

CONSTITUTION & BYLAWS

ARTICLE I – NAME

The name of the Association shall be the St. Katharine Drexel Home and School Association in the state of Wisconsin, Archdiocese of Milwaukee.

ARTICLE II – OBJECTIVES

The objectives of this Association shall be:

1. To support the spiritual and educational mission of the home and school in a program of Catholic child training.
2. To create a greater appreciation of Catholic education.
3. To encourage good communication between teachers, parents, the St. Katharine Drexel School Board, and the parish in general.
4. To promote enrollment in St. Katharine Drexel School.
5. To organize projects to raise funds which can assist with the school programs and activities.

ARTICLE III – MEMBERSHIP

Membership consists of all parents and/or guardians of students who attend St. Katharine Drexel School and all school teachers and staff.

ARTICLE IV – OFFICERS AND EXECUTIVE BOARD

1. The officers who make up the Executive Board of the Association will be President, Vice President, Secretary, Treasurer, and three (3) Members-At-Large.
2. The ex-officio officers of the Association shall be the Pastors and the Administrator of the school.
3. These officers, with the exception of the Pastors and the Administrator shall be elected as stated in the bylaws.
4. All Executive Board members will hold office for one year.
5. All officers must be re-elected annually.
6. All officers will be installed at the last business meeting, usually held in May.
7. The President and the Secretary of this Association respectively will act as Chairperson and Secretary of the Executive Board.
8. The duties of the Executive Board will be:
 - a. To plan the programs of the Association.
 - b. To coordinate the work of the committee chairpersons.

- c. To transact the necessary and emergency business which arises between regular meetings.
9. The Executive Board meetings will be open to all members of the Association. Meetings will be held prior to the regular meeting, preferably at least one week in advance. A quorum of the Executive Board shall be a majority of the members of the Board.

ARTICLE V – DUTIES OF OFFICERS

1. The President will preside at all meetings of this Association, keep a record of all activities, sign orders of the Treasurer for the payment of bills, ensure that all activities of the Association are in support of the group's mission, and perform other duties as needed.
2. The Vice-President will assist the President, and will perform the duties of the President in the absence of that officer. The Vice-President will perform other duties as needed or delegated by the President.
3. The Secretary will keep an accurate record of all Association meetings and will perform other duties as needed.
4. The Treasurer will keep an accurate account of all receipts and expenditures, and will request from the Parish Bookkeeper only funds as are authorized by the Association or the majority vote of the Executive Board. The Treasurer will share accurate, up-to-date financial records with the Association at least four (4) times annually.

ARTICLE VI – MEETINGS

1. The regular meetings of this Association will be held monthly during the academic year. A monthly meeting may be cancelled at the discretion of the Association if it has been decided upon in advance by a majority of the Association.
2. All Association decisions may be made by a vote of three-fourths of the members in attendance at the meeting at which the vote takes place.

ARTICLE VII – COMMITTEES

1. There will be the following Standing Committees: Family Carnival and Bowl-A-Thon. These two events provide the majority of funding to the Home and School Association. In September 2006, in an effort to reduce the financial strain on families, and under the advisement of the Board of Education, the Home and School Association committed to limiting fundraising efforts to these two events, with the possibility of occasional fundraisers yearly.
2. The Chairpersons of all committees shall present their plans to the Executive Board for approval. No program nor project may be undertaken without the consent of the Executive Board.
3. Other committees may be added as needed to execute the business of the Association.

4. The committees' project reports shall be submitted by the Chairpersons to the President within thirty (30) days following a project. Reports should include a financial copy to the Treasurer.

ARTICLE VIII – NOMINATIONS AND ELECTIONS

1. Nominations for officers will be made not less than one month previous to the election.
2. The Association will obtain nominees for each office and will secure the consent of each candidate before presenting the name for any office.
3. Any member may submit a nomination outside of the general Association meeting with the written consent of the nominee prior to the elections. These names will be added to the ballot.
4. Officers will be elected at the April meeting by the members present. The candidate receiving the most votes for each office shall be the person elected. In event of a tie, there will be a second vote. If necessary, after the second vote, the tie shall be broken by the President.
5. Should any officer resign before the end of his/her term, a replacement shall be filled by a vote of the body at the next regular Association meeting. If the President resigns, the Vice President will assume the presidency and the office of the Vice President will be filled as written above.

ARTICLE IX – AMENDMENTS

These Bylaws may be amended at any regular meeting of the Association by a three-fourths vote of the members present. Proposed amendments must be submitted in writing at the regular meeting prior to the vote.