

CONSTITUTION AND BY-LAWS OF SAINT BERNADETTE HOME AND SCHOOL ASSOCIATION

CONSTITUTION

MISSION STATEMENT

The mission of the St. Bernadette Home and School Association is to promote a spiritual and educational partnership between parents and staff for the benefit of our children.

ARTICLE I – NAME

The name of this Association shall be the Home and School Association of Saint Bernadette School of 2331 East Lourdes Drive, Appleton, in the State of Wisconsin, Diocese of Green Bay.

ARTICLE II – OBJECTIVES

The objectives of this Association shall be:

1. To acquaint parents with the philosophy, methods and general policies prevailing in our Catholic Education.
2. To give parents the opportunity to participate in the schools fundraising decisions, extracurricular programs for the children and expenses.
3. Be a liaison between St. Bernadette School staff and families and St. Bernadette Parish.

ARTICLE III – MEMBERSHIP

Membership consists of all parents and guardians of students grade pre-school through fifth at St. Bernadette School.

ARTICLE IV – OFFICERS

1. The Officers of this Association shall be: President, Vice President, Secretary and Treasurer.
2. The ex officio officers of the Association shall be: Principal.
3. These officers, with the exception of the Principal, shall be elected as stated in the by-laws.
4. The President's term of office shall be for one year. The Vice-President is President Elect and shall succeed to the Presidency. The Secretary's and Treasurer's term of office shall be for two years.
5. A majority of votes cast shall decide an election.

ARTICLE V – COMMITTEES

Committees are established or eliminated by vote of the Executive board.

ARTICLE VI – ANNUAL MEETINGS

The annual meeting (election meeting) of this Association shall be held at the last general meeting of the school year.

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ARTICLE VII – AMENDMENTS

This Constitution may be amended at any regular meeting by a three-fourths vote of the members present and entitled to vote, providing that such amendments have been submitted at a preceding meeting.

BY-LAWS

ARTICLE I - OFFICERS

1. The President shall preside at all meetings of this Association. Prepares a yearly budget with the Vice President, Treasurer, Secretary and Principal. The President is ex-officio member of all committees. If any of the offices become vacant, the President appoints someone to fill the vacancy until the next election.
2. The Vice-President, in absence of the President, shall perform all the duties of the President. If the office of President becomes vacant, the Vice-President assumes the duties of the Presidency. Prepares yearly budget with the President, Treasurer, Secretary and Principal.
3. The Secretary shall keep the minutes of all General and Executive Board meetings. Publish copies of the minutes from each previous meeting and distributes them to all executive board members on week prior to the next executive meeting. Provides previous general meeting minutes for all the parents at the present general meeting. Prepares yearly budget with the President, Vice President, Treasurer and Principal.
4. The Treasurer shall receive all monies of the Association and keep an accurate account of the same. The Treasurer shall pay bills upon written order of the President if amount is \$150.00 or more. The Treasurer shall have the books audited and shall give a report of the same at the annual meeting. Prepares yearly budget with the President, Vice President, Secretary and Principal.

ARTICLE II – DUES

The dues of this Association shall be established by the Executive Board.

ARTICLE III – EXECUTIVE BOARD

1. The Officers of the Association and the Chairpersons of the standing committees make up the Executive Board.
2. The President and Secretary of this Association, respectively, shall act as Chairman and Secretary of the Executive Board.
3. Meetings are open to all members of the Association and shall be held prior to the General Meetings.

ARTICLE IV – MEETINGS

There shall be a General meeting of the Association held twice a school year. The first meeting will be held in September to approve the budget. The second meeting will be held in April to vote in the following years officers.

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ARTICLE V – COMMITTEES

As of the issue of these by-laws, there are 26 committees. They are ACES Auction Baskets, ACES Auction Rep, Athletics, Awesome Actors, Cookbooks, End of Year Celebration, Family Photo Album, Fundraising Tracker, General Mills Box Tops, Gift Wrap, Green Bay Packer Concessions, Grounded in Faith Coffee, HSA Newsletter, Harvest Fest Dance, Harvest Fest Pizza Dinner, Holiday Celebration, Inkjet Collection, Italian Bistro, Market Day, Milk Caps, Playground – Small Equipment, Playground – Large Equipment, Ride the Reading Rainbow, School Wide Service, Student Enrichment, Target, Teacher Appreciation, Uniforms, Volunteer Ministries, Welcome, Winter Carnival, Wish Lists, Yearbook.

ARTICLE VI – NOMINATIONS AND ELECTIONS

1. Any member of the Home and School Association may be nominated for the positions of President, Vice-President, Secretary and Treasurer.
2. The officers shall be elected and installed at the General meeting held in April. Their term shall begin at that time.
3. Names and addresses of the new officers shall be mailed to the Diocesan Headquarters in Green Bay by the principal.

ARTICLE VII – RULES

Any rules not governed by the Constitution and By-Laws are governed by Robert's Rules of Order.

ARTICLE VIII – QUORUM

1. The quorum of an Association meeting shall consist of 15 percent of the paid membership of the Association.
2. The quorum of the Executive Board shall be a majority of the offices of that Board.

ARTICLE IX – AMENDMENTS

These by-laws may be amended at any regular meeting by a two-thirds vote of the members present and entitled to vote, provided notice has been given in writing at a previous regular business meeting.

Revised September 10, 2006