



# MOTHER TERESA

of Calcutta Catholic School \* Lutz, FL

## *Home and School Association Constitution and By-laws*

### Article I: Name

The name of this organization shall be The Home and School Association of Mother Teresa of Calcutta 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. The mission of the HSA is to provide support through fundraising efforts for the purpose of enriching the educational experiences of the students. By sharing individual gifts of time and talent, HSA Board Members serve as positive fundraising ambassadors 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.
- Promotes the identity of Mother Teresa of Calcutta 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 Mother Teresa of Calcutta Catholic School fundraisers.
- 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 consists of school parents/guardians, principal, faculty, and staff that will benefit the greater good of the school.

### Article VI: Meetings

There shall be a minimum of three, no more than five, General Open HSA meetings during the school year. The HSA must have General Open Meetings at all Open Houses.

### Article VII: Executive Board

The Executive Board shall consist of President, Vice President, Corresponding Secretary, Recording Secretary and Treasurer. 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 and lead all meetings of the HSA and the Executive Board.
- Prepare agendas for the General Open Meetings, in consultation with the Principal and the Program Committee.
- Appoint chairpersons of fundraiser committees/events, with the approval of the Executive Board and Principal.
- 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 shall:

- Perform all duties of the President in the President's absence.
- Shall be the chairperson of social and hospitality committee for General Open Meetings.
- Support the President in all meetings and ensure all necessary committee members are in attendance or up to speed on all events.

The Corresponding Secretary shall:

- Prepare and disseminate correspondence and communication/flyers from the HSA including notice of all meetings.
- Keep a copy of the By-Laws and Standing Rules at all meetings.

The Recording Secretary shall:

- Record minutes of General and Executive Board meetings and submit copies to the members of the Executive Board and the Principal for approval and posting.
- Supervise taking of attendance at Executive Board meetings and include attendance figures in the minutes.

The Treasurer shall:

- Receive all funds of the HSA
- 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 financial report at all General Open HSA meetings.
- Prepare a year-end financial statement.
- Coordinate with the Fundraising Chair to reconcile all monies collected from fundraising activities.

#### 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 school are eligible for office. Faculty and staff are not eligible to hold office. Board members shall not be members of the same household.

Election will take place by ballot. All members of the school are eligible to vote. One vote per family is allowed.

The term for all officers shall be one year. Officers may hold the same office, if elected, for two consecutive terms. 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 will be:

- Boo Hoo Whoo Hoo Breakfast
- Middle School Dance
- Family Dinner Nights
- Golf Tournament
- Kendra Scott Nights
- Trunk or Treat
- Fall Festival
- Christmas Bazaar
- Grandparents' Breakfast
- Daddy Daughter Dance
- Gala

- Fishing Tournament
- Mother Son Event

#### 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

#### 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.