

**CONSTITUTION AND BYLAWS
FOR
ST. FRANCIS HOME AND SCHOOL ASSOCIATION**

Article I – NAME

- The name of the group shall be: The Home and School Association of St. Francis School, Ellsworth in the Diocese of La Crosse, State of Wisconsin.

Article II – PURPOSE

- Support and promote quality Catholic education for the children of St. Francis School through collaborative volunteer/school network of communications and activities
- Promote the educational, spiritual, cultural, and social welfare of our school
- Foster and promote enthusiasm and cooperation among the Pastor, School Administrator/Principal, staff, parents, children, and parishioners
- Provide support for the administration and staff of the school
- To assist parents in fulfilling their responsibilities in the Christian formation of their children
- Be a support group and community builder for the school
- Direct and coordinate parental support to St. Francis School
- Enhance understanding of the policies and procedures of the school
- Plan and execute fundraising for the school and its programs

Article III – MEMBERSHIP AND DUES

- Composition: The membership of the St. Francis Home and School Association includes all parents and/or guardians of St. Francis School students, all St. Francis School teachers, St. Francis School Administrator/Principal and St. Francis Parish Pastor.
- Dues: All families of St. Francis School must pay dues to be considered members in good standing. Dues are minimal and any family finding financial hardship in paying these dues may be afforded assistance.

Article IV – OFFICERS & TERMS

- The officers of the St. Francis Home and School Association shall consist of the President, Vice-President, Secretary, and two Co-Treasurers. The term of office shall be for two years, and no person shall be eligible to hold the same office for consecutive terms. A minimum of two officers elected to the Executive Committee must be Catholic. Staff may not hold office.

President

- The President shall preside at all Home & School Association meetings and Executive Committee meetings.
- The President will work with the School Administrator/Principal and Pastor to set agendas.
- The President serves on the Education Committee of the Parish Pastoral Council.
- The President or designated appointee shall act as advisor and liaison between the Association, School Staff and the Parish. The President is a member of the Executive Committee.

Article IV – OFFICERS & TERMS, continued

Vice-President

- The Vice-President assumes the duties of the President in his/her absence including presiding at meetings and performs additional duties designated by the President.
- The Vice-President oversees committees to assure that committees meet their goals and report their results and recommendations to the Association.
- The Vice-President is a member of the Executive Committee.
- The Vice-President is elected each year and will become President the following year.

Secretary

- The Secretary will keep minutes of all meetings and submit them in a timely manner to the School Administrator/Principal.
- The Secretary conducts the correspondence of the Association and maintains a current file of reports, records, and correspondence of the Association.
- The Secretary is a member of the Executive Committee.
- The Secretary performs additional duties designated by the President.

Co-Treasurer (2)

- The Co-Treasurer's are each elected to two separate two-year terms, one being elected each year. These shall be referred to as "Co-Treasurer 1" and "Co-Treasurer 2."
- The Co-Treasurer(s) will follow all guidelines pertaining to finance of St. Francis Parish and the Diocese of La Crosse.
- The Co-Treasurer(s) collect and deposit all dues and other monies received through Association fundraising and contributions.
- The Co-Treasurer(s) maintain records of all receipts and expenditures.
- The Co-Treasurer(s) provide a written cash accounting of all income and expenditures at Association meetings.
- The Co-Treasurer(s) perform additional duties designated by the President.
- The Co-Treasurers may not be related.

Article V – ELECTION OF OFFICERS

- Only members in good standing who have belonged to the Association for one school year shall be eligible for nomination to any office. A member in good standing is one that has paid their dues and participated actively on the committee to which they have been assigned.
- A minimum of two of the elected officers/*non-ex officio* members of the Executive Committee (President, Vice-President, Secretary) at any given time should be practicing Catholics or Catholics in good standing at their own respective parish. This will be determined by the St. Francis Pastor.
- Staff may not hold office nor serve on committees.
- Elections will be held in the spring in a timely manner in order to be recognized at the last Association meeting of the school calendar year.
- Officers are nominated through a paper nomination form sent home to parents via the "white envelope."
- Parents/guardians nominate H&S members to run for the offices, which are currently up for election.
- Parents may nominate themselves.
- Annual elections will include the offices of Vice President and Co-Treasurer 2.
- After one year of service, the Vice President will move into the President position.

Article V – ELECTION OF OFFICERS, continued

- After one year of service, the Co-Treasurer 2 will move into the Co-Treasurer 1 position.
- Bi-Annual elections will include the office of Secretary.
- The outgoing H&S President will contact all nominees to confirm acceptance of their nomination, which then puts them on the ballot.
- If there are no candidates for any officer position, it will be the duty of the outgoing President and Executive Committee to find individuals to be placed on the ballot.

Vacancy

- Should a vacancy of any officer occur, first there should be a vote at an Association meeting to accept the resignation. This is a formality confirming that the position needs to be filled. It is appropriate to elect an individual through nomination and vote at the next Home and School Association meeting. If this is not possible, it is appropriate for members of the Executive Committee to appoint someone to fill the vacancy. This individual holds the office until the next election.

Article VI – MEETINGS

- The Association will hold four regular meetings per year with dates set by Executive Committee.
- At least one meeting should be combined with a liturgical celebration.
- The Executive Committee will hold meetings as deemed necessary.

Article VII – RULES OF ORDER

- The Home and School Association Executive Committee shall seek consensus in all its undertakings. Vote may be taken with the simple majority prevailing. When a decision being made will include and/or affect all of the Home & School Association members, all members will be given the chance to vote, even if not in attendance at the regular meeting.
- The School Administrator/Principal and/or Pastor have the authority to overrule the decisions of the Executive Committee. This should only occur in rare instances and an explanation may be requested.
- Robert's Rules of Order shall be used by the Association as the final authority on questions of procedure and parliamentary law not covered by the Constitution and By-Laws.

Article VIII - COMMITTEES

- All Parent/Guardian members of the Home and School Association will be assigned to a committee of their choosing and be expected to actively participate on this committee.

A. Standing Committees

1. *Executive Committee* shall consist of the Pastor (*ex officio*), School Administrator/Principal (*ex officio*), President, Vice President, and Secretary. Executive Committee will hold meetings as deemed necessary. Proper notification of these meetings should be sent as a portion of the executive board meetings shall be open to all members of the Home and School Association provided he/she submit in writing a brief description of the matter to be addressed at least one week prior to the executive meeting.
 1. Major Fundraising Committees
 - a. Walk for Virtues
 - b. Carnival
 - c. Wine and Wishes

Article VIII – COMMITTEES, continued

- d. Friends of St. Francis Campaign

B. Ad Hoc Committees

1. Home and School Sub Committees
 - a. Alumni
 - b. Technology
 - c. Marketing
 - d. Bylaws
2. Voluntary Fundraiser Committees
 - a. Schwan's
 - b. Aluminum Cans
 - c. Watkins
 - d. Clothing Drive

Article IX – AGENDA

1. Call to Order
2. Opening Prayer
3. Program*
4. Secretary's Report
5. Treasurer's Report
6. Old Business
7. School Administrator/Principal's Report
8. New Business
9. Announcements
10. Adjourn
11. Social

*Note: Executive Committee should ensure that there is a balance of community building, fundraising and spiritual events among the four meetings held annually.

Article XI – AMENDMENT

- The Constitution may be amended by the Home and School Association by a two-thirds majority vote of the Association members with approval from the Pastor.
- Each member must be given written notice at least two weeks prior to any Home and School Association meeting of any proposed amendments to the Constitution. Such notice shall be sent to all members. (See Article III, Membership)
- Amendments must not be in opposition to any Diocesan or School policies.
- St. Francis Home and School Association Bylaws should be revisited, updated, and approved annually.