

CONSTITUTION AND BY-LAWS

of

ST. JOSEPH HOME & SCHOOL ASSOCIATION
Prescott, WI

CONSTITUTION

ARTICLE I. NAME

1. This organization shall be known as St. Joseph Home & School Association.

ARTICLE II. PURPOSE

1. To act as a support group for the school and its employees and students.
2. To offer, through well planned programs, information of special interest to parents which will assist them in fulfilling their responsibilities in the Christian formation of their children.
3. To provide opportunities to build community among parents, students, school employees, and the pastor ... kinds of activities which contribute to developing a faith community. For example: prayer services, liturgy, celebrations, social gatherings, special school activities.
4. To provide a setting in which parents may be of service to the school and where faculty may be of service to parents.
5. To offer a limited number of fund raising activities with the approval of the school administration for the support of the school.

ARTICLE III. MEMBERSHIP

1. The membership of this organization shall consist of:
 - a. The Pastor
 - b. The Principal
 - c. Parents of all school aged children
 - d. All faculty members of St. Joseph School

ARTICLE IV. OFFICERS

1. The officers shall consist of a President, Vice-President, Secretary, and Treasurer.
2. The officers shall be elected by the Home & School Association members from a slate of candidates drawn up by the Nominating Committee.
3. The election of officers shall be for a one year term. Elections are to be held in the spring.
4. The Vice-President assumes the roll of the President the following year.
5. New officers are to be installed and take office at the first fall meeting in September.

Constitution - Continued

6. Vacancies in elective offices shall be filled by appointment of the nominating Committee.
7. There shall be a fiduciary bond for the Treasurer and the Principal.

ARTICLE V. COMMITTEES

1. The committees may consist of the following:
 - a. Nominating Committee
 - b. Fund Raising Committee
 - c. Hospitality Committee
 - d. Program Committee
 - e. Other
2. Committee members shall be volunteers.
3. Committee chairperson shall be elected by committee members.

BY-LAWS

ARTICLE I. MEETINGS

1. There shall be no less than four meetings held during the school year, one of which may be a social meeting.
2. In general, decisions will be run on a consensus basis rather than by voting.

ARTICLE II. DUTIES OF OFFICERS

1. The President shall preside at all meetings and he/she shall promote the purpose of the organization. He/She shall be informed of all committee activities.
2. The Vice President shall assist the President in the activities of the organization and perform the duties of the President in the event of his/her absence.
3. The secretary shall keep a record of the minutes and take care of all correspondence, including the handbook. The handbook includes the school calendar, list of officers, committees, dates of meetings, rules & regulations, etc.
4. The Treasurer shall receive all monies of the organization and keep an accurate account of the same. He/She shall pay all bills and make all disbursements subject to the approval of the executive board. In June the treasurer shall submit a financial report to the pastor.
5. Each officer shall assume his/her duties from the first fall meeting until the following fall meeting.
6. Each officer shall turn over to his/her successor all books, papers, and other property pertaining to their office prior to the first fall meeting.

By-Laws - continued

ARTICLE III. DUTIES OF COMMITTEES

1. The function of the committees are as follows:
 - a. Nominating Committee: Prepares a slate of possible officers to be presented for election at the last meeting of the year.
 - b. Fund Raising Committee: Will investigate possible fund raising activities and present those activities to the organization for approval to help supplement the school budget. Upon approval, the fund raising committee conducts these fund raising activities.
 - c. Hospitality Committee: Invites parents and arranges for refreshments to the Home & School meetings.
 - d. Program Committee: Is responsible for arranging programs for each Home & School meeting, oriented towards building a Christian faith community.
 - e. Other: To be formed to serve the purpose of the Association.

ARTICLE IV. ORDER OF BUSINESS

1. The order of business shall approximate the following as closely as possible:
 - a. Call meeting to order; opening prayer
 - b. Program
 - c. Reading and approval of minutes
 - d. Correspondence
 - e. Treasurer's Report
 - f. Announcements by the President
 - g. Committee Reports
 - h. Old Business
 - i. New Business
 - j. Adjournment

ARTICLE V. AMENDMENTS

1. The By-Laws may be amended at any regular meeting by a two-thirds vote of those members present.

This Constitution & By-Laws were adopted by a unanimous vote of the Home & School Association members at a regular meeting on _____.