

St. Maria Goretti School Home and School Association

Constitution/Bylaws

Article I Name

The name of this association shall be the St. Maria Goretti Home and School Association of Madison, Wisconsin, in the Diocese of Madison, State of Wisconsin (hereinafter "Association")

Article II Mission/Objectives

To promote an appreciation of Catholic Education.
To promote a cooperative spirit between teachers, students and parents at large.
To provide leadership and organization of projects which assist the school in carrying out its philosophy.
To provide leadership and organization assistance in extracurricular activities.
To manage the Home and School Long Range Plan and allocate funds raised by the Association.

Article III Membership

Membership of the Association shall consist of:
Parents and legal guardian/s of St. Maria Goretti students
Parish Pastor
School Administration
School Faculty

Article IV Spiritual Advisor

The parish pastor, or a person or persons appointed by the pastor, shall be the spiritual advisor of the Association.

Article V
Board Members

Section 1. Voting Members

The Home and School Board shall consist of 11 voting Board members.

a. Officers

- President
- Vice-President
- Secretary
- Treasurer

b. Members

The members shall be the chairperson/s of the following committees:

- Social Committee (2 people)
- Athletic Representative (member designated by the Athletic Board)
- Enrichment Committee – (1 person)
- Public Relations Committee – (1 person)
- Development Committee – (1 person)
- Home Room Parent Representative – (member designated by the Home Room Parent Committee)

Section 2. Non-Voting Members:

- Principal
- Assistant Principal
- Teacher Representative
- Special Committee Chairs

Section 3. Parish Pastor

Any major decisions of the Board need final approval from the Parish Pastor.

Article VI
Responsibilities of Board Members

Section 1. All Board Members

- The chairperson of the standing and special committees shall report their finding and recommendations to the Home and School Board.
- Board members need to notify the Association President if they can not attend a board meeting.

Section 2. President

- Preside at the meetings of the St. Maria Goretti Home and School Association and of its Board
- Appoint the chair/s of committees with confirmation of the Board
- Be an ex-officio member of all committees
- Communicate with the school Administration
- Prepare and send out agendas before each meeting
- Perform such duties as are incumbent on the office
- Maintain an updated binder with board agendas, minutes and other necessary information.

Section 3. Vice-President

- In the absence of the President, shall perform all the duties of the President and such duties as are assigned to this office
- Manage the nomination and election procedure for new board members
- Collect all yearly report binders from each chair person at the end of each school year.

Section 4. Secretary

- Provide notice on all meetings
- Keep the minutes of all Association meetings and meetings of the Board and distribute them to all board members before the next meeting
- Shall keep a list of all members of the Association and Executive Board members
- Shall notify members of their appointment on the committees
- Upon the President's approval, send minutes to the St. Maria Goretti website administrator for posting
- Discharge such duties as are incumbent upon this office
- Maintain an updated binder with agendas and minutes from all meetings.

Section 5. Treasurer

- Receive and record all monies of the Association
- Shall complete and sign purchase orders for all funds approved by the Board. Purchase orders shall be given to the School Principal for a final signature
- Maintain record of and report all financial transactions of the Board
- Work with the Public Relations chair to inform the full membership of the Association about allocation of Association funds
- Maintain an updated binder with all budget information.

Section 6. Social Committee Chairpersons

- Two members of the Association board will co-chair this committee
- Request members from the Association at large to serve on this committee
- Organize activities for school families and conduct good will under the direction of the Board. For example: Fall Parent Mixer, Sock Hop.....
- Maintain an updated binder with all information pertaining to the work of this committee.

Section 7. Athletic Association Representative

- Appointed by the Athletic Association Board
- Report information from the Athletic Board to the Home and School Board at monthly meetings.

Section 8. Enrichment Committee Chair

- Organize enrichment opportunities for students under the direction of faculty and the Association Board
- Request members from the Association at large to serve on this committee when necessary
- Maintain an updated binder with all information pertaining to the work of this committee.

Section 9. Public Relations Committee Chair

- Promote our school, its philosophy and all it has to offer under the direction of the Association Board
- Request assistance from members of the Association at large to assist when necessary
- Submit information for the Cardinal Corner in the Parish bulletin
- Work with the Development Committee Chair to promote SCRIP and the Rummage Sale
- Work with the Treasurer to inform the full membership of the Association about allocation of Association funds.
- Maintain an updated binder with all information pertaining to the work of this committee.

Section 10. Development Committee Chair

- Continue development of the SCRIP Program and Rummage Sale and other alternative financial resources for the Association
- Communicate with the SCRIP Committee, Rummage Sale Committee and Public Relations Committee Chair and report to the Association Board about the current status of these programs
- Work with the School Administration to maintain and update the Long Range Plan for allocation of Association funds which are in addition to the designated Home and School Budget, and report this information to the Association Board.
- Maintain an updated binder with all information pertaining to the work of this committee.

Section 10. Room Parent Representative

- Appointed to the board by the Room Parent Committee
- Communicate to the Association Board and the School Administration any initiatives of the Room Parents
- Request assistance of all Room Parents if the Board has a special need
- Maintain an updated binder with all information pertaining to the work of this committee.

Section 11. Special Committees

- Special committees, in keeping with the Association's objectives, may be appointed by the President with the approval of the Association Board. The chair of this committee needs to report to the Association Board
- Maintain an updated binder with all information pertaining to the work of this committee.

Article VII

Elections, Terms, Vacancies, Removal

Section 1. Elections

a. Eligibility

Any current voting member of the Association, as defined in Article V: Section 1 of the Association's by-laws, is eligible to be nominated to the Home and School Board.

- b. Nominations to the Association Board will be requested and received during the month of March.
- c. If the number of nominees is greater than the number of open positions on the board, there will be a general election held for all members of the Home and School Association as defined in Article III of the Association's by-laws in April.
- d. A nominee/s will be elected by the highest number of votes from the votes that were submitted.
- e. New Board members will be introduced to the Board at their May meeting.
- f. Board members will be introduced to the full Association at each of the school's Open Houses in September.

Section 2. Terms

- a. The office of President is a two-year term having previously served one year on the Board.
- b. The term of the President may be extended by one year if requested by the Parish Pastor and/or School Principal.
- c. The terms of all other Board members are two-year terms with the option to serve consecutive terms.
- d. The term for each Board member shall coincide with the fiscal year of the Association. (July 1 – June 30)

Section 3. Vacancy/Resignation during a Term

- a. If a vacancy/resignation occurs in the office of the President prior to the end of the school Year, the Vice-President will complete the duties of that office for the remainder of the school year. The completion of this term by the Vice-President does not count toward the two-year term limit for President, should the Vice-President become the President beginning in a new school year.
- b. A vacancy/resignation for any other member on the Board prior to the end of the school year shall be filled as soon as possible by the Association President after consultation with the full Board.
- c. Any member of the Board may resign by submitting a written resignation to the Home and School Board.

Section 4. Attendance and Removal

- a. At least fifty percent attendance at meetings is required for the monthly meetings in order to maintain a position on the Board
- b. Any member of the Board may be removed by a majority vote of the remaining Board members if sufficient cause is shown that such removal is in the best interest of the Board.

Article VIII
Meetings

Section 1. Monthly Meetings

- a. The President will meet with the Administration prior to the beginning of school year to set the date for the first meeting of the Board.
- b. At the first meeting the dates and times of all monthly Board meetings will be set for the rest of the school year. The meeting dates and times will be published on the St. Maria Goretti School website.

Section 2. Agenda for Monthly Meetings

The agenda for monthly meetings will include the following:

- Opening Prayer
- Secretary's minutes of last meeting
- Treasurer's financial report
- Principal's report
- Committee reports
- Open forum
 - 5 minute time limit maximum per speaker (if necessary)
 - 30 minute maximum time limit for open forum unless extended by a majority of the Board
- Old Business
- New Business

Section 3: Request for placement on Agenda

- a. A request for an issue/concern to be placed on the agenda must be submitted to the President of the Association in writing or via email one week prior to the meeting.
- b. A request for funds outside of the Association Budget must be submitted in writing or via email one week prior to the meeting.

Section 4. Special Meetings

The President may schedule special Association meetings as she/he deems it necessary. Notice of any special meeting shall be posted on the St. Maria Goretti website.

Article IX
Voting

Section 1. Voting

- a. Each voting Board member shall have one vote.
- b. The quorum of a Home and School Board meeting shall be a majority of the number of board members present at the meeting as long as that number is at least fifty percent of the total number of board members

The act of the majority of Board members present at a meeting at which a quorum is present shall be the act of the Board.

- c. The Association President, under the advisement of the School Administration, may call a vote of the entire Association Board for designated issues. If such a vote is necessary with no meeting called or if someone cannot attend a designated meeting, a verbal or email response to the President with one's vote must be made by each of the Board members

Article X **Fiscal Year/Money**

Section 1. Fiscal Year

The fiscal year of the Association shall coincide with the fiscal year of St. Maria Goretti Parish. (July 1-June 30)

Section 2. Income

a. SCRIP Program

The Home and School Association will receive approximately 50% of the profits from the SCRIP program. The remaining 50% of the profits go to: tuition credit, Home and School Association, Parish Capital Campaign, SMG Religious Education or SMG Youth Ministry

b. The profits from the SCRIP program shall be received in two allotments – July 1 and December 1.

c. The profits from the Rummage sale shall be received after all tabulating is completed after the sale.

Section 3. Communication

The Public Relations chair of the Association Board, with the help of the Treasurer, shall inform the full membership of the Association of allocation of these funds. (See Article VI: Section 5 and Section 9)

Section 4. Allocation of Funds

a. Funds needed for budget items from the approved Association Budget do not need additional approval for allocation

b. Requests for unbudgeted funds of more than a \$500.00 shall be approved by the majority of the Association Board

c. Requests for unbudgeted funds of \$500.00 or less shall be approved by at least three of the four officers of the Association Board

Article XI
Amendments

The Association By-laws may be amended at an Association Board meeting by a two-thirds vote of the members present, provided notice has been given in writing prior to said meeting.

Dated this 23 day of March.

Julie A Schmitt
President-Julie Schmitt

Jennifer L. Vosberg
Secretary Jennifer Vosberg

Adopted by two-thirds vote on March 16, 2010