

BY-LAWS for the WATERTOWN CATHOLIC HOME AND SCHOOL ASSOCIATION

Article I

DUTIES of the Executive Board and Other Association Members

The President shall prepare agendas for all Board meetings, preside at all Board meetings of this Association. The President will act as or appoint the Home and School Association liaison to the Education Commission, appoint any chairs of standing committees, and perform such duties as are incumbent upon this office. The President is ex officio a member of all committees. The President shall oversee the attendance of the elected/appointed members and act appropriately if absences become notable. The President is authorized to sign H&S checks.

The Vice President, in absence of the President, shall perform all the duties of the President. He/she will recruit and track volunteers for various H&S events and inform the committee chair of volunteers. The Vice President will direct and oversee the Classroom Representatives.

The Secretary shall keep the minutes of all Association meetings. Unapproved minutes shall be available for distribution to the Executive Board within one week of the meeting. Approved minutes shall be sent to the Association members within two weeks of meeting. The Secretary shall keep a list of absences of elected/appointed Board members and share it with the President.

The Treasurer shall collect and receive all dues and other moneys of the Association and keep accurate account of the same. He/she shall pay bills and inform members of the Association's financial standings by generating a written monthly statement of accounts receivable/payable for every meeting. He/she shall arrange with the St. Henry Bookkeeper for an audit of the books at least once a year.

Every classroom, kindergarten through grade eight, shall be represented by a parent member (Classroom Representative) at the Association meeting. An alternate is expected to attend the Association meeting if the primary Classroom Representative is unable to attend. The faculty shall be represented at the meeting by a faculty member chosen by the Principal.

The Executive Board and Class Representatives will be installed at the last spring meeting (usually May) of the school year. Outgoing officers and Board members will share whatever information/records are necessary for their successors between the two meetings. At the conclusion of the May meeting the newly elected Executive Board and Class Reps assume their duties.

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Article II

FINANCES

Sec 1. Every school family shall owe the dues of this Association. The amount due will be voted on the at May meeting by the Association. The following year's dues shall be published in the May minutes every year. They are due in September of the school year. Failure to pay annual dues will result in a loss of member privileges. Members may contact the Principal for payment arrangements. Dues shall not be collected from faculty members who do not have children in the school.

Sec 2. The Executive Board will meet prior to the first regularly scheduled Association meeting to set a preliminary budget. The final budget will be approved at the first Association meeting. The budget can be modified throughout the school year based upon a simple majority vote at an Association meeting.

Sec 3. Funds will be allocated in such a way to benefit all students of Watertown Catholic School. The intent of the Association's profits will be equally divided between the two campuses. This can be amended in the same budget year for a major project at either one of the campuses by a majority vote of the Association.

Article III

ASSOCIATION MEETINGS

The meetings of this Association shall be held regularly at the discretion of the Executive team at least six times during the school term. The meetings shall be held at a time and place reasonably convenient for the majority of the full Association. All school families shall be made aware of the meetings well in advance (normally one week before), through the school newsletter and/or other vehicles of notification. Any school parents or faculty members present at a meeting will have voting power.

Board members shall be expected to attend every Board meeting, if at all possible. If unforeseen circumstances prevent someone from doing so on a regular basis, he/she should consider resigning from the Board. If a Board member has missed more than half of the Board meetings by the end of the first semester, the President shall make personal contact with him/her and discuss the feasibility of continuing on the Board. The President should come to the Board with a recommendation as to whether or not the Board should replace the Board member in question.

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Article IV

COMMITTEES

Sec. 1 The President, as may be found necessary in the proper development of the Association, may appoint special committees as the need arises.

Sec. 2 General Committee Chairs

A Committee Chair will be appointed for each event. The Committee Chairs are responsible for planning the event, communicating event details to school and families, staying within the budget, turning in receipts for reimbursement, and reporting back to the Association following the event. The Committee Chair shall complete the Fundraiser/Activity/Event Summary Form (Appendix A) after the event and submit it to the President. An additional copy of this form and all related financial items should be given to the Treasurer.

Article V

NOMINATIONS AND ELECTIONS

Sec. 1. Any school parent wishing to be considered as a member of the following school year's Association as an Executive member or Classroom Representative should submit his/her name at or before the April meeting. A notice seeking nominations for open Executive Board positions for the following school year will be sent to all Association members after the March H&S meeting. Members may state interest in an open position at the March H&S meeting or by contacting the President before the April H&S meeting. All members seeking open positions on the Board must be present at the April H&S meeting to accept their nomination. For positions where more than one person is seeking election, a ballot will be sent to all Association members after the April H&S meeting. The Principal will tally the ballots and notify the newly elected officers. The new Executive Board members will assume their roles at the conclusion of the May H&S meeting.

Sec. 2. If no one has accepted nominations for the Executive Board positions, the existing Executive Board will recruit for the open positions. If they are unsuccessful, the Principal will appoint the open positions.

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Article VI

RULES

The Pastor of this parish, canonically appointed to be the head of the Catholic community, has pastoral authority and concern in all facets of parish life. Therefore, his will in regard to any aspect or activity of this organization will always take precedence over anything counter to that will. Any policies of the Diocese of Madison or the Watertown Catholic Parish Education Commission affecting this organization must be carried out in both their letter and spirit. The Principal, as head of the school, must be kept fully informed of all Home and School activities and retains the right to nullify any decisions of the Home and School Association Board. The H&S Executive Board has the right to appeal the Principal's decision to the Education Commission.

All meetings of this Association shall be conducted by the President, and in the President's absence, the Vice President. The meetings shall be run in accordance with these by-laws. The President will lead the meetings and will allow for a fair discussion of issues and topics. Members will keep discussions friendly, respectful, on topic, and non-repetitive. Voting, when appropriate -- as determined by the President or by a majority of the members present -- may be done publicly or secretly. If any member desires a secret ballot, the President will so order and then appoint three members to count and report the results. If the majority of the members present wish to conduct a meeting or part of a meeting according to the Robert's Rules of Order, the President will do so to the best of his/her ability.

Article VII

AMENDMENTS

These By-Laws may be amended at any regular meeting by a simple majority of the members present and voting.

This amended set of By-Laws was adopted on this 3rd day of March, 2016.

Appendix A

**Watertown Catholic School H&S
Fundraiser/Event/Activity Chairperson Summary**

Each fundraiser/event/activity chairperson is responsible for filling out this report each month the fundraiser/event/activity takes place. When completed, this completed form should be given to the H&S President. An additional copy of this form and all related financial items should be given to the Treasurer.

Name of Fundraiser, Event or Activity _____

Month/Year _____

Participating Families

Number of Families Who Purchased (if applicable) _____

Number of Families Who Volunteered Time _____

Description of Non-Monetary Donations (if applicable) _____

Results Summary

\$ _____ This is how much we received in cash donations.

\$ _____ We made this much in sales.

\$ _____ Our expenses totaled this much. (Make sure you have receipts.)

\$ _____ **OVERALL, this is how much profit we made!**

Notes for next year's event:

- We bought xxxxx bratwursts and had xxxxxx left over - weather was 70 and wet - If good weather, I would recommend xxxxxlbs of bratwurst.
- To increase sales this month, we tried email reminders to all the parents.
- Just including a promotion in student back-packs was sufficient. We tried an additional mailed reminder. It did not increase response or sales.

Please use reverse side of this form if you need more space. Thanks!