

# St. Francis Xavier Parent Association By-Laws

Revised 2020

## ARTICLE I

### MISSION AND PURPOSE

#### ***Section 1. Mission***

The mission of the Association is to promulgate a *Families for Others* mission at St. Francis Xavier Elementary School. In this regard, the Association is committed to fostering closer relationships between the parents of the students and the members of the faculty and staff of St. Francis Xavier Elementary School so that parents may assist in the mission of the school as stated in the school handbook. The mission of the school includes forming children who are religious, open to growth, loving, committed to doing justice, and intellectually competent.

#### ***Section 2. Name***

The name of this organization shall be St. Francis Xavier Parent Association (Association).

#### ***Section 3. Purpose and Function***

The Principal of St. Francis Xavier School has established the St. Francis Xavier Parent Association.

The Association shall be an advisory to the Principal in all school matters for which the Principal seeks the advice and counsel of the Association, including but not limited to, submitting goals and objectives for the Association.

The Association shall recommend school improvement projects to the Principal and the school board.

The Association shall be educational, charitable and spiritual, and shall operate without financial profit to itself or its members.

The Association shall conduct fundraising activities to support the school's mission.

#### ***Section 4. Membership***

**MEMBERS.** Every parent, and/or legal guardian, with a child enrolled in the school is automatically a member of the Association.

**EX OFFICIO MEMBERS.** The Principal, or staff member designated by the Principal, of St. Francis Xavier School shall be an ex officio member of the Association.

#### ***Section 5. Executive Board***

The officers of the Association shall constitute the Executive Board. They shall prepare an annual budget for approval by the Association and the Principal. The budget shall be followed as nearly as possible and will be overseen and distributed under the direction of the Executive Board. The Executive Board shall discuss the policies of the Association with the membership and, after reaching a consensus with the membership, shall make recommendations to the Principal for approval of any changes. In the event of a tie vote on any matter, the President shall have the option of casting a vote. The President shall call Executive Board meetings as needed, or upon the request of two members of the executive board. A majority of sitting Executive Board members constitute a quorum.

## ARTICLE II

### OFFICERS

#### **Section 1. Ex Officio Officers.**

The Principal, and or staff member designated by the Principal, shall be an ex officio officer of the Association.

#### **Section 2. Officers and Terms.**

Officers shall be selected in the third trimester of the school year as outlined in the nominating procedure – and with the approval of the Principal - and be installed as prescribed by the board. The officers shall be known as the Executive Board and shall serve for the designated term or until successors are chosen and installed.

No member shall hold the same office for more than two consecutive years. A member may serve an additional two years, with a one-year hiatus following the officer's first term. A member may not serve more than two complete two year terms.

The officers shall serve as advisors to the Principal on fund-raising and parent-related activities. The officers shall be as follows:

**A. PRESIDENT.** The President shall serve a one-year term. The President shall preside at the meetings of the executive board and the general membership.

The President shall:

- at the discretion of the pastor, participate as a non-voting member of the Parish Pastoral Council;
- be a spiritual representative of the school and the Association and seek to ensure that the Association, its members, and its activities are in keeping with the philosophy and mission of the School;
- act as general manager of all fund-raising and parent related activities including appointing chairpersons from the general membership to coordinate these activities;
- oversee ad hoc projects as directed by the Principal and Development Director; and
- not be a member of the nominating committee, but shall select its members.

**B. VICE-PRESIDENT.** The Vice-President shall serve a one-year term.

The Vice-President shall:

- perform the duties of the President in the absence of the President;
- automatically succeed to the office of President the following fiscal/school year;
- is the custodian of the By-Laws of the Association;
- assist in coordinating, preparing and executing all fund-raising and parent-related activities of the Association; and
- represent the Association at the School Advisory Board meetings, and, if unable to attend, shall appoint a delegate to do so.

**C. IMMEDIATE PAST PRESIDENT.** The Immediate Past President shall serve a one-year term.

The Immediate Past President shall:

- serve as ex officio member of fund-raising and other parent-related committees as designated by the President in order to assist in coordination, preparation and execution of those activities; and
- act as an advisor and resource to the President and Association to foster continuity across the association.

**D. MEMBERS-AT-LARGE.** The Association will have either 2 or 3 members-at-large serving on the Board depending upon the needs of the Board for a given school year to be decided upon by the nominating committee.

a. **ST. FRANCIS MEMBER-AT-LARGE.** The Member-at-Large shall serve a two-year term.

The SF Member at Large shall:

- serve and support, as well as, assist with, all endeavors of the board to include fund-raising and other parent-related committees;
  - perform the duties of the Vice-President in the absence of that board member; and
  - serve as ex officio member of fund-raising and other parent-related committees as designated by the President.
- b. **ST. IGNATIUS MEMBER-AT-LARGE.** The Member-at-Large shall serve a two-year term.

The SI Member at Large shall:

- serve and support, as well as, assist with, all endeavors of the board to include fund-raising and other parent-related committees;
  - perform the duties of the Vice-President in the absence of that board member; and
  - serve as ex officio member of fund-raising and other parent-related committees as designated by the President, with emphasis on assisting and advising the Sponsorship Coordinator.
- c. **PETER FABER MEMBER-AT-LARGE.** The Member-at-Large shall serve a two-year term.

The PF Member at Large shall:

- serve and support, as well as, assist with, all endeavors of the board to include fund-raising and other parent-related committees;
- perform the duties of the Vice-President in the absence of that board member; and
- serve as ex officio member of fund-raising and other parent-related committees as designated by the President, with emphasis on assisting and advising the Sponsorship Coordinator.

**E. HOSPITALITY COORDINATOR.** The Hospitality Coordinator shall serve a two-year term.

The Hospitality Coordinator shall:

- serve as ex officio member of fund-raising and other parent-related committees as designated by the President;
- coordinate social and community events held at the school that are in support of the school faculty and staff, student body, and/or school operation; and
- celebrate the teachers with a card and generic scrip on their birthdays.

**F. RECORDING SECRETARY.** The Recording Secretary shall serve a two-year term.

The Recording Secretary shall:

- serve as ex officio member of fund-raising and other parent-related committees as designated by the President;
- record and prepare minutes for meetings of the Executive Board and the Association;
- post copies of the minutes of the meetings of the Association to the general membership through the website; and
- post current information regarding the Association on the website.

**G. CORRESPONDING SECRETARY.** The Corresponding Secretary shall serve a two-year term.

The Corresponding Secretary shall:

- serve as ex officio member of fund-raising and other parent-related committees as designated by the President;
- prepare correspondence at the request of the Association, the executive board and the Principal;
- keep the board, Principal and other key parties informed of matters relating to the school community;
- collaborate with the school's marketing coordinator to best promote events; and
- perform the duties of the Recording Secretary in the absence of that board member.

**H. ST. IGNATIUS TREASURER.** The Treasurer shall serve a two year term.

The SI Treasurer shall:

- serve as ex officio member of fund-raising and other parent-related committees as designated by the President;
- serve as the custodian of the Parent Association budget and account for the distribution of funds on a fiscal year basis which shall be from July 1 to June 30;
- prepare a budget for submission to the executive board and approval by the Association and the Principal. This budget will be prepared with input from the Principal, Development Director, and board, as deemed necessary; and
- serve as a liaison between the Association and the Sub Financial Committee.

**I. ST. FRANCIS TREASURER.** The Treasurer shall serve a two year term.

The SF Treasurer shall:

- serve as ex officio member of fund-raising and other parent-related committees as designated by the President;
- serve as the custodian of the Parent Association budget and account for the distribution of funds on a fiscal year basis which shall be from July 1 to June 30;

- prepare a budget for submission to the executive board and approval by the Association and the Principal. This budget will be prepared with input from the Principal, Development Director, and board, as deemed necessary; and
- serve as a liaison between the Association and the Sub Financial Committee.

**J. HOMEROOM PARENT COORDINATOR.** The Homeroom Parent Coordinator shall serve a two-year term.

The Homeroom Parent Coordinator shall:

- serve as ex officio member of fund-raising and other parent-related committees as designated by the President;
- solicit volunteers to serve as homeroom parents for each homeroom at each grade level;
- serve as liaison between the homeroom parents, the Executive Board and the Principal;
- plan and conduct a meeting of the homeroom parents, faculty and staff at the beginning of the school year; and
- host a mid year check in with the Homeroom Parents and Development Director.

**K. PRESCHOOL COORDINATOR.** The Preschool Coordinator shall serve a two-year term.

The Preschool Coordinator shall:

- serve as ex officio member of fund-raising and other parent-related committees as designated by the President;
- solicit volunteers to support preschool activities and events; and
- serve as liaison between the preschool homeroom volunteers, the Executive Board and the Principal.

**L. VOLUNTEER COORDINATOR.** The Volunteer Coordinator shall serve a two-year term.

The Volunteer Coordinator shall:

- serve as ex officio member of fund-raising and other parent-related committees as designated by the President;
- create and monitor a signup for all Association sponsored events; and
- serve as liaison between the volunteers, the Executive Board and the Principal.

**M. RESOURCE DEVELOPMENT REPRESENTATIVE.** The Resource Development Representative shall serve a two-year term.

The Resource Development Representative shall:

- serve as ex officio member of fund-raising and other parent-related committees as designated by the President;
- solicit sponsorships for Association sponsored events;
- serve as a liaison between the major event chairs and the Executive Board; and
- serve as liaison between the sponsors, the Executive Board, and the Principal.

**N. CURA PERSONALIS REPRESENTATIVE.** The Cura Personalis Representative shall serve a two-year term.

The Cura Personalis Representative shall:

- serve as ex officio member of fund-raising and other parent-related committees as designated by the President;
- coordinate and advocate for school families, faculty, and staff, who are in need of support and assistance;
- partner with Cura Personalis Director on immediate community needs; and
- in collaboration with the school and the cura personalis team, form a group to plan and execute Breakfast with Santa.

***Section 3. Duties of Officers.***

Duties of officers shall be those prescribed by the By-Laws, determined by the Association, or those duties generally understood to pertain to that office. Each officer shall keep a record of his or her activities during the year to be given to his or her successor prior to officer installation at the close of the officer’s term.

***Section 4. Selection of Officers.***

Consideration shall be given to existing board members for all positions, except those considered “automatic succession.” In these instances, it is presumed that the Vice-President shall become the President and the President becomes the Immediate Past President. This succession of office shall occur unless otherwise formally announced prior to the selection process.

The position of Vice-President shall be filled each year. Remaining board members will serve staggered two-year terms. The following positions will be selected in odd-numbered years: St. Ignatius member-at-large; Peter Faber member-at-large (subject to need); Corresponding Secretary; St. Francis Treasurer; Preschool Coordinator; Resource Development Coordinator. The following positions will be selected in even-numbered years: St. Francis Member-at-Large; Peter Faber member-at-large (subject to need); Hospitality Coordinator; Recording Secretary; St. Ignatius Treasurer; Homeroom Parent Coordinator; Cura Personalis Representative and Volunteer Coordinator.

The slate of officers selected by the nominating committee will be published in a 3rd Trimester newsletter with the approval of the Principal. Any dispute as to the selection process may be appealed in writing (email qualifies as in writing) to the principal for review and decision. Any appeal of a dispute with the selection process must be provided to the Principal within 10 days of publication of the slate of officers in the newsletter as set forth above.

***Section 5. Vacancy in Office.***

Upon the resignation or inability of any officer to fulfill his or her duties during the term prescribed, the executive board shall declare the office vacant. Vacancy in office shall be filled by temporary appointment by the President, until the next regular meeting when nominations and selection will be in order. If the office of President is vacant, the Vice-President shall be the acting President.

**ARTICLE III**

**GENERAL MEETINGS**

General meetings of the Association are those meetings held for the SFX Parent members and shall include the Executive Board. General Meetings shall be held four times a year from September through May, unless otherwise deemed necessary by the Executive Board. The annual meeting of the Association shall be the first regular meeting of the year. Special meetings of the Association may be called upon by the

Executive Board. The quorum at any meeting shall be those members present provided that in the case of any special meetings, special notice to the membership has been published.

**Section 1. Agenda Notification.**

All officers, committee chairmen and members of the Association shall notify the President either verbally or in writing three days prior to the regularly scheduled meeting of items they wish placed on the agenda. The President shall create and distribute an agenda in advance of the meeting with the understanding that there may be time-sensitive issues that arise that may be added to the agenda without advance written notice.

**Section 2. Minutes.**

The recording secretary will make the minutes of the general meetings available to the membership by posting them on the school website.

**Section 3. Annual Meeting**

The Annual Meeting will be the first General Meeting of the year at which goals and yearly expectations will be shared by the Executive Board and the principal. The principal will report on the state of the school, including but not limited to the financial state of the school and shall take questions from the parent members.

**ARTICLE V**

**COMMITTEES**

Committees shall include, but not be limited to, those named herein and such other committees as the Association may decide are needed from year to year. The Executive Board may adjust the committee roster from year to year, with the exception of the nominating committee; this is a standing committee.

Unless otherwise provided by the By-Laws, each chairperson may add such committee members as deemed necessary and shall keep the President informed. Each chairperson shall keep a record of the activities and shall present a written report in duplicate, one for the President and one for that position's successor due no later than the installation of new officers at the close of the school year.

Chairpersons of the committees shall be appointed by the President with the advice and consent of at least one of the officers. Chairpersons shall serve one year or longer, or until successors are appointed. Committees and their duties include, but are not limited, to the following:

**A. NOMINATING COMMITTEE.**

The nominating committee shall consist of the incoming President, the Development Director and no more than two members to be chosen by the incoming President for a total of not more than four members.

**B. OTHER COMMITTEES.**

The Executive Board may, with the approval of the principal, provide for such other committees to perform fund-raising and other parent-related activities, as it deems advisable and necessary, and may discontinue the same at its discretion. Each committee may have such powers and perform such duties as may be assigned by the Executive Board and shall be appointed and vacancies filled in the manner determined by the Executive Board. In the absence of any other directive, the President shall appoint all committees.

The Principal shall be advised of all committee activity and meeting dates in the event a representative, or his/her attendance, is required or requested.

**ARTICLE VI**

**PARLIAMENTARY AUTHORITY**

The Association may fix its own rules of procedure, but in absence of such rules, parliamentary authority for the Association shall be *Robert's Rules of Order*.

**ARTICLE VII**

**AMENDMENT**

These By-Laws may be amended at any regular meeting of the Association by a two-thirds vote of the members and upon approval by the Principal and Development Director. This vote can be taken at either a regular meeting or a special meeting.

Approval:

President of the Association:

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Date:

Approval:

Principal:

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Date:

Approval:

Development Director

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Date: