

# **St. Francis High School Parents' Organization By-Laws**

Effective March 2009

## **MISSION STATEMENT**

The mission of the St. Francis Parents' Organization is to assist in creating a welcoming, cohesive Catholic Community for all parents, students, faculty and administration and alumni while furthering our students' academic and personal excellence.

## **ARTICLE ONE: NAME AND PURPOSE**

**SECTION 1** The name of the organization is the St. Francis High School Parents' Organization.

**SECTION 2** The objectives for which it is formed are to:

- a. Provide service to the school and school community.
- b. Inform parents of school activities and events.
- c. Build community among St. Francis High School parents through providing social activities, events and opportunities for parent, student, and staff involvement.
- d. Demonstrate appreciation to teachers, staff and administration through recognition activities.
- e. Assist in fundraising efforts for St. Francis High School's Annual Fund and other special projects as necessary.

**SECTION 3** The St. Francis High School Parents' Organization is an organization within the St. Francis High School non-profit corporation.

**SECTION 4** The fiscal year shall run from July 1 through June 30 each year.

## **ARTICLE TWO: MEMBERSHIP**

A parent/guardian of a current student is a St. Francis High School Parents' Organization member.

## **ARTICLE THREE: EXECUTIVE BOARD**

**SECTION 1** The number of members of the Executive Board shall not be fewer than (7) seven nor more than (9) nine.

- a. Each Executive Board position may be filled by one person or two persons acting as co-officers, each fully responsible for the duties of the office.
- b. The terms Executive Board member and officer may be used interchangeably.

**SECTION 2** The following board positions shall constitute the Executive Board:

- **President of the High School or his/her designee**
- **President of the Parents' Organization**
- **Vice President**
- **Treasurer**
- **Recording Secretary**
- **Members at Large, up to (4) four**

**SECTION 3** Length of office is normally a maximum of (2) two years.

**SECTION 4 President of the High School or his/her designee**

- a. Is a member of the Parents' Organization Executive Board and will be referred to as the President of the High School.
- b. Supervises all general affairs of the Parents' Organization and ensures that current and the previous seven years of Parents' Organization minutes and financial records are housed on school property.

**SECTION 5 President of the Parents' Organization**

- a. Is a member of the Parents' Organization Executive Board and will be referred to as the Parents' Organization President.
- b. Presides over all meetings and performs the duties usually pertaining to the President's Office.
- c. Submits an annual written report to the President of the High School.
- d. Develops and presents, in conjunction with his/her Executive Board, an annual budget.
- e. Ensures that the Parents' Organization members receive appropriate and timely communication regarding all parent matters.
- f. Performs such duties as may be determined by the Executive Board.

**SECTION 6 Vice President**

- a. Assumes the powers of the Parents' Organization President in that officer's absence.
- b. Oversees the direction and execution of the by-laws.
- c. Performs such duties as determined by the Parents' Organization President.

**SECTION 7 Treasurer**

- a. Is the custodian of all Parents' Organization funds.
- b. Provides a fund activity report and balance sheet at Parents' Organization meetings.
- c. Ensures the Parents' Organization budgets and expenses are reconciled in alignment with the school's fiscal year including monitoring that money for the beginning of the fiscal year is transferred to the Parents' Organization account.
- d. Oversees all Parents' Organization financial transactions.
- e. Acts as the liaison among Parents' Organization committees and the school's Business Office.
- f. Performs such duties as determined by the Parents' Organization President.

**SECTION 8 Recording Secretary**

- a. Maintains all files.
- b. Records minutes at all meetings and keeps record of any votes taken.
- c. Executes and/or directs correspondence to all Parents' Organization members.
- d. Performs such other duties as may be determined by the Executive Board.

**SECTION 9 Members at Large**

- a. Attends Executive Board meetings and Parents' Organization meetings.
- b. Performs such other duties as may be determined by the Executive Board.

**ARTICLE FOUR: MEETINGS**

**SECTION 1** Executive Board meetings are held as necessary during the fiscal year.

- a. Majority of the members of the Executive Board shall constitute a quorum for the transaction of business at these meetings.
- b. At the first Executive Board meeting of the fiscal year, the current St. Francis High School Parent's Organization by-laws must be read and reviewed.

- SECTION 2** Meetings including Executive Board members and appropriate Committee Chairpersons are to be held at a minimum of (4) four times per fiscal year.
- SECTION 3** Meetings of the committees of the Parents' Organization are held as necessary during the fiscal year.
- SECTION 4** Regular meetings of the Parent Organization will be held at a minimum of (4) four times per fiscal year. Majority of the members of the Executive Board shall constitute a quorum for the transaction of business at these meetings.

**ARTICLE FIVE: COMMITTEES**

- SECTION 1** The Executive Board shall review, establish, appoint a Committee Chairperson(s), and define duties for any and all standing committees. There shall be a Committee Chairperson for all special events.
- SECTION 2** Committee Chairpersons should attend all Parents' Organization meetings required by the Executive Board.
- SECTION 3** Committee Chairpersons should, with adequate notice, notify Executive Board members of all committee meetings so that the officers may attend.

**ARTICLE SIX: ADDITIONAL POWERS AND DUTIES**

- SECTION 1** Executive Board has the responsibility to create the annual meeting schedule in relation to the activities of the Parents' Organization.
- SECTION 2** Executive Board is responsible for scheduling a minimum of (2) two public gatherings for the entire Parents' Organization membership.
- SECTION 3** The Parents' Organization President has the authority to call an emergency meeting of the Executive Board. Emergency meetings may be requested by any member of Executive Board but the final decision rests with the Parents' Organization President.
- SECTION 4** At a Parents' Organization meeting, a majority of the members of the Executive Board shall constitute a quorum for the transaction of business at these meetings. Each member of the Parents' Organization shall have one vote, except that the President of the High School shall only vote in case of a tie vote.
- SECTION 5** The decision to obtain absent Executive Board member votes must be announced by the Parents' Organization President prior to the vote of those present. In the case of a tie vote, the Parents' Organization President may determine after the vote to obtain the vote of the President of the High School.
- SECTION 6** The Parents' Organization President may remove from the Executive Board any Executive Board member, except the President of the High School, for failure to attend two consecutive board meetings without sufficient cause, and/or for failure to act within the tradition of the Catholic Church and the mission, policies and procedures of St. Francis High School and the Parents' Organization.
- SECTION 7** The President of the High School may remove the Parents' Organization President of his or her duties for failure to act within the tradition of the Catholic Church and the mission, policies and procedures of St. Francis High School and the Parents' Organization.
- SECTION 8** All active members of the Parents' Organization must comply with Diocese, State and School policies and provide documentation to St. Francis High School verifying completion of the program(s).
- SECTION 9** No member of the Parents' Organization shall interfere with the internal operations of the school.

## **ARTICLE SEVEN: NOMINATION AND ELECTIONS**

- SECTION 1** The Parents' Organization President, with the approval of the Executive Board, shall appoint a Nominating Committee of five members.
- SECTION 2** The Chairperson of the Nominating Committee shall be an outgoing Executive Board member or member of the Parents' Organization.
- SECTION 3** The members of the Nominating Committee shall be published to members of the Parents' Organization. Any member may nominate him/her self or another for an Executive Board position by notifying the Nominating Committee in the manner determined by the committee.
- SECTION 4** The Nominating Committee shall define and communicate the qualifications and submit a slate of candidates for the Executive Board positions to the Executive Board to be elected at a Parents' Organization meeting.
- SECTION 5** Other than the President of the High School, no person may be elected to or remain a member of the Executive Board while being employed in any full-time capacity by St. Francis High School.
- SECTION 6** Executive Board members shall assume their responsibilities at the time of installation, which shall take place during the month of May.
- SECTION 7** If a vacancy on the Executive Board occurs any time after the election, the of the Parents' Organization President at the time the vacancy occurs, with the approval of the Executive Board, shall appoint a qualified person to fill such a vacancy.
- SECTION 9** If a vacancy occurs in the position of the Parents' Organization President after he/she has assumed office, the Vice President shall preside over a meeting of the Executive Board to submit a recommendation to the President of the High School.
- SECTION 10** A list of interested Committee Chairperson candidates will be submitted by the Nominating Committee to the Executive Board for review, consideration, selection and appointment.

## **ARTICLE EIGHT: AMENDMENTS TO BY-LAWS**

These By-Laws may be altered, amended or repealed and new By-Laws may be adopted by a majority of the Executive Board at any regular meeting or special meeting provided that at least two days written notice of the stated proposed amendments is given to alter, amend or repeal or to adopt new By-Laws at such meeting.

## **ARTICLE NINE: PROCEDURE**

Robert's Rules of Order Revised shall be the parliamentary authority for all matters of procedure not specifically covered by these By-Laws, and shall be used at all Executive Board meetings and Parents' Organization meetings.