

2020-2021 Saint Francis de Sales Home & School Organization By-Laws

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| <u>ARTICLE I</u> <u>Name</u> | The name of this organization shall be the Saint Francis de Sales Home & School Organization. |
| <u>ARTICLE II</u> <u>Purpose</u> | The purpose of the Organization shall be to coordinate communication between families and school, raise funds to assist with school needs, and to sponsor social and enrichment opportunities for students, parents and staff. |
| <u>ARTICLE III</u> <u>Membership</u> | Parents or guardians of students enrolled at Saint Francis de Sales Catholic School shall automatically be members of the Home & School Organization. The Pastor assigned to the parish and school faculty are non-voting members of the Home and School Organization. No dues or assessments are required for membership. |
| | <p><u>Section 1-Responsibilities</u> The Board of Directors shall manage the affairs of the Organization and shall be vested with the authority to act on the behalf of the Organization.</p> <p><u>Section 2-Membership</u> The Board of Directors shall consist of the following:</p> <ol style="list-style-type: none"> a. The only voting members are the Officers of the Organization (President, Vice President, Treasurer, Secretary). b. Members at large: <ol style="list-style-type: none"> 1. The Pastor 2. The School Principal 3. One faculty member to be selected by the School Principal 4. Members selected by the President as he/she deems necessary to chair specific initiatives to fulfill the purposes of the Association such as: <ol style="list-style-type: none"> i. Saint Francis de Sales Catholic School Main Fundraising Event Chairperson/Chair persons: Responsible for establishing a committee and planning and operating all elements of the annual Saint Francis de Sales Catholic School Main Fundraising Event with the goal of maximizing funds raised for the Home and School Organization. ii. Other Special Event Chairs to be determined each year. c. President ex officio <p><u>Section 3-Quorum</u> It shall be necessary for a majority of voting members of the Board of Directors plus the Principal and/or Pastor to be present in order for the Board of Directors to act. Quorum shall be 2/3 the number of voting Board members.</p> <p><u>Section 4-Executive Committee</u> The Executive Committee of the Board of Directors shall consist of the Officers of the Organization, the Pastor, the School Principal and President ex officio. A quorum of the Executive Committee will be a majority of the Officers of the Organization, the Pastor and/or Principal. Actions of the Executive Committee shall not be inconsistent with the previous actions taken by the Board of Directors.</p> |

ARTICLE IV
Officers

Section 1-Officers

The Officers of the Organization shall be a President, a Vice President, a Treasurer, and a Secretary. The Pastor, Principal and president ex-officio may serve as ex-officio members without voting privileges.

Section 2-Duties

- a. The President: The President shall preside over all general meetings of the Organization, establish the Home and School calendar, meeting agendas, appoint a chair for each committee, and oversee all Home and School events. The President is responsible for annual review and update of the by-laws.
- b. The Vice President: The Vice President assists the President, coordinates all Home and School events, and acts as a liaison between the executive committee and the chairpersons coordinating these events. The Vice President coordinates and manages the assignment of parents to volunteer responsibilities for all Home and School events. The Vice President will provide leadership in recruiting new officers to the board and chairpersons and volunteers to the various committees. The Vice President shall assume the duties of the President in his/her absence or in the case of resignation.
- c. The Treasurer: The Treasurer shall work and maintain a direct line of communication with the school Bookkeeper to support the complete and accurate records of receipts and expenditures for the Organization. The Treasurer shall present monthly financial reports and completed fundraiser financial reports at all regularly scheduled meetings of the Organization. The Treasurer shall create a budget in May for the upcoming school year with advice from the school bookkeeper. The budget is finalized after discussion with and approval by the Executive Committee. The Treasurer shall prepare a financial statement at the end of the year for review. The Treasurer shall collect all funds raised for the Organization by committee chairs and deposit these funds into the Organization's bank account within five business days. The Treasurer shall only make payments out of the Organization's bank account which are approved by all Officers and co-signed by the Principal. Any discrepancies that occur shall be reported via email to the President, Principal and committee chair if applicable.
- d. The Secretary: The Secretary shall keep the minutes of the meetings of the Organization, Board of Directors and Executive Committee. The Secretary shall be responsible for the general correspondence of the Organization including updates to the school social media page, publishing minutes and meetings dates on the school website, and a weekly emailed Home and School newsletter.

Section 3-Eligibility for Office

Each office shall be held by either an individual or a couple who may share the duties of a particular office. In order to be eligible to serve as an Officer of this Organization, the nominee (or in the case of a couple, one of the nominees) shall have a child enrolled in Saint Francis de Sales Parish School during the term of office.

Section 4-Term of Office

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| | <p>All Officer terms are (2) years unless no other eligible candidate can be found. At the end of the term, the President will serve one (1) additional year as an ex-officio officer serving as a liaison for incoming officers, unless otherwise specified by the Executive Committee of the Organization. In the case of a Member serving a second term as President in succession, there need be only one (1) term of no longer than one (1) year as an ex-officio member at the conclusion of the second term. Should there be extenuating circumstances, terms can be extended at the discretion of the President, Principal and Pastor. The term of office shall coordinate with the Organization's fiscal year and begin on July 1 and end of June 30 of the following year.</p> <p>In the event that any current officer becomes unwilling, ineligible or unable to continue service as an officer, the Board shall appoint a new officer to complete the term of such officer.</p> |
| <p><u>ARTICLE V</u> <u>Meetings</u></p> | <p><u>Section 1-Board of Directors Meetings</u> The Board of Directors shall meet monthly and no fewer than 6 times during the academic year at such a time and place as designated by the President. Unless otherwise determined by the President, meetings will be held on the third Wednesday of each month September through May. The May meeting shall be designated as the Annual Meeting at which time annual reports shall be read and new officers elected and installed. The meetings are open to all interested persons.</p> <p><u>Section 2-Special Meetings</u> Special Meetings of the Executive Committee may be called by the President at such a time and place as designated by the President. If needed, additional meetings may be scheduled with at least 24 hours' notice.</p> <p><u>Section 3-Procedures</u> General meetings of the Organization, Board of Directors and Executive Committee shall be conducted according to standard meeting procedures (similar fashion to Robert Rules of Order Revised). The President shall set the agenda one week prior to the monthly board meeting. It will consist of opening prayer, acceptance of minutes, financial update, committee reports, old business, new business and closure. All decisions shall be made with a 2/3 quorum of those present.</p> |
| <p><u>ARTICLE VI</u> <u>Committees/Duties of Committees and Non-Officer Board Members</u></p> | <p><u>Section 1-Special Operating Committees</u> The President, with the majority approval of the Board of Directors, may appoint such Special Operating Committees as are necessary on a year-to-year basis to assist the organization in meeting its stated purpose.</p> |

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| | <p><u>Section 2-Committee Actions</u></p> <p>The Officers of the Organization shall create and delegate purpose and responsibilities for all Committees and Chairpersons of the committees of the Organization. Chairpersons of all committees are expected to lead, implement, and manage the events and activities for which they are responsible.</p> <p>Chairpersons shall adhere to the financial policies and procedures of the organization. All income shall be counted by 2 individuals at the end of an event, recorded and delivered to the Treasurer for deposit within 48 hours of the event.</p> <p>Chairpersons are responsible for providing a record of their committee’s accomplishments within 30 days of the event or activity to their respective Board Member. Requests for reimbursement must be submitted within 30 days to the treasurer via Refund Request Form.</p> <p>The Chairpersons of all committees shall present their plans to the Officers of the Organization for approval before proceeding.</p> |
| <p><u>ARTICLE VII</u> <u>Nominations &</u> <u>Elections</u></p> | <p><u>Section 1-Nominations and Approval</u></p> <p>The Officers of the Organization will distribute nomination ballots via e-mail to all school families prior to the Annual Meeting. The President shall present nominations to the Executive Committee prior to the Annual Meeting. All candidates must be approved by all members of the Executive Committee.</p> <p><u>Section 2-Elections</u></p> <p>Election shall be conducted either by a show of hands at the Annual meeting or by a written or electronic ballot. All members of the Board of Directors are eligible to vote in the election. If there is only one candidate for an office, no election is necessary.</p> <p><u>Section 3-Announcement</u></p> <p>The Officers and incoming members of the Board of Directors shall be announced via electronic newsletter and/or the School web page.</p> |
| <p><u>ARTICLE VIII</u> <u>Amendments to the</u> <u>By-Laws</u></p> | <p>It shall be the responsibility of the President of the Organization to update and revise the Organization by-laws annually. Upon completion of this annual review, the revised by-laws shall be submitted to the Executive Committee for approval, and, if granted, amended by the Secretary and ratified by majority approval of the Board of Directors at its final meeting of the academic year.</p> <p>In the case of amendments becoming necessary during the course of an academic year, a two-thirds vote of those members present and voting at any Board of Directors’ meeting shall be required for the adoption of any amendment to these by-laws.</p> <p>All amendments to the by-laws shall be submitted to the Board of Directors via email prior to voting.</p> |

