

St. Joseph Catholic School

Teaching · Empowering · Inspiring

Home & School Association

By-Laws
Amended May 16, 2007
Board Meeting

Article I – Name:

The name of this association shall be the St. Joseph's Home and School Association, a unit of St. Joseph's Catholic School, Baraboo, Wisconsin, Diocese of Madison.

Article II - Membership:

All families enrolled at St. Joseph Catholic School.

Article III – Membership Dues:

No membership dues are collected

Article IV – Objectives:

- i. To offer programs of special interest to parents, which will assist them in fulfilling their role in the Catholic Christian Formation of their children.
- ii. To encourage higher standards of Catholic Christian family life.
- iii. To encourage family involvement in the school.
- iv. Any other objective set by the board of directors at the beginning of each school year.
- v. To act as a School Board when called upon from the executive committee.

Article V – Officers

There shall be a Chair, Co-Chair, Secretary, and Treasurer, with the Principal and Pastor (and/or) his representative.

Officers shall be a member of the Home and School Association and volunteer at the last membership meeting of the year. If more than one-person volunteers for each position an election by paper ballot will be conducted.

Officer terms will run from August to August.

The board of directors and the executive board will recruit temporary vacancies.

Article VI – Meetings:

The membership meetings will be held four times a school year or as needed.

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The board of directors meetings will be once a month starting in August and ending in June or as needed.

Committee Meetings will be held as needed.

Article VII – Duties of the officers:

Chair Person

- Set and draft agendas for board meetings
- Set and draft agendas for the membership meetings
- Provide leadership to the members and board
- Execute board and membership meetings
- Executing directives based on the consensus of the board and the membership
- Sit on the Parish Fundraising Committee
- Sit on a committee of the Home and School as the board representative

Co-Chair

- Act as an aid to the Chair
- Perform the duties of other officers in their absence
- Executing directives based on the consensus of the board and the membership
- Sit on a committee of the Home and School as the board representative

Secretary

- Keep an accurate record of all board meetings
- Keep and accurate record of all membership meetings
- Executing directives based on the consensus of the board and the membership
- Sit on a committee of the Home and School as the board representative

Treasurer

- Keep an accurate account of the receipts and expenditures
- Work in conjunction with the Parish Bookkeeper to assure accuracy
- Executing directives based on the consensus of the board and the membership
- Sit on a committee of the Home and School as the board representative

Article VIII – Amendments:

These By-Laws may be amended at any board of directors' meeting of the Home and School Association.

Article IX – Rule of Order:

All meetings will be governed by Consensus Leadership.