

***Diocese of St. Petersburg  
Diocesan Schools  
Home-School Association  
Constitution and By-laws***

Article I: Name

The name of this organization shall be The Home-School Association of BISHOP LARKIN CATHOLIC SCHOOL (hereafter referred to as the HSA).

Article II: Nature and Functions

The HSA is an organization of parents, faculty, and staff. It is consultative in nature and function. Its purpose is to strengthen the partnership between the home, school, and community and to address issues of mutual interest.

The HSA shall:

- Participate in ongoing spiritual and educational growth in order to support a high standard of family life in appreciation of catholic education.
- Provide fellowship among constituents of Bishop Larkin Catholic School by contributing to effective communication and cooperation between parents, faculty, and community.
- Assist and support the Office of Catholic Schools and Centers (hereafter referred to as the OCSC), Principal, Pastor, faculty, staff and school advisory board.
- Coordinate fundraising activities to help provide financial support for the school.

Article III: Authority

The HSA shall function under the authority delegated to it by the OCSC and Principal. The Principal is responsible for providing leadership in the formulation of recommendations and the decision-making process.

Article IV: Duties and Responsibilities

The HSA:

- Is supportive of the administrative procedures that have been developed by the OCSC and Principal.
- Represents all parents and guardians of students at Bishop Larkin Catholic School.
- Promotes the identity Bishop Larkin Catholic School as a Catholic School.
- Assists the OCSC and Principal, faculty and staff by providing volunteer services that will help develop the moral, intellectual, and physical life of students.
- Promotes Bishop Larkin Catholic School fundraisers.
- Offers well planned programs and information of particular interest to parents, facilitating their role as primary educators.
- Coordinates activities with the Principal, faculty, and other school organizations.
- Maintains confidentiality of all sensitive matters that come before the organization.

Article V: Membership

The general membership should consist of school parents and guardians, Principal, faculty, staff, relatives and interested community members that will benefit the greater good of the school.

## Article VI: Meetings

There shall be three to five general HSA meetings during the school year.

## Article VII: Executive Board

The Executive Board shall consist of President, Vice President/President-Elect, Secretary, Treasurer, Social/Hospitality Coordinator, Fundraising Coordinator, and School-Life Coordinator. The Principal shall be ex officio, non-voting members of the Executive Board.

The Executive Board shall generally meet monthly during the school year. It is the responsibility of Board Members to fulfill their duties as described herein.

The President shall:

- Preside at all meetings of the HSA and the Executive Board.
- Prepare agendas for the Executive Board Meetings, in consultation with the Principal, and distribute them in five school days advance of a meeting.
- Prepare agendas for the General Meetings, in consultation with the Principal and the Program Committee.
- Appoint chairpersons of special committees, including the nominating committee, with the approval of the Executive Board.
- Oversee the function and performance of all Executive Board members and committee chairs.
- Maintain open communication with the Principal, and School Advisory Board.

The Vice-President/President-Elect shall:

- Perform all duties of the President in the President's absence.
- Chair the Program Committee, which suggests, coordinates, and presents programs of interest to the membership at the General HSA meetings.
- President-Elect serves during the President's year in office and agrees to serve as President after one year of serving as President-Elect.

The Secretary shall:

- Record the minutes of the General and Executive Board meetings and submit copies to the members of the Executive Board, the Principal, and School Advisory Board Chairman.
- Supervise taking of attendance at all general HSA and Executive Board meetings and include attendance figures in the minutes.
- Prepare and disseminate correspondence and communication from the HSA including notice of all meetings.
- Keep a copy of the Bylaws and Standing Rules at all meetings.

The Treasurer shall:

- Receive all funds for the Organization.
- Keep an accurate account of deposits and expenditures.
- Make only such payment as are authorized by the Principal.
- Submit a monthly financial statement to the Executive Board, and Principal.
- Submit a report at all general meetings.
- Prepare a year-end financial statement.

- Coordinate with the Fundraising Chair to reconcile all monies collected from fundraising activities.

The Social/Hospitality Coordinator shall:

- Coordinate with committee chairpersons to provide refreshments at select functions.
- Coordinate faculty luncheons.
- Reach out to families who have experienced life changes (births, deaths, illness, etc.).
- Act as a liaison between the Executive Board and subcommittee chairpersons.

The Fundraising Coordinator shall:

- Organize and oversee all fundraising efforts and subcommittee chairpersons.
- Be responsible and accountable for all monies raised, and forward to the treasurer.
- Act as a liaison between the Executive Board and subcommittee chairpersons.

The School-Life Coordinator shall:

- Organize and oversee all activities that impact school life, including but not limited to volunteer activities and publicity related to the HSA.
- Act as Homeroom Parent Chairperson.
  - Gather volunteers for homeroom parents at general HSA meeting and hold a meeting in August to review responsibilities.
  - Maintains open communication and acts as a liaison between the HSA and homeroom parents.
  - Gather volunteers for school events via homeroom parents.
  - Relay information to homeroom parents as needed.
- Act as Buddy Family Coordinator for new families.
  - Pair new families with mentor families in June/early July.
  - Organize new family social the week prior to the opening of school.
  - Contact mentor families at the start of each month with a list of events/things to know for the upcoming month to pass on to new families.

#### Article VIII: Election of Officers

The Nominating Committee, composed of the Principal, and two parent members, shall nominate the slate of officers. Any member of the organization may submit names of candidates to the Nominating Committee.

All parent/guardian members of the organization are eligible for office. Faculty and staff are not eligible to hold office. Board members shall not be members of the same household.

The slate of candidates shall be presented to the Membership prior to the last General Meeting of the year. Election will take place by ballot at the final meeting of the school year. All members of the organization are eligible to vote. One vote per family is allowed.

The term for all officers shall be one year. Officers, with the exception of the President, may hold the same office, if elected, for two consecutive terms.

The President's position is not an elected position, the President-Elect moves to this position after one year of serving on the Executive Board. The President-Elect is a two year commitment; one year as Vice-President-Elect and one year as President.

Note: If an executive board position has no other willing nominee, the same person may hold the position indefinitely, if re-elected.

Any mid-term vacancy on the Executive Board shall be filled by nomination by the President, approval of the Principal, with a confirming vote of the majority of the Executive Board.

#### Article IX: Standing Committees

The Standing Committees of the organization are the Program Committee, the Social/Hospitality Committee, the Fundraising Committee, the School-Life Committee, and the Nominating Committee.

Each of these, with the exception of the Nominating Committee, is chaired by a member of the Executive Board.

#### Article X: Conducting Business

All decisions will be determined by a simple majority.

Minutes of the previous meeting, and the agenda for the next scheduled meeting, should be submitted to all Executive Board members at least five working days before the meeting. Items for the agenda should be submitted to the President at least 10 school days before the meeting.

The ordinary order of business shall be:

1. Call to order
2. Opening Prayer
3. Approval of Minutes
4. Principal
5. Action Items (Old Business)
6. Discussion Items (New Business)
7. Committee Reports
8. Questions
9. Closing Prayer

The HSA and the Executive Board may establish its own rules and procedures, but in the absence of such rules, Robert's Rules of Order (revised) shall apply.

#### Article XI: Amendments

Amendments of the Constitution and By-Laws shall be proposed in writing at one regular meeting of the Executive Board. If a majority vote of the Executive Board supports the amendment, the proposed amendment will be brought to the next general meeting of the HSA. A two-thirds vote of the HSA members in attendance is required to amend. The Principal and OCSC must approve all amendments.