

Cathedral Home and School Association

By Laws

Revised March 18, 2010

Article I – Name

The name of the organization shall be the Cathedral Home and School Association

(CHASA) of Superior, Wisconsin.

Article II – Purpose

The association is organized for the purpose of enhancing and supporting the educational experience of Cathedral School, to develop a closer connection between school and home encouraging parent involvement, and to improve the environment at Cathedral School through volunteer and financial support.

Article III – Members

All parents of students, guardians of students, principal, teachers, teacher's aides and other staff of Cathedral School are members and have voting rights. No membership fees are required.

Article IV – Officers and Elections

Section 1 Officers: The officers shall be a president, president-elect, secretary, and treasurer.

- A. President: The president shall preside over meetings of the association, serve as the primary contact for the principal, represent the association at Cathedral School Committee meetings, serve as an ex-officio member of all committees except the nominating committee and coordinate the work of all the officers and committee so that the purpose of the organization is served.
- B. President-elect: The president-elect shall assist the president and carry out the president's duties in his/her absence or inability to serve.
- C. Secretary: The secretary shall keep all the records of the association, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership through the main office staff. The secretary also keeps a copy of the minutes, bylaws, and membership list.
- D. Treasurer: The treasurer shall receive funds of the association, keep an accurate record of receipts and expenditures, and pay out funds with the approval of the association. The treasurer will deposit funds into banking institution and make investments approved by the membership. The treasurer will provide a monthly and annual report. A parish bookkeeper will review all financial activity on a monthly basis. The annual report will be given at the May regular meeting. An annual budget will be presented at the regular September meeting. The treasurer shall be the primary signer on the accounts. The principal shall be the secondary signer on the accounts. All funds raised by CHASA

are the Cathedral School funds raised under the school's tax exempt status. A member shall not be reimbursed for his/her personal expenditures on behalf of the school without approval of either the principal or the general membership.

Section 2. Terms of Office:

- A. President. The president's term is one year.
- B. President elect. The president elect's term is one year.
- C. Secretary. The secretary's term is two years.
- D. Treasurer The treasurer's term is two years.

Section 3. Nominations and Elections:

Nominations will be made at the regular April meeting. The election will be held at the regular May meeting. Voting will be by voice vote if nominee is unopposed. Voting will be by ballot if more than one person is nominated for that office. Elected officers will begin their terms at the May meeting.

Section 4. Vacancies:

If there is a vacancy in any office a nomination and vote will be made at the next regular meeting.

Section 5. Terms of Office Extensions:

Upon approval of the membership, the term of the president may be extended for an additional year if there is no president elect or the president elect is unable to serve.

Article V – Committees

The president will appoint committees as needed and act as an ex-officio member of them.

Article VI – Rules of Order

Robert's Rules of Order will govern meetings when they are not in conflict with the organization's bylaws.

Article VII – Bylaws

These bylaws may be amended at any regular meeting providing that previous notice was given in writing at the prior regular meeting. Amendments will be approved by a two-thirds vote of those present.

Article VIII - -Voting

Discussion of issues requiring a vote is open to all members present at a CHASA meeting. A quorum for voting purposes is a minimum of two board officers, membership present, and principal. A simple majority is needed to pass a motion.