

**OUR LADY OF THE GULF CATHOLIC SCHOOL
301 S. SAN ANTONIO ST.
PORT LAVACA, TX 77979**

HOME AND SCHOOL ASSOCIATION

THIRD AMENDED CONSTITUTION

ARTICLE I – NAME

The name of this organization shall be: **OUR LADY OF THE GULF CATHOLIC SCHOOL HOME AND SCHOOL ASSOCIATION (hereinafter “H.S.A.”)**.

ARTICLE II – OBJECTIVES

The objectives of this club are:

1. To foster a greater understanding between the home and school,
2. To offer informative programs of particular interest to parents,
3. To create a greater appreciation of Catholic education,
4. To encourage the free exchange of ideas in an environment of Christian community,
5. To provide financial assistance to the School by supporting fundraising activities throughout the year;
and
6. To provide material assistance in obtaining supplementary materials and equipment for the school.

ARTICLE III – MEMBERSHIP

Any person interested in the development of Catholic education is eligible for membership provided that:
1) He/She has been Safe Environment Certified by the Diocese; 2) Has students registered in the school or provides twenty (20) or more hours of service to the school each year.

ARTICLE IV – OFFICERS

SECTION 1. EXECUTIVE BOARD

The Executive Board will be comprised of Four Coordinators with each one heading up the following Work Streams: Recognition, Outreach, Fundraising, & Communication. The Principal appoints the Financial Administrator of the H.S.A. The Pastor and Principal are ex-officio members, with the Pastor having veto power.

SECTION 2. ELECTIONS

The Executive Board Coordinators of the H.S.A. will be elected by ballot and the results of the election will be published at the conclusion of the May meeting.

SECTION 3. TERM OF OFFICE

The term of office shall be one (1) year. No Coordinator may hold the same position more than two (2) consecutive years, although he/she may be elected to other positions.

ARTICLE V – AMENDMENTS

The Constitution may be amended by a two-thirds majority of the voting members at any general meeting, provided such amendments have been approved by the Executive Board, published by them, and presented in writing to each member at least two weeks prior to the meeting in which the discussion and voting will take place.

BYLAWS

ARTICLE I – DUTIES OF COORDINATORS

SECTION 1. RECOGNITION COORDINATOR

The Recognition Coordinator (RC) ensures that all school contributors of time, talent and/or treasure are thanked publicly in a timely manner depending on the nature of the contribution. Recognition could include but is not limited to: written personal notes, verbal recognition at meetings, certificates of appreciation, teacher appreciation. The RC also tracks volunteer hours and nominates the Elizabeth Ann Seton Award candidates.

SECTION 2. OUTREACH COORDINATOR

The Outreach Coordinator (OC) helps ensure the marketing and service of the school to the parish and community. These activities include but are not limited to: Advertisements, brochures, school & parish surveys, potential new parent tours, school participation in county events such as the County Fair & Parades, and service projects (including uniform sales). The Principal must approve all advertisements, service activities, etc.

SECTION 3. FUNDRAISING COORDINATOR

The Fundraising Coordinator (FC) oversees and aligns all school fundraising efforts to achieve the annual financial goals for the H.S.A. These activities include but are not limited to: School Raffle (limited to 1 per year), charitable causes, classroom fundraisers, school specific fundraisers. The FC also ensures that school activities align with church fundraising activities. The FC will work with the H.S.A. treasurer to provide a Quarterly Financial Report.

SECTION 4. COMMUNICATION COORDINATOR

The Communication Coordinator (CC) ensure that all school events and accomplishments are publicized throughout the school, parish and local community. Communication includes but is not limited to: newspaper articles with photos, church bulletins, H.S.A. articles in The Navigator, items for website & Facebook, school yearbook, monthly report to School Advisory Council. The Principal prior to publication must approve all communications about the school and its members.

ARTICLE II – DUES

The dues of the HSA shall be included in the registration fee for each student. Members that do not have children in the school may pay the annual due for the privilege of voting. HSA dues are set annually by the school budget.

ARTICLE III – EXECUTIVE BOARD

SECTION 1. MEMBERS

The Executive Board shall consist of the elected officers of the H.S.A., the appointed treasurer and the ex-officio members.

SECTION 2. OFFICERS

Prior to the start of any Executive Board meeting, the board will determine a facilitator to oversee the running of the meeting. This facilitator may be a board member, an ex-officio member or an independent qualified individual. The Executive Board will determine a Parliamentarian for all H.S.A. General meetings who will ensure Roberts Rules of Order are followed. The Communication Coordinator shall ensure that all meeting minutes of the Executive Board and General Meetings are recorded and distributed as needed. However, the CC does not have to be the person recording.

SECTION 3. FILLING UNEXPIRED TERMS

In the event of a vacancy during an unexpired term of office, the Executive Board shall select a current H.S.A. member to fill the vacancy.

SECTION 4. MEETINGS

The Executive Board shall meet prior to all general meetings. At their initial meeting they are to set goals, select dates for the general meetings, discuss projects for the HSA, and set up an annual H.S.A. budget.

ARTICLE IV – GENERAL MEETING

A minimum of two (2) H.S.A. General Meetings will be held each semester. The date, time and location of these meetings will be set by the Executive Board and communicated to all members ten (10) days prior to the meeting.

ARTICLE V - COMMITTEES

SECTION 1. WORK STREAMS

Four (4) Work Streams will be addressed by the H.S.A.: Recognition, Outreach, Fundraising & Communication

SECTION 2. EXECUTIVE BOARD

The Executive Board shall consist of four (4) Coordinators that oversee the four work streams respectively. No Coordinator may hold the same position for more than two consecutive terms.

SECTION 3. SPECIAL COMMITTEES

Each Coordinator may appoint Committees as needed to support the goals and objectives of their Work Stream.

ARTICLE VI – NOMINATIONS AND ELECTIONS

In April, the school office will accept names of members interested in serving as a Standing Committee Coordinator via a form in the weekly notes home. All members involved will be contacted to confirm that they accept the positions for which they have been nominated. All nominated members will have their names placed on a written ballot that is sent home via the blue folder. Additional ballots may be requested by active HSA members who do not receive the blue folder. The ballots will then be collected, tabulated, and the results announced at the May HSA Meeting. Officers shall be elected upon a majority vote of the eligible members.

ARTICLE VII – QUORUM

A quorum for the transaction of business shall be as follows:

Regular meeting – eight (8) members, providing a majority of the officers are present

Executive Board meeting – one more than half.

ARTICLE VIII – ORDER OF BUSINESS

The following shall be the regular order of business:

1. Meeting called to order by the President
2. Opening Prayer
3. Approval of the Minutes
4. Standing Committee Reports & Propositions
5. School Report
6. Closing prayer
7. Adjournment

ARTICLE IX – STANDING RULES

The HSA may from time to time adopt Standing Rules so long as they do not conflict with the Constitution or Bylaws of the Association.

ARTICLE X - AMENDMENTS

The Bylaws may be amended at any regular meeting by a discussion and majority vote of the members present, provided such amendments have been approved by the Executive Board and published by them at least two weeks prior to the meeting.

ARTICLE XI – RULES

All meetings of the Home and School Association shall be conducted according to Robert's Rules of Order, unless otherwise specified.

This Third Amended Constitution and Bylaws approved by the Executive Board on 6/14/2012 and approved by ballot of a majority of the H.S.A membership on 7/16/12.