



**Our Lady Queen of Peace School  
School & Family Association**

418 Holly Avenue  
Madison, WI 53705

**By-Laws**

Amended: April, 2013

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## **By-Laws**

### **ARTICLE I**

#### **NAME**

The name of this association shall be Our Lady Queen of Peace School, School & Family Association, hereinafter referred to as School & Family.

### **ARTICLE II**

#### **PURPOSE**

School & Family shall be a non-profit, unincorporated association of the parents (including foster parents and legal guardians) of children enrolled at Our Lady Queen of Peace School, parish priest(s), and the administrator(s) and faculty of Our Lady Queen of Peace School and shall work together as one school and parish community to:

- (1) Support and strengthen the efforts of Catholic education as a part of the teaching mission of the Church;
- (2) Give parental assistance to the administrator(s), faculty, and staff in carrying out activities of the school;
- (3) Provide enrichment opportunities as well as supplemental resources to students, school families, faculty and staff, and;
- (4) Manage and coordinate fundraising programs.

### **ARTICLE III**

#### **MEMBERSHIP AND DUES**

Section 1. Membership. Every parent (including foster parents and legal guardians) of children enrolled at Our Lady Queen of Peace School, parish priest, administrator and faculty member of Our Lady Queen of Peace School shall be a member of School & Family.

Section 2. Dues. Annual dues per family, shall be payable at school registration time. Parish priests, school administrators and faculty shall be non-paying members. Dues are subject to change only if approved by the School & Family Board with concurrence by the Education Commission.

### **ARTICLE IV**

#### **BOARD**

Section 1. General Powers. The affairs and business of School & Family shall be managed by the Board under the auspice of the Education Commission. The Board is responsible for the allocation and disbursement of any annually budgeted and surplus funds. The Board shall carry out the purpose of the association in accordance with these by-laws.

Section 2. Number of the Board. The number of Board members, which shall constitute the whole Board, shall not be less than twelve or more than fifteen. The Board shall be composed of the officers, the parish Pastor ex-officio, the primary administrator of the school (or his/her appointed representative) ex-officio, at least one faculty representative and at least five additional members.

Section 3. Term of the Board. The term of each board member shall be three years with eligibility to serve additional terms. The term of the faculty representative(s) shall be annual with the eligibility to serve additional terms. The President and President-elect's term shall each be one year. The term of all other officers shall be one year with eligibility for re-appointment.

Section 4. Selection of Board Members. The Board selects its members from the School & Family membership based on the following priorities in order of importance: a parent representative from each unit of the school (primary, intermediate, middle school); those parents that have expressed interest in previous years, and; in situations where there are candidates with talents of equal merit, selection will be made by lottery. The primary administrator of the school shall select the faculty representative(s).

Section 5. Election and Appointment of Officers. The election and appointment of officers shall be done on an annual basis and at least one month before the end of each school year. The Board shall elect the President and President-elect from the slate of candidates forwarded to the Board by the Nominating Committee. All other officers shall be appointed by the Board or in a manner provided by resolution of the Board.

Section 6. Resignations. Any Board member, including officers, may resign by giving notice to the President and/or the Board, and upon acceptance of his/her resignation by the Board, his/her position on the Board, including any office the resigning member held, shall be vacant. Outgoing Board members, including officers, shall have thirty days in which to complete their respective reports and turn them in to the President.

Section 7. Vacancies. The Board shall be authorized to fill vacancies, including vacancies resulting from any increase in the number of Board members, for the unexpired balance of the term for which his/her predecessor was chosen.

## **ARTICLE V OFFICERS - POWERS AND DUTIES**

Section 1. Officers. The officers of the Board shall be the President, President-elect, Secretary and Treasurer. Each officer, in addition to his/her powers and duties specified by these by-laws, shall also exercise such powers and perform such duties as are usually incidental to his/her office.

Section 2. President. The President shall preside at the meetings of the Board. He/she shall have general direction and supervision of all the business and affairs of School & Family, and of all other officers and Board members. He/she shall perform all the duties pertaining to the office, shall appoint special committees, and shall direct the receiving and disbursement of all School & Family monies. The President, or his/her appointed representative, shall serve as a non-voting member on the Education Commission during his/her term of office.

Section 3. President-elect. The President-elect shall assist the President, conduct meetings when the President is unable to attend, and perform any other duties assigned by the President.

Section 4. Secretary. The Secretary shall keep a true and correct record of all the proceedings of the general and special meetings of the Board. In addition, the Secretary shall be responsible for distributing meeting agendas and minutes to the Board members and for writing monthly updates regarding the activities of School & Family for the school newsletter. He/she shall also perform such other duties as may be required of him/her by the Board and/or assigned by the President.

Section 5. Treasurer. The Treasurer shall keep an account of all monies and credits and shall keep a record of all monies received and disbursed. The Treasurer shall furnish to the Board at their regular meetings and whenever requested by the Board, such statements and abstracts of the same as are necessary to a full exhibition of the financial condition of School & Family. He/she shall also perform such other duties as may be required of him/her by the Board and/or assigned by the President.

## **ARTICLE VI MEETINGS**

Section 1. Meetings. Regular meetings of School & Family shall be held on the second Thursday of each month during the regular school year for the purpose of transacting the general business of School & Family. All regular meetings shall be open to all members of School & Family.

Section 2. Special Meetings. Special meetings of the Board shall also be held at such time as the Board may determine and shall be open to all members of School & Family. Special meetings of the Board may also be called by resolution of the Board or by the President.

Section 3. Place of Meetings. Regular and special meetings of School & Family will be held at a publicly designated room at Our Lady Queen of Peace School or other facility of Our Lady Queen of Peace Parish.

Section 4. Notice of Meetings. Notice of board meetings and a preliminary agenda shall be distributed to all members of the Board in advance of the meeting dates. Any School & Family member wishing to place an item on the agenda should contact any Board member or school administrator prior to the meeting date if possible.

Section 5. Order of Business. The normal order of the meetings shall be:

- (1) Prayer
- (2) Approval of previous meeting minutes
- (3) President's report
- (4) Administration report
- (5) Treasurer's report
- (6) Committee reports
- (7) Old business
- (8) New business
- (9) Adjournment

This order may be modified by approval of the Board.

Section 6. Voting and Quorums. A simple majority of the total Board members present shall constitute a quorum for the transaction of business at any meeting of School & Family. In keeping with parish philosophy, every effort will be made to have the decisions of the Board made using consensus.

## **ARTICLE VII COMMITTEES**

Section 1. Committees. The Board shall have the power to appoint auxiliary standing, ad hoc, and temporary committees necessary to carry out the purposes of School & Family. School & Family shall

have a standing committee and it shall be the Nomination Committee. Auxiliary committees will be formed to manage fundraisers, enrichment programs, social functions, and service projects. Temporary committees will be formed as needed to achieve the purposes of School & Family. Each Board member will act as the liaison between the Board and at least one auxiliary and/or temporary committee.

Section 2. Nomination Committee. The Nomination Committee shall consist of not less than two or more than four Board members and shall include the President and President-elect. On or before the 30th of April preceding the end of each school year, the Nomination Committee shall present to the Board a slate of candidates for appointment to the Board and a slate of candidates for the positions of President and President-elect for the following school year. Candidates for the office of President must have served on the Board for at least one year prior to the effective date of the term of the office for which he/she is nominated. Service on the Board for any candidate for the office of President need not be immediately prior to the effective date of the term of office for which he/she is nominated.

## **ARTICLE VIII FINANCES**

School & Family will maintain current financials each school year with the assistance of the Parish accountant. These financials, along with any recent financial transactions, will be reviewed each month with the committee at their monthly meeting.

Section 1. Definitions. The following words and terms shall, for the purpose of this Article, have the meanings shown herein:

- 1) Checking Account: this is the general checking account maintained by the S&F Treasurer. The writing of checks from this account will be done pursuant to the procedure outlined in section 4, below.
  
- 2) Temporary Restricted Account: this is a savings type account maintained by the Parish Accountant and part of a larger account which contains funds from several sources. The Parish Accountant will, on a monthly basis, apprise School & Family of our balance in this account.

Section 2. Budget. An operating budget for the following school year will be created by the School & Family President, School & Family Treasurer and Administrative representative each year in August. This budget will then be presented to the School & Family Board and to the finance members of the Education Commission in September. The Education Commission will then present the School & Family budget to the Parish Accountant in October. The budget is a guideline to use for the current school year with regard to raising money and planned expenses. There is no minimum fundraising requirement of the School & Family Board each year.

Section 3. Operating cycle. The financial operating cycle will run the same as the school year, from July 1<sup>st</sup>- June 30<sup>th</sup> and will function under a zero based operating budget system. Under this system, any remaining profits at the end of the school year will be transferred into the Temporary Restricted Account. Therefore each school year, the School & Family budget will start out with minimal funds. Requesting funds from the Temporary Restricted Account must be made to the Parish accountant. All funds in the Checking Account must be utilized first before a transfer from the Temporary Restricted Account can be made.

Section 4. Checking Account. This account will be maintained by the School & Family Treasurer. Any expenses to be reimbursed from School & Family should be presented to the School & Family Treasurer. Event chairperson/people are asked to submit an income and expense form (see

attached). The Treasurer will approve payment of expenses if they fall within the current School & Family budget amounts, otherwise the expense may need to be approved by the School & Family Board.

Section 5. Check writing. In an effort to protect the School & Family Board and the Treasurer, the following process must be followed for checking writing from the School & Family account:

- 1) Expense will be approved by the Treasurer or School & Family Board.
- 2) School & Family Treasurer will write out each check.
- 3) Each check will then be signed by the Principal.

Section 6. Expenses paid by QP School on behalf of School & Family. On occasion, QP School will pay for expenses incurred and/or approved by School & Family. In general, this will occur when either (a) the expense exceeds what is currently in the Checking Account and a transfer from the Temporary Restricted Account has not yet been sought or approved, or (b) the bill contains expenses incurred by entities in addition to School & Family (i.e., QP School), which will prompt the writing of just a single check by QP School or the Parish Accountant to cover the total bill. School & Family will be kept informed, on a monthly basis, of the amount and rationale for money owed to the school. It will be important to both check that figure to insure that the expenditure was approved by School & Family, and to pay off that balance on a regular and timely basis.

## **ARTICLE IX** EFFECTIVE DATE

These By-Laws shall become effective when adopted by the Board and approved by the Education Commission.

## **ARTICLE X** AMENDMENTS

These By-laws may be amended or repealed at any regular meeting of School & Family or at any special meeting called for that purpose, by a two-thirds vote of the Board. Such amendments shall become effective when approved by the Education Commission.