

**Our Lady of Sorrows School  
Home School Association (HSA)  
By-Laws and Constitution**

**MISSION STATEMENT**

The Home School Association exists to provide an avenue of communication between parents/guardians and school administrators, to develop social and fundraising activities for the benefit of the school, to assist the School Principal in routine and special activities, and to encourage parish interest in the welfare of the school.

**MEMBERSHIP**

All parents and guardians of current OLS students are automatically members of the Association. All HSA members and any parishioners interested in the welfare of the school children are eligible to serve on the Executive Board.

**HSA EXECUTIVE BOARD**

1. The Executive Board consists of the Pastor or his designee and School Principal, both non-voting members; the Officers (4) of the Association and the elected or appointed Coordinators (6) of the Association and any at large members as agreed upon by the committee. In addition, a Sports Committee Liaison and the immediate past president of the Association may be a non-voting member of the Executive Board.
2. The president of the Association is the chairperson of the Executive Board.
3. The Executive Board shall form plans and discuss all matters pertaining to the interest of the Association. It shall report on same at the regular meetings of the Association. The Executive Board shall act on all business requiring attention between the regular meetings of the Association.
4. The Executive Board will meet monthly during the school year. Every other month, the meetings will be open to the entire Association. Open meetings will take place in October, January, March and May.
5. In the event there is a vacancy in any office, the Executive Board shall appoint a member of the Association to fill said vacancy for the unexpired term of the office.

**OFFICERS AND COORDINATORS**

**President** – The President shall preside at all regular meetings of HSA and the Executive Board. The President will supervise the formation of committees and when necessary, appoint chairpersons of all necessary standing committees and will perform any/all such duties that generally evolve from the Office of the President.

**Vice-President** – The Vice-President will perform the duties of the President during the President’s absence, and perform other duties as requested by the President.

**Secretary** – The Secretary will keep the minutes of all HSA meetings and of the Executive Board, and will report at the executive meetings. Minutes should be circulated to the Board within seven days and published within two weeks of each meeting. The Secretary will handle all correspondence and will send out the agenda of the four general meetings to the membership one-week prior to the meeting as well as distributing the approved minutes from all meetings.

**Treasurer** – The Treasurer will keep an accurate account of the receipts and disbursements and render a verbal financial report at the last general HSA meeting and will prepare a written financial report for the monthly Executive meetings.

**Volunteer Coordinator** – Manage database/file of parent volunteer hours and communicate with school Bursar as needed. Communicate with event chairs to make sure hours are recorded. Send out bi-annual statements to families indicating their status.

**Class-Parent Coordinator** – Work closely with class parents to let them know about HSA, school and parish events and priorities. Ensures class parents understand the fundraising goals of HSA. Organizes Class Parent orientation at the beginning of the year.

**Marketing & Communication Coordinator** – Work with Event chairs to advertise events and fundraisers. Work closely with the SAB Marketing Committee and Parish Office to ensure HSA events are publicized. Attend Marketing Committee meetings.

**After School Enrichment Coordinator** - Work with administration and outside vendors to choose appropriate programs, create schedules, facilitate space issues, and communicate to parents/guardians.

**Social Outreach Coordinator** – Coordinate with the parish office, CCD instructors, Student Council & other groups (Boy Scouts, etc.) to find opportunities for the school and its students to give back, i.e., collect items for the food pantry, set-up volunteer opportunities in the community.

**Hospitality & Welfare Coordinator** – Manage the editing, publication and distribution of the annual School Directory. Work with current families to “match” them with incoming families with the goal of providing a resource for and welcoming new families; follow-up with phone calls to ensure current families have been dutiful; organize new family coffee hour or the like. Provide outreach and support to families experiencing a major life event i.e. birth, sickness, death; check in regularly with school secretary.

**Sports Committee Liaison** – Work with Athletic Director to ensure HSA events and needs for facilities are communicated to avoid conflicts. Attend sports committee meetings as needed and ensure that HSA is aware of all upcoming sports events so that HSA can assist with communication when possible.

### **NOMINATIONS AND ELECTIONS**

1. All candidates for Officer and Coordinator position are self-nominated each year at the April meeting and confirmed at the May meeting. Nominees for Officer positions must have already served a minimum of one year on the Executive Board in order to be considered. In the event that insufficient numbers of nominees are obtained, the principal and/or the president may request a member of the Association to serve. When we do not have more than one nominee for each seat, all volunteers will be accepted.
2. Election and installation of Officers shall take place annually at the last regular executive meeting by the Association Executive members. The ballot form prepared by the Secretary will list the nominated members for each position. Only one ballot form per member of the Executive Board will be allowed.
3. Coordinators will be installed at the last regular business meeting. Elections will be held in the event of more than one nomination for a position. At-large members may be installed at the last regular meeting of the school year or during the school year at the discretion of the Board.
4. Officers will be elected to a term of (1) year and not more than (3) consecutive terms. All terms for officers shall be limited to same office.
5. Coordinators may service consecutive terms if elected or appointed.

### **MEETING PROCEDURE**

Meetings shall be conducted according to Roberts Rules of Order.

### **BY-LAWS**

The HSA By-Laws and Constitution shall be reviewed, revised if necessary and adopted at the first meeting of each school year.