission of the School.
- Develop supportive systems for communication and service to the local Catholic School.

ARTICLE III – RELATIONSHIP WITH OTHER GROUPS

The HSA establishes cooperative relationships with other School structures in these ways:

- The Pastor has the responsibility for the parish school and this Association shall function only with his consent.
- The HSA shall respect the established school policies and practices as set forth by the Pastor and by the School Principal. However, the Association may submit recommendations concerning said policies.

#### ARTICLE IV – MEMBERSHIP

Membership shall consist of:

- Parents and guardians of students at St. Mark School.
- Priests of St. Mark Parish.
- Faculty members of St. Mark School
- Any individual interested in the welfare of St. Mark School.

A membership fee will be charged.

#### ARTICLE V – NOMINATIONS

The President, in consultation with the Principal, appoints an ad hoc nominating committee chair who appoints four additional committee members. The nominating committee members are not members of the Executive Committee.

Members of the nominating committee are not eligible for office. The Principal is an ex-officio member of the nominating committee.

The nominating committee:

- Conducts an active, equitable search for HSA officer candidates from the general membership.
- Develops a slate of two candidates per office (if possible) who fit the criteria given below.
- Reviews the slate with the Principal.
- Contacts the candidates, explains the duties, and determines their willingness to serve.
- Presents the final slate to the general membership at least one month prior to the election at either a general meeting or in writing.

#### ARTICLE VI – ELECTION PROCESS FOR OFFICERS

- Officers shall be elected at the Annual Meeting, which shall be the final General membership meeting of the school year.
- The term shall be for one year.
- No officer shall serve in the same position for more than two consecutive terms.
- Members who have served two consecutive terms may be re-elected to the same position after a lapse of at least one year.
- The term of office commences the first day after the last day of the school year and ends the last day of the following school year.
- In the event that an officer resigns or is removed by the Executive Committee, the President, with the input of the Principal, appoints a replacement to complete the unexpired term of the officer. This partial term is not counted towards the appointee's term limit.

- In the event that an officer has three or more unexcused absences from meetings or the officer fails to discharge the duties outlined in Article VII – OFFICERS, the officer may be removed by a two-thirds (2/3) vote of the members of the Executive Committee present at a regularly schedule Executive Committee Meeting.

## ARTICLE VII – OFFICERS

The elected officers shall be President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer. The duties of each officer are outlined as follows:

### President

- Presides over Executive Committee, full committee and general membership meetings.
- Prepares agenda with the Principal for the Executive Committee.
- Prepares the annual calendar for all meetings.
- Prepares the agenda with the Executive Committee for general meetings and full committee meetings.
- Submits the upcoming year’s calendar of events to the Pastor and Principal for their approval
- Appoints standing and ad hoc committee chairpersons in consultation with the Principal.
- Calls special meetings when necessary, in conjunction with the Principal.
- May act as liaison between the HSA and other parish and community groups.
- Works cooperatively with the Principal to insure communication between the HSA and the School administration, faculty, and parish leaders.
- Coordinates and oversees HSA activities with the Principal.
- Is accountable, with the HSA treasurer, for appropriate financial procedures.
- Is an ex-officio member of all HSA committees except the nominating committee.
- Is an ex-officio, non voting School Board member.

### Vice-President

- Assumes the responsibilities of the President in his or her absence.
- Assumes the duties of the office until the next annual election if the office of President is vacated.
- Oversees the distribution and fee collection of HSA membership.
- Maintains a current list of all HSA members.
- Attends all HSA Executive, full committee, and General meetings.

### Recording Secretary

- Records, distributes, and keeps the minutes for all HSA meetings.
- Maintains written records/log of HSA activities.
- Collects committee reports.
- Assists with the preparation for the Orientation Reception.
- Attends all HSA Executive, full committee, and General meetings.

#### Corresponding Secretary

- Provides all Executive Committee members with a copy of the HSA Constitution.
- Provides all members ready access to a copy of the HSA Constitution.
- Disseminates in conjunction with the Principal and/or School administration notices (details, agenda, etc.) for Executive Committee, full committee, and general membership meetings.
- Coordinates other notifications as needed in conjunction with the Principal and President.
- Conducts the general correspondence of the HSA as requested by the President including, but not limited to, birthday cards to the teachers and cards of acknowledgement for births, deaths, graduations and sacraments.
- Compiles lists of volunteers for HSA activities and distributes said list to chairs of committees.
- Attends all HSA Executive, full committee, and General meetings.

#### Treasurer

- Submits regular reports to the Executive Committee, full committee and to the general membership.
- Is accountable for handling all monies of the HSA in accordance with Archdiocesan policies.
- Prepares and maintains all HSA financial reports.
- Develops, with the Principal and other officers, necessary processes for collecting, recording, reporting, and disbursing of HSA monies.
- Insures, with the Principal, that all HSA monies and financial records are kept in the designated location on School grounds; and instructs committee chairs and event coordinators about appropriate procedures for monies and for financial records necessary for each activity and program.
- Submits an annual financial statement to the Pastor by June 30 of each year.
- Attends all HSA Executive, full committee, and general meetings.

#### ARTICLE VIII – MEETINGS

##### Executive Committee:

- These are held on a monthly basis unless circumstances suggest that more frequent meetings are indicated. Advance notice for these meetings includes the agenda and minutes of previous meeting. Agenda items for the Executive Committee are submitted through an Executive Committee member or in writing to the President.
- Special meetings, in addition to the regular meetings, may be called with consent of the President and Principal.
- Discussions at the Executive Committee meetings are held in confidence
- Executive committee meetings are open to all members, however, voting is limited as described in Article IX.

Full committee:

- These meetings may be called as needed by the President with the consent of the Principal

General

- Meetings are held at least three times annually
- Dates for General meetings are announced on the School's calendar
- Programs for the General meetings are publicized at least one month prior to the meeting
- The last meeting of the year is held for the election of officers for the coming year

## ARTICLE IX – RULES OF ORDER

### Executive Committee

- The agenda includes, but is not limited to, call to order, opening prayer, any communications, reports from the officers/chairs of committees, old and new business, and adjournment.
- The Executive Committee uses the consensus method of decision-making. In general, decision making by consensus involves prayer, reflection, data analysis, open discussion of the positive and negative consequences of particular actions, confirmation of an intended course of action determined by the group, and, in the end, the consent of everyone involved. In a consensus process, each member is expected to speak to the issue under consideration so that all points of view are expressed and considered. Consensus does not mean that everyone agrees, but that everyone accepts and supports the decision of the group.
- The elected officers of the Executive Committee (with the exception of the President), the Chairs of Standing and Ad Hoc Committees or their designees and Representatives shall cast one vote each. The President may vote only when ballots are used or when his/her vote would change the result (i.e. break a tie vote). The Pastor and Principal, or their representatives, do not vote.
- Robert's Rules of Order will be used for procedural actions

### Full Committee

- These meetings shall follow the procedures of the Executive Committee Meetings.

### General Membership

- Meeting notices include information on items that need action by the members
- Processes used approximate the following aspects taken from Robert's Rules of Order
  1. A motion is presented either from the chair or from the floor.
  2. The motion is seconded.
  3. A discussion, facilitated by the President, is held.
  4. The President restates the motion.
  5. A call is made to either vote on the issue or table the issue until further discussion takes place.

6. Action may be taken by majority vote at a meeting at which a quorum is present. One-fourth (1/4) of members in good standing constitute a quorum at a general membership meeting. Proxy voting is allowed and will count towards the quorum.

#### ARTICLE X – EXECUTIVE COMMITTEE

The administrative body of this Association shall be known as the Executive Committee. The Executive Committee shall consist of the Pastor or Representative of the Pastor, the President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, the School Principal (or Representative of the Principal), the Faculty Representative, and the Chairs of Standing and Ad Hoc Committees.

#### ARTICLE XI – STANDING AND AD HOC COMMITTEES

##### Standing Committees

The Standing Committees have been formed to benefit all students of St. Mark School. The Principal reserves the right to determine those committees that best serve the organization. These committees cannot be dissolved without a majority vote of the Executive Committee and the consent of the Principal. The creation or dissolution of Standing Committees is not bound by Article XIII – Amendments to the Constitution.

- The President, in consultation with the Principal, shall appoint the Standing Committee Chairs. Their length of term shall be one year.
- The Committee Chair appoints committee members with the President's approval.
- All Standing Committee Chairs are required to attend all Executive Committee, Full committee, and general membership meetings.
- The Standing Committee Chair may appoint a representative of their committee to attend a meeting in their absence. Said representative shall have all privileges of the Committee Chair in their absence, including the ability to report on the committee's activities and to vote on matters before the Executive Committee.
- All committees make reports to the membership. In these reports, the committee chair indicates what action, if any, the committee is requesting from the Executive Committee, full committee or general membership, and cites any budgetary implications regarding the report.
- Explanations of specific duties of the Standing Committees can be found in the HSA Standard Operating Procedure Document.

The Standing Committees include:

- Band
- Barnes and Noble
- Bingo – Family
- Bingo – Basket
- Book Fair
- Cafetorium Duty
- Career Day
- Catalog Fundraiser

- Chorus
- Class Coordinator
- Constitution
- Cultural Event
- Directory
- Fall Gala
- Finance
- Hospitality
- Hotdog/Ice Cream
- HSA Distribution
- Lion's Roar
- Math/Science Night
- MFCSF Liaison
- Pancake Breakfast
- Pizza Hut Night
- Plant Sale
- Playground
- Santa's Workshop
- Spring Fling
- Uniform exchange
- Weekly pizza
- Yearbook

#### Ad Hoc Committees

The President, with the approval of the Executive Committee, may create such Ad Hoc Committees as he/she deem necessary to promote the objectives and carry out the work of the Association. The President, with the approval of the Executive Committee, may create and dissolve Ad Hoc committees with a simple majority vote and is not bound by Article XIII – Amendments to the Constitution.

- The power to appoint the chair of the Ad Hoc Committee rests with the President in consultation with the Principal.
- Ad Hoc Committee chairs may, with the approval of the President, appoint ad hoc Committee Members.
- The term of the committee chairperson shall be the time necessary to complete the appointed task.
- During their term, Ad Hoc Committee Chairs have the privileges and responsibilities of Standing Committee Chairs.
- The chair for each Ad Hoc Committee will be responsible to confirm the event date, time and location with the President, the Principal, and the Rectory.
- The Chair will be responsible for depositing all proceeds and outstanding bills to the Treasurer. The Chair will contact the Treasurer for cash to be used for change at the Event.

- Chairs of Ad Hoc Committees whose primary function is fundraising must maintain a folder documenting in detail the format for that particular fundraiser.
- Explanations of specific duties of the current Ad Hoc Committees can be found in the HSA Standard Operating Procedure document.

As of December 2005, the Ad Hoc Committees include:

- Dimitri's Nights
- Fundraising
- Middle States

## ARTICLE XII – FINANCES

Membership:

- Dues are collected at Back to School Night and/or through weekly folders.
- Dues are \$5 per family. The Executive Committee may change the amount that is collected for dues with a simple majority vote.

Financial Accountability:

All officers and committee chairs will follow the financial accountability procedures outlined by the Archdiocese of Baltimore. Specific procedures will be included in the HSA Standard Operating Procedure document.

## ARTICLE XIII – AMENDMENTS TO THE CONSTITUTION

Amendments to this Constitution shall be proposed in writing, or at a general meeting, to the general membership at least one month before the amendment(s) is to be voted on at a general meeting. A two-thirds (2/3) vote of the members in good standing present at the general meeting is necessary to amend the Constitution. Voting will also be allowed by proxy. Those votes will count towards the required quorum.