

# **RESTATEMENT OF THE ST. MARIA GORETTI HOME AND SCHOOL ASSOCIATION CONSTITUTION**

This is an amendment and complete restatement of the St. Maria Goretti Home and School Association and Constitution.

## **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 OBJECTIVES**

The objectives of the Association shall be:

1. To promote an appreciation of the Catholic education.
2. To promote a cooperative spirit between teachers, students and parents at large.
3. To provide leadership and organization of projects which assist the school in carrying out its philosophy.
4. To provide leadership and organization assistance in extracurricular activities.

## **ARTICLE III MEMBERSHIP**

Membership of the Association shall consist of:

1. Parents and legal guardians of the students
2. Parish Pastor
3. School Faculty
4. School Administration



# **RESTATEMENT OF THE ST. MARIA GORETTI HOME AND SCHOOL ASSOCIATION BYLAWS**

This is an amendment and complete restatement of the St. Maria Goretti Home and School Association Bylaws.

## **ARTICLE I OFFICERS' DUTIES AND TERMS**

### Section 1. President

The President shall preside at the meetings of the St. Maria Goretti Home and School Association (hereinafter "Association") and of its Executive Board, appoint the member of committees with confirmation of the Executive Board, and sign orders on the Treasurer for the payment of bills. The President shall perform such duties as are incumbent on the office. The President is an ex-officio member of all committees.

### Section 2. Vice-President

The 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.

### Section 3. Secretary

The secretary shall provide notice on all meetings, keep the minutes of all Association meetings and meetings of the Executive Board, shall keep a list of all members of the Association and Executive Board members, shall notify members of their appointment on the committees, and discharge such duties as are incumbent upon this office. Upon the President's approval the minutes will be sent to the Board in advance of the next meeting. Upon Board approval the minutes will be sent to the St. Maria Goretti website administrator for posting.

### Section 4. Treasurer

The Treasurer shall receive and record all monies of the Association and shall pay all bills approved by the Executive Board. The Treasurer shall maintain record of and report all financial transactions of the Executive Board.

### Section 5. Officer Terms

The Officer terms shall be as follows:

1. The office of the President is a two-year term having previously served one year on the Board.
2. The office of the Vice-President is a two-year term with the option to serve a consecutive term.
3. The office of Secretary is a two-year term with the option to serve a consecutive term.
4. The office of Treasurer is a two-year term with the option to serve a consecutive term.

#### Section 6. Members at large

The Members at large terms shall be as follows:

1. The members at large shall serve a two-year term with the option to serve a consecutive term.

The term of each such office shall coincide with the fiscal year of the Association.  
\*The term of the president can be extended by one year if requested by Parish Pastor and School Principal.

## **ARTICLE II** **EXECUTIVE BOARD**

The Executive Board of the Association shall consist of the following:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Principal
6. Assistant-Principal
7. Parish Pastors

These persons shall have full responsibility for the Association's business.

## **ARTICLE III** **MEETINGS**

#### Section 1. Annual Meeting

The annual meeting of the Association shall be held September of each fiscal year on a day and at a time selected by the Executive Board. Notice of the annual meeting and its terms shall be posted in the St. Maria Goretti newsletter and St. Maria Goretti church bulletin.

## Section 2. Special Meetings

The Executive Board may schedule special Association meetings as it deems appropriate. Notice of any special meeting shall be posted in the St. Maria Goretti School newsletter and St. Maria Goretti church bulletin.

## Section 3. Home and School Association Meetings

The Home and School Association meetings shall be held monthly during the fiscal year or as deemed necessary by the Executive Board. Regular Executive Board meetings are open to the general membership. Notice of all Executive Board meetings shall be posted in the St. Maria Goretti School newsletter and the St. Maria Goretti church bulletin.

## Section 4. Agenda

The agenda for the meeting shall include the following:

1. Opening Prayer
2. Secretary minutes of last meeting
3. Treasurers financial report
4. Principals report
5. Committee Reports
6. Open forum (opportunity for Association members to speak)
  - a. 5 minute time limit maximum per speaker (if necessary)
  - b. 30 minutes maximum time limit for open forum unless extended by a majority of the Executive Board.
7. Old Business
8. New Business

Let it be known that issues/concerns shall be submitted 1 week prior to meetings in order to be placed on agenda. Also let it be known that any request for funds outside of the Association must be submitted in writing to the Executive Board 1 week prior to meetings in order to be discussed and voted on at such meetings.

## Section 5. Attendance

The following are the attendance requirements to maintain a position on the Board.

1. At least fifty percent attendance is required for the monthly meetings to maintain a position on the Board unless notified in advance.

## **ARTICLE IV** **COMMITTEES/MEMBERS AT LARGE**

### Section 1. Standing Committees/Members at Large

The standing committees of the Association shall be the:

- a. Social Committee
  - a. Appointed by the Executive Board
  - b. Shall consist of any number of members deemed appropriate by the Executive Board, including a chairperson or co-chairpersons.
  - c. The objectives shall be to organize activities for school families and conduct good will under the direction of the Executive Board.
  
- b. Athletic Board
  - a. Appointed by the Executive Board
  - b. Shall consist of any number of members deemed appropriate by the Executive Board, including a President, Secretary and Treasurer.
  - c. The objectives shall be to organize, manage and oversee the St. Maria Goretti sports program under the direction of the Executive Board.
  
- c. Enrichment Committee
  - a. Appointed by the Executive Board
  - b. Shall consist of any number of members deemed appropriate by the Executive Board, including a chairperson or co-chairpersons for the following grade levels: K-2, 3-5, and 6-8.
  - c. The objective shall be to organize enrichment opportunities for students under the direction of faculty and of the Executive Board.
  
- d. Public Relations Committee
  - a. Appointed by the Executive Board
  - b. Shall consist of any number of members deemed appropriate by the Executive Board, including a chairperson or co-chairpersons.
  - c. The objective shall be to promote our school, its philosophy and all it has to offer under the direction of the Executive Board.
  - d. To promote the Scrip Program under the direction of the Executive Board.

- e. Development/Scrip Committee
  - a. Appointed by the Executive Board
  - b. Shall consist of any number of members deemed appropriate by the Executive Board, including a chairperson or co-chairpersons.
  - c. The objective shall be the continuing development of the Scrip Program and other alternative financial resources for the school under the direction of the Executive Board.

## Section 2. Special Committees

Special committees, in keeping with the Association's objectives, may be appointed by the President with the approval of the Executive Board.

## Section 3. Findings and Recommendations

The chairpersons of the standing and special committees shall report their findings and recommendations to the Executive Board.

# **ARTICLE V** **ELIGIBILITY; NOMINATIONS; ELECTIONS;** **INSTALLATION**

## Section 1. Eligibility

Any current member of the Association, as defined in Article III of the Association's Constitution, is eligible to hold any one office on the Executive Board.

## Section 2. Notice of Vacancies at Expiration of Office Term.

If a vacancy occurs in any one office on the Executive Board at the expiration of an office term, notice of such vacancy will be sent home via the Cardinal Envelope in March proceeding the upcoming year.

## Section 3. Nominations

Nominations for an office on the Executive Board shall be made by submitting a written nomination to the then current Executive Board for consideration at least one month prior to the election of officers under Section 4 of this Article V.

#### Section 4. Election of Officers

If there are two or more nominees for any one office on the Executive Board, an election of officers shall be held in May of the Association's fiscal year on a day selected by the Executive Board. An officer shall be elected by a quorum of Board Members.

#### Section 5.

The officers of the Association shall be formally introduced at the annual meeting.

### **ARTICLE VI** **VACANCIES, RESIGNATION AND REMOVAL**

#### Section 1. Vacancies Prior to Expiration of Office Term

- a. Executive Board. A vacancy on the Executive Board prior to the expiration of an office term shall be filled as soon as possible by the Association President. The President may consider a nominee who in the previous election received the greatest number of votes after those elected. The President may fill vacancies by other means if an insufficient number of nominees are available.
- b. Standing of Special Committees. A vacancy on a standing or Special Committee shall be filled as soon as possible by the Association President after consultation with the Executive Board.

#### Section 2. Resignation

Any member of the Executive Board or Members at Large may resign by submitting a written resignation to an officer on the Executive Board. .

#### Section 3. Removal

Any member of the Executive Board may be removed by a majority vote of the remaining members of the Executive Board if sufficient cause is shown that such removal is in the best interest of the Executive Board.

### **ARTICLE VII** **QUORUM**

Section 1. Annual and Special Meetings

The quorum of the annual meeting and any special meeting of the Association shall consist of at least one-fourth membership.

Section 2. Home and School Association Meetings

The quorum of a Home and School Association meeting shall be a majority of the number of board members present at the meeting. 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.

**ARTICLE VIII**  
**FISCAL YEAR**

The fiscal year of the Association shall be set by the Executive Board but at all times must coincide with the fiscal year of St. Maria Goretti Parish.

**ARTICLE IX**  
**AMENDMENTS**

The Association Bylaws may be amended at the Association's annual meeting or at a special meeting called by the Executive Board by a two-thirds vote of the members present, provided notice has been given in writing prior to said meeting.

Dated this 13<sup>th</sup> day of December 2007.

Lori Barker  
President

Jennifer Vosberg  
Secretary

Adopted by a two-thirds vote on December 13, 2007...