

St. Gregory the Great Parish School  
Home and School Association  
By-Laws

ARTICLE I - NAME

The name of this association shall be St. Gregory the Great Parish Home and School Association.

ARTICLE II – OBJECTIVES

The objectives of this association shall be:

- To promote cooperation between family, parish and school working for the advancement of Catholic education in homes and schools.
- To help members understand, participate in and support the programs of St. Gregory the Great (SGG) Parish School.
- To support the school's educational programs and student activities through fundraising.
- To provide a forum for the mutual exchange of ideas.

ARTICLE III – MEMBERSHIP

Section 1 – Every parent/legal guardian of a student of SGG School by fact of enrollment and attendance shall be a member.

Section 2 – Every staff member of SGG School shall be a member.

Section 3 – Votes should be counted one per family.

ARTICLE IV – BOARD OF DIRECTORS

Section 1 - The Executive Officers consist of four officers (President, Vice-President, Secretary and Treasurer) and three ex-officio members (Pastor, Principal and School Staff Representative).

Section 2 – Board members at-large include, but not limited to, an Event Coordinator and a Communication Coordinator.

Section 3 – Additional Coordinator positions can be decided based on a quorum vote by the Board members.

Section 4 – The Board of Directors should not exceed 13 members including Executive Officers, Ex-officio officers and members-at-large. Should there be more interested parties than positions of the members-at-large; the positions will be filled through a quorum vote at a General Parent Meeting.

- Section 5 – In the event that a Board Member at-large position is vacated:
- A. It shall remain vacant until a new member is appointed by the Board.
  - B. The newly appointed member will serve out the remaining term of that position.
  - C. The permanent position will be filled by a vote by the Executive Board before the term has expired.
- Section 6 – Board Members at-large will serve two year terms, not to exceed two consecutive terms.

#### ARTICLE V - EXECUTIVE OFFICERS

- Section 1 – The Executive Officers of the association shall be a President, Vice President, Secretary and Treasurer.
- Section 2 – These officers shall be elected by vote at the General Parent Meeting held in Spring. Officers will serve 2 year terms, not to exceed 2 consecutive terms. Outgoing officers may continue to serve on the Board at-large.
- Section 3 – In the event that an Executive Officer position is vacated:
- A. It shall remain vacant until a new officer is appointed by the Board.
  - B. The newly appointed officer will serve the remaining term of that position.
  - C. The position must be filled by a current member of the Association.
  - D. The permanent position will be filled by a vote at the next election at the General Parent Meeting in Spring.
- Section 4 – All officers shall be installed at the last Board meeting on the school calendar..

#### ARTICLE VI - DUTIES OF EXECUTIVE OFFICERS

- Section 1– The Executive Officers shall perform the following duties:
- A. Form the policies of the Association to realize the objectives as outlined in Article II.
  - B. Define and coordinate the functions of all committees and approve their chairperson/s.
  - C. Transact emergency and other business referred to at the monthly meetings.
  - D. Present a report of the proceedings in the school newsletter.
- Section 2 – The President shall preside at all meetings of the Association and shall be an ex-officio member of all committees, except the nominating committee. The President may also be required to mediate any situations that are relevant to the Association.
- Section 3 – The Vice-President shall act as an aid to the President and perform duties of the President in the absence of that office. The Vice President shall perform such duties as are delegated by the President. In the event that the Secretary is absent at the Board Meeting, the Vice President shall fill the role of the Secretary for that meeting.
- Section 4 – The Secretary shall keep accurate record of all meetings of the association, publish approved monthly minutes in a timely fashion and shall perform such duties as are delegated by the President.

- Section 5 – The Treasurer shall be responsible for reconciling the funds of the Association while keeping an accurate account of receipts and expenditures in conjunction with the event chairperson. The Treasurer’s responsibilities must be completed in compliance with Parish Financial Policies. Responsibilities include the collection of money at all events by the Treasurer or designee, as shall be approved by the President prior to the event. The Treasurer should have close collaboration with all event chairpeople and perform such duties as are delegated by the President.
- Section 6 – Officers of the Association are expected to attend all Board of Director meetings and General Parent meetings.

#### ARTICLE VII - DUTIES OF BOARD MEMBERS AT-LARGE

- Section 1 – The Board members at-large will follow the Milwaukee Archdiocesan code of ethics, included but not limited to:
- A. Respect the confidentiality of information shared at the meeting.
  - B. Follow the SGG Code of Conduct.
  - C. Conduct business only during a scheduled board meeting.
- Section 2 – Board members will include, but not be limited, to the Event Chairperson and the Communications Chairperson.
- Section 3 – The duties of the Event Chairperson will include being responsible for establishing event committees and identifying event chairpeople. Additional responsibilities include money handling, coordinating and dispersing volunteer lists to the chairpeople in a timely basis, and to attend or have a designee present at the events. The Event Chairperson shall perform such duties as are delegated by the President.
- Section 4 – The duties of the Communications Chairperson will include submitting all Home & School business and event information through the school communication system and church bulletins. Additional responsibilities will include Home and School calendar coordination and requesting event setup with the parish secretary. The Communications Chairperson shall perform such duties as are delegated by the President.
- Section 5 – The duties of the Board members at-large include:
- A. To support the objectives of the Home and School Association and the leadership of the officers
  - B. To analyze fund raising needs and ideas.
  - C. To attend all Board Meetings and Parent Meetings.

#### ARTICLE VIII – MEETINGS

- Section 1 – The dates of the Board and General Parent Meetings ,of this association, held during the school year shall be determined at a Spring Board meeting. These dates will be published in the Home and School Calendar.
- Section 2 – Board meetings are open to all members of the Home and School Association.

- Section 3 – Excessive absences (4 per year), will lead to the removal of the officer/board member position. Special circumstances will be reviewed by the president prior to the dismissal.
- Section 4 – Outgoing officer(s) will submit a report to the President and the incoming officer-elect at a spring Board meeting.
- Section 5 – A quorum for voting purposes at a General Parent Meeting will consist of 2/3 of the Home and School Association members present.
- Section 6 – A quorum for voting purposes at a Board meeting will be 2/3 of the Board of Directors present.
- Section 7 – Should a scheduled Board or General Parent Meeting require a change in date, a seven day notice must be published to the members of The Home and School Association.
- Section 8 – The President may schedule an emergency meeting of the Board with a 48 hour notice to all Board Members. In addition, should a vote need to take place, 2/3 of the members are required to be present.

#### ARTICLE IX – COMMITTEES

- Section 1 – The Board shall appoint any special committees deemed necessary to execute the business of the Association.
- Section 2 – The Chairpersons of the committees shall present their year's program to the Board for approval and ratification. No program may be undertaken without the consent of the Board.

#### ARTICLE X – DISPERSAL OF FUNDS

- Section 1 - The purpose of fund raising at SGG will be two-fold:
- A. To augment the school budget by providing educational materials and resources.
  - B. To support activities which promote community building.
- Section 2 – At the start of the school year, the Board of Directors will solicit suggestions from the parent body regarding items to be purchased for the school from funds raised through the Home and School Association. Requests from the principal, parent body and the Board of Directors will be integrated into an annual Home and School budget which will reflect the purpose for the organization. The prepared budget is to be presented and voted on at the Fall General Parent Meeting of the Home and School Association. The Board of Directors may vote to adopt expenditures up to \$1,000 per school year, beyond the approved budget, at a monthly board meeting. Additional items not approved at the fall meeting, must be presented to the parent body for a vote at a General Parent Meeting of the Association.

## ARTICLE XI - ELECTIONS

- Section 1 – Nominations for each office shall be presented by a nominating committee which shall be appointed at the meeting at least two months prior to the annual/election meeting. The nominating committee will publish the names of the candidate(s) through school publications at least two weeks prior to the election. The nominating committee must secure the consent of the candidate(s) before presenting his or her name for office.
- Section 2 – A candidate for office is defined as any current Association member who supports the mission and purpose of the school community.
- Section 3 – The nominating committee shall consist of three persons, the Secretary, the Communication Chair and 1 Board member at-large.
- Section 4 – A vacancy occurring in the office shall be filled by a vote of the Board members following notification of resignation.

## ARTICLE XII – AMENDMENTS

These by-laws may be amended at any General Parent meeting of the Association by a vote of the members present. Prior to the vote, the proposed amendments must be approved by the Board of Directors and submitted to the school publication 30 days prior to the General Parent Meeting at which the vote will take place. These by-laws should be reviewed by the Board of Directors on a yearly basis.

Revised February 1992  
Revised November 1994  
Revised November 2010  
Revised October 2014