

<p style="text-align:center">CONSTITUTION AND BY-LAWS OF THE HOME AND SCHOOL ASSOCIATION OF ANNUNCIATION PARISH</p>
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ARTICLE I – NAME

The name of this Association shall be the Home and School Association of Annunciation Parish in the Archdiocese of Washington, DC, hereinafter referred to as the Association.

ARTICLE II – OBJECTIVES

The objectives of the Association shall be as follows:

1. To help parents and teachers improve their appreciation of the ideals of Catholic education.
2. To promote clearer understanding of the mutual educational responsibilities of parents and teachers.
3. To encourage parents to cooperate to a greater degree with teachers in accepting their responsibilities to enhance the educational experiences of the children.
4. To provide voluntary service to the school.
5. To sponsor fund-raising events for the financial support of the school.
6. To help the school acquire and maintain the equipment needed to maintain a high quality education.
7. To render appropriate advice and assistance to the Annunciation School Advisory Board.
8. To serve as a channel of communication between parents and the Annunciation School Advisory Board.

ARTICLE III – SUPPORT OF SCHOOL POLICIES

The Association 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 IV – MEMBERSHIP AND DUES

Section 1. Each parent, guardian, or adult serving in the role of parent, of a child enrolled at Annunciation School, shall be placed on the membership roster, and be responsible for supporting the constitution.

Section 2. Each family with one child or more enrolled at Annunciation School shall be assessed yearly dues as determined by the Executive Committee. Each family will be responsible for providing volunteer hours per school year as determined by the Executive Committee.

Section 3. A member of the school faculty may be a member of the Association, but shall not be required to pay annual dues.

ARTICLE V – ELECTED MEMBERS

The Executive Committee shall consist of the officers of the Association, the Principal, the Pastor and At-Large members who shall be selected by the members of the Association, as well as the persons who have served as president of the Association during the preceding two years. Each such past president can/shall serve as an ex-officio member for a period of two consecutive years.

Section 1. The selected members of the Association shall be the President, Vice-President, the Treasurer, the Secretary, and at least three (3) At-Large Members who shall be nominated by members of the Association, and a faculty member who shall be chosen from the faculty.

Section 2. With the exception of the faculty member, these persons shall be presented at the last regular meeting of the Association during the school year, and the terms of office shall begin at that time.

Section 3. A term of office shall be one year. No person shall hold the same office for more than two consecutive years.

ARTICLE VI – MEETINGS

There shall be regular monthly meetings of the Association during the school year. All meetings of the Association, including any special meetings, shall be upon suitable notice to the membership as to time, place, and agenda.

ARTICLE VII – QUORUM

A quorum at an Association meeting shall consist of twenty-five members. A quorum at the Executive Committee meeting shall consist of the majority of the members of the Executive Committee.

ARTICLE VIII – DUTIES OF OFFICERS

Section 1. The President shall preside at the meetings of the Association and of its Executive Committee; fill by appointment, with the approval of the Executive Committee, any vacancy of office for its unexpired term; appoint committees and their chairpersons with the approval of the Executive Committee, and perform such duties as are incumbent on the office of the president.

Section 2. The Vice-president, in the absence of the president, shall perform all the duties of the president. In the event a vacancy occurs in the office of the president, the vice-president shall succeed to the office of the president. The vice-president shall succeed to the office of president for the remainder of the unexpired term.

Section 3. The Treasurer shall receive and deposit into the Association's account all dues and other monies of the Association; shall keep an accurate account of these funds; shall pay proper bills and make other appropriate disbursements; shall report at each meeting of the Association the status of the Association's treasure; and shall perform such other duties as are incumbent on the office of treasurer.

Section 4. The Secretary shall keep the minutes of all meetings of the Association and the Executive Committee; shall notify members of the Association and the Executive Committee of all meetings; shall conduct such correspondence as may be appropriate; and shall perform such other duties as are incumbent on the office of the secretary.

ARTICLE IX – EXECUTIVE COMMITTEE AUTHORITY

The Executive Committee shall have full responsibility for the conduct of the Association's affairs, within the terms of the Constitution and By-laws, between regular meetings of the Association.

ARTICLE X – COMMITTEES

Section 1. Committees in keeping with the Association's objectives shall be appointed by the president with the approval of the Executive Committee.

Section 2. The chairpersons of committees shall report their findings and recommendations to the Executive Committee and, if approved, report them to the members of the Association.

ARTICLE XI – NOMINATIONS AND ELECTIONS

Section 1. The Nominating Committee shall consist of the pastor, the principal, the president, and two members of the Association other than members of the Executive Committee, chosen by the president.

Section 2. At the final spring meeting of the Association, 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).

Section 3. The members of the Executive Committee (other than the faculty representative) shall be presented at the final spring meeting of the Association, and shall take office immediately.

ARTICLE XII – RULES OF ORDER

All meetings of the Association and the Executive Committee shall be conducted according to **Robert's Rules of Order, Revised**, when not inconsistent with the Association's Constitution and By-laws.

ARTICLE XIII – AMENDMENTS

This Constitution and By-laws may be amended at any regular meeting of the Association by a two-thirds vote of the members present and voting. 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.