

# **St. Maria Goretti School Home and School Association**

Adopted March 2010

Amended May 2021, February 2011, January 2021 and August 2022

## **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 at least 5 and not more than 11 voting Board members.

- a. Officers
  - a. President
  - b. Vice-President
  - c. Secretary
  - d. Treasurer

### Section 2. Non-Voting Members:

- a. Principal
- b. Teacher Representative (Optional)

### Section 3. Parish Pastor

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

## **Article VI**

### **Responsibilities of Board Members**

#### Section 1. All Board Members

- a. Attend monthly board meetings to report on progress and planning of HSA-sponsored initiatives and events.
- b. Participate in coordination or leadership of one or more HSA-sponsored initiatives and events, including but not limited to:
- c. Fundraising
  - a. Cover costs of events (HSA should be ultimately adding to the budget, not costing the church/school)
    - i. Examples include the annual rummage sale and the SCRIP program
  - b. Bigger initiatives/improvements for the school
    - i. Examples include basketball hoops, playground improvements, technology
  - c. Maintain a list of larger donation requests, such as playground improvements or technology needs.
- d. Events
  - a. Types of events
    - i. Social and Community Building
    - ii. Fundraising
  - b. Examples of HSA events or initiatives:
    - i. Back to School Events
    - ii. Social Events
      - 1. Parents only
      - 2. Families
  - c. Catholic Schools Week

- d. Graduation
- e. Assist school administration with publicizing events and sharing updates regarding school activities with the greater parish community

#### Section 2. President

- a. Preside at the meetings of the St. Maria Goretti Home and School Association and of its Board
- b. Communicate with the school administration and monitor communication to the homeandschool@stmariagoretti.org email
- c. Prepare and send out agendas before each meeting
- d. Perform such duties as are incumbent on the office
- e. Maintain updated records (such as a binder or shared drive) with board agendas, minutes and other necessary information

#### Section 3. Vice President

- a. In the absence of the President, shall perform all the duties of the President and such duties as are assigned to this office
- b. Manage the nomination and election procedure for new board members

#### Section 4. Secretary

- a. Provide notice on all meetings
- b. Keep the minutes of all Association meetings and meetings of the Board to distribute them to all board members before the next meeting
- c. Keep a list of all members of the Association and Executive Board members
- d. Upon the President's approval, send minutes to the St. Maria Goretti website administrator for posting
- e. Discharge such duties as are incumbent upon this office
- f. Maintain updated records (such as a binder or a shared drive) with agendas and minutes from all meetings

#### Section 5. Treasurer

- a. Receive and record all monies of the Association
- b. Facilitate Board processes for purchase approval and reimbursement
- c. Maintain record of and report all financial transactions of the Board
- d. Maintain updated records (such as a binder or a shared drive) with all budget information

### **Article VII**

#### **Elections, Terms, Vacancies, Removal**

##### Section 1. Elections

- a. Eligibility

- a. Any current member of the Association, as defined in Article III 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 by the Board
- 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 II of the Association's bylaws
- d. A nominee(s) will be elected by the highest number of votes from the votes that were submitted.
- e. The Board should complete the nominations and elections prior to the end of the Association's fiscal year (July 1 – June 30)

#### Section 2. Terms

- a. The office of the 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 a consecutive term
- 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. If the vacancy/resignation does not result in the Board having fewer than the minimum number of members, the President may choose to leave the position unfilled until nominations begin for the subsequent school year.
- 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 the 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 the Monthly Meetings

- a. The agenda for the monthly meetings will be sent to the Board prior to the meeting.
- b. The exact agenda will vary, but will generally follow this structure:
  - a. Opening Prayer
  - b. Secretary's minutes of last meeting
  - c. Treasurer's update
  - d. Updates from members regarding:
    - i. Upcoming events
    - ii. Fundraising
    - iii. General school updates

### Section 3. Request for placement on Agenda

- a. A request to add a topic to the agenda must be submitted to the President of the Association in writing or via email ([homeandschool@stmariagoretti.org](mailto:homeandschool@stmariagoretti.org)) one week prior to the meeting. If the request is less than one week, it will be up to the President's discretion on whether the topic will be added to the current or next meeting.
- b. A request for funds outside of the Association Budget must be submitted in writing or email one week prior to the meeting.

### Section 4. Special Meetings

- a. The President may schedule special 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

- a. 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. The Association's income will come from a variety of sources, such as ongoing programs such as SCRIP, annual events such as a rummage sale, and other donations or fundraisers throughout the year.

#### Section 3. 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 \$500 shall be approved by the majority of the Association Board.
- c. Requests for unbudgeted funds of \$500 or less shall be approved by at least three of the four officers of the Association Board.
- d. The Board shall ensure that allocation of funds – especially for larger or more impactful purchases – are communicated to the full Association.