

# CONSTITUTION

## (By-Laws)

### ST. FRANCIS XAVIER PARISH Home and School Association

#### ARTICLE I - NAME

This Association shall be known as:  
St. Francis Xavier Home and School Association  
of Cross Plains, WI.

#### ARTICLE II - MISSION

Our mission is to coordinate events that build community atmosphere AND to fundraise in order to provide supplemental materials for the school that are outside of the normal budget.

#### ARTICLE III - OBJECT

Section 1: Determine the areas in the school's programs and building needs where we can assist with extra support.

Section 2: To coordinate events and opportunities to fundraise in order to provide assistance to the school.

Section 3: To provide occasions for experiencing a sense of community between home and school; occasions such as liturgies, celebrations, prayer services, hospitality times.

Section 4: To provide opportunities for parents to express a personal service to the school and for the faculty to express a personal service to parents.

#### ARTICLE IV - MEMBERSHIP

Membership shall include the parents of children attending St. Francis Xavier School, and members of the school faculty and parish administration.

#### ARTICLE V - ADVISORS

Section 1: A member of the Pastor Office shall be the spiritual advisor to the Association and an ex officio member of the Association Board.

Section 2: The principal of St. Francis Xavier School shall be an advisor to the Association and an ex officio member of the Association Board.

## ARTICLE VI - OFFICERS

Section 1: The officers of the Association shall be President, Vice-President, Secretary, Treasurer.

Section 2: Responsibilities can be shared. If there are Co-Presidents, it is preferable, but not necessary that they have alternate terms.

Section 3: All officers shall be elected to a two-year term by majority vote at the spring general meeting, preceding start of the school term.

- The Vice-President shall automatically assume the office of President.
- The Vice-President, Secretary and Treasurer positions need to be confirmed annually by a majority vote.
- Vacancies shall be filled by volunteers and confirmed by a majority vote.

## ARTICLE VII - BOARD OF DIRECTORS

The four officers, advisors (pastor and principal) and classroom representatives shall constitute the Board of Directors. This Board shall oversee the business of the Association.

Section 1: There shall be a classroom representative for each class. These positions are filled by volunteers and do not need to be voted on for approval. An officer, if willing can fill both officer and classroom representative roles.

## ARTICLE VIII - COMMITTEES

Committees shall be set up by the Board of Directors as is deemed necessary to efficiently carry out Association business, functions and programs. The Chairmen of these committees shall all be named by the Board of Directors from among members.

## ARTICLE IX - QUORUM

Eight (8) Board Members constitute a quorum at a meeting of the Association.

## ARTICLE X - DUES

Membership dues in the Association shall be annually collected from each family.

## ARTICLE XI - AMENDMENTS

This Constitution may be amended by a two-thirds vote of the members present at a regular meeting of the Association, providing that notice of the proposed amendments has been given in writing at a previous meeting.

## ARTICLE XII- DUTIES OF OFFICERS

Section 1: The President shall preside at all meetings and shall use his or her best efforts to forward the interests of the Association. He or she shall be an ex officio member of all committees and shall have general supervision of the affairs of the Board of Directors. He or she shall assume full responsibility for running the affairs of the Association, subject to the supervision and control of the Board of Directors.

Section 2: The Vice-President shall assist the President and, in his or her absence, shall perform the duties of the office. In the absence of the President, or in the event of his or her inability or refusal to act, the Vice-President shall perform the duties of the President, and when so acting, shall have all the powers of the President and be subject to all the restrictions upon the President.

Section 3: The Secretary shall keep the minutes of the meetings of the Board of Directors in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these By-Laws, or as required by law; be custodian of the Association records and see that execution of any documents on behalf of the Association is duly authorized, in accordance with the provisions of these By-Laws; keep a register of the Post Office address of each member which shall be furnished to the Secretary by each member; and in general, perform all duties as from time to time may be assigned to him or her by the President or by the Board of Directors.

Section 4: The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Association; receive and give receipts for monies due and payable to the Association in such banks, trust companies, or other depositories as shall be selected; and in general, perform all duties as from time to time may be assigned to him or her by the President or Board of Directors.

## ARTICLE XIII - DUTIES OF BOARD

Section 1: The Board of Directors shall transact all business of the Association.

Section 2: The Board of Directors shall communicate the events and decisions of the monthly meetings and up coming activities with the school families. The classroom representatives will communicate this through monthly emails and the officers will assist with this communication through flyers and notices in the weekly school newsletter.

Section 3: The outgoing Board shall recommend such revisions of the Constitution and By-Laws as they deem advisable.

## ARTICLE XIV - MEETING OF MEMBERS

Section 1: There shall be monthly meetings of the Association during the school year.

All members of the Association are welcome to attend and contribute to these meetings.

Section 2: Special Meetings. Special meetings of the members may be called by the President, and must have at least eight (8) Board Members in attendance.

Section 3: Email Meetings. If a matter needs to have a decision before the next scheduled meeting and not enough Board Members are available to meet, the subject may be discussed via email. Once a motion has been made on the subject at least seven (7) other members must vote on the matter in order for the motion to pass or be rejected.

Section 4: Places of Meetings. All meetings shall be held in a meeting room in the Fellowship Hall at St. Francis Xavier Church, Cross Plains, WI, at the time designated by the Board of Directors.

In the event one of these rooms is unavailable for a meeting, or another location is favorable to the business being conducted, another location may be agreed upon.

## ARTICLE XV- NOTICE OF MEETINGS

Notice of Meetings shall be given on the School calendar and any other source selected by the Board of Directors.

## ARTICLE V - AMENDMENTS

These By-Laws may be amended by a two-thirds vote of the members present at a regular meeting of the Association providing that notice of the proposed amendment has been given in writing at a previous meeting.