

Holy Family Catholic School Organization By-Laws

Article I

Section 1: The name of this organization shall be the Holy Family Catholic School Organization.

Article II PURPOSE

Section 1: The purpose of this organization is to facilitate communications and actions among parents, council, faculty, and pastor with the common goal of continuing to promote quality education within a Catholic environment.

Article III MEMBERSHIP

Section 1: Any person with a vested interest in furthering the purpose of this organization shall be eligible for membership with voting privileges.

Section 2: Teachers and employees of Holy Family Catholic School shall be eligible for membership with voting privileges.

Article IV OFFICERS

Section 1: The officers shall be the President, Vice President, Secretary, and Treasurer.

Section 2: The officers shall be elected by ballot at the Annual May Meeting. The term of office shall be one year. No officer shall be eligible to hold the same office for more than two consecutive terms. When possible, the Vice President shall be nominated for the office of President after serving one term as Vice President.

Article V DUTIES

Section 1: The President shall preside at all meetings of this organization. The President shall discuss the agenda for an upcoming meeting with the Principal prior to setting the agenda.

Section 2: The Vice President shall assist the President and shall perform the duties of the President in the absence or resignation of that officer.

Section 3: The Secretary shall keep an accurate record of the meetings and correspondence.

Section 4: The Treasurer shall work with the parish treasurer to keep an accurate account of receipts and expenditures. The Treasurer shall work with the Executive Board to create a yearly budget to be approved by the membership at the first meeting of the school year.

Article VI EXECUTIVE BOARD

Section 1: The Executive Board will consist of the officers and a member-at-large. The member-at-large will be a previous year's officer chosen by the executive board to provide continuing leadership for the executive board. The board shall consist of no more than two teachers.

Section 2: The duties of the executive board shall be to plan the program of the organization, to coordinate the work of committees, and to transact the necessary and emergency business which comes up between meetings.

Section 3: The Executive Board shall be empowered to spend up to \$200 per transaction or an amount set by the board and voted upon by the membership.

Article VII ELECTIONS

Section 1: A nominating committee consisting of two board members, two organization members, and a teacher will recruit at least one potential replacement for each office.

Section 2: The nominating committee shall report the names of the candidates for each office at the Annual May Meeting.

Section 3: Additional nominations may be made from the floor.

Section 4: The election shall be by written ballot unless the ballot is uncontested. An officer shall be elected by majority vote.

Section 5: A vacancy in any office except the President shall be filled for the remainder of the term by special election of the membership at the next meeting. An announcement of the vacancy and election shall be given prior to that meeting.

Article VIII STANDING COMMITTEES

Section 1: The chairperson for the various fundraisers and special events shall be on a volunteer basis and chosen during the Annual May Meeting. Committee sign-up will take place on registration night.

Section 2: No program shall be undertaken with the consent of the membership at large.

Section 3: The Board shall appoint a special committee as deemed necessary to execute the business of the organization.

Article IX MEETINGS

Section 1: The meetings of this organization shall be scheduled as not to conflict with the school or church calendars. A minimum of four meetings shall be held during the school months and shall be open to all interested members. The last meeting shall be set aside as the Annual May Meeting at which time annual reports will be presented and elections held.

Section 2: The quorum of this organization shall be the majority of the members present.

Section 3: The Executive Board shall meet prior to each regular meeting. A quorum of this board is three members.

Article X AMENDMENTS

Section 1: These by-laws may be amended at any regular meeting of this organization by a two-thirds vote of the members present.

Section 2: These by-laws shall be presented to the Parish Council after membership approval.

Holy Family Catholic School Organization Mission Statement: The Holy Family Catholic School Organization is a nonprofit parent/teacher organization whose membership includes all parents, legal guardians and staff at Holy Family Catholic School in Waterloo, Wisconsin. The School Organization's mission is to promote open communication and understanding between parents and staff of Holy Family Catholic School. Our efforts serve to enhance and maximize the education of every child while aiding them in achieving their highest potential. The School Organization sponsors assistance to teachers in classroom setting, holds fundraisers for supplemental educational materials and experiences, supports school and family social interaction, and provides a non-biased forum for sharing information on issues that impact our children.. It is our belief that the team effort of a parent/teacher organization offers the best possible Catholic learning environment for our children.