

**Saint Francis Catholic High School
Parent and School Association
BYLAWS 2007-2008**

Article I. Name

The Name of the organization shall be the "Saint Francis Catholic High School Parent School Association" (hereafter referred to as "PSA" or "Association").

Article II. Organizational Authority

This Association is an independent association operating in partnership with the Saint Francis Catholic High School (SFCHS) Principal.

Article III. Purpose/Vision

The purpose of the SFCHS PSA shall be to aid and support the Administrators and Faculty of SFCHS in their pursuit of the school's mission to develop young people into leaders who exhibit Service, Faith, Community, Honor and Scholarship; and specifically to aid in communications among parents, students, faculty and administrators of SFCHS and to engage in such support activities as may be deemed beneficial to the SFCHS community.

Article IV. Membership, Voting and Fees

A. Membership is automatic for all parents and legal guardians of a child attending SFCHS.

1. Each such parent or guardian shall be entitled to a single vote upon any matter brought for vote before the PSA membership.
2. Members must be present at the meeting during which a vote is called in order to cast his or her vote; no proxy shall be allowed.
3. Members must be in good standing (current in payment of membership dues) to be eligible to vote.

B. Membership dues of \$15.00 per student shall be assessed annually.

1. The SFCHS Financial Officer, at the beginning of each school year, shall collect membership dues.
2. The SFCHS Financial Officer shall deposit all collected membership dues into the PSA bank account.

C. The PSA President and SFCHS Principal must approve disbursement of funds exceeding \$200.00.

Article V. Executive Committee

- A. The PSA Executive Committee (EC) shall consist of the six officers of the Association (see Article VI) and any ex-officio and ad hoc members as shall be appointed.
- B. The Executive Committee shall conduct the Association's affairs.
 - 1. In conjunction with the SFCHS Administration, the EC shall designate an agenda prior to each General Association meeting (See item VI.C.4.1.)
 - 2. The EC shall form committees as deemed necessary and appropriate.
 - 3. The EC shall review all committee recommendations.
 - 4. The EC shall report PSA activities to the SFCHS Principal and to the general membership of the Association.
 - 5. Review and recommend to the SFCHS Administration disbursement of all monies collected from membership dues, fundraising events and donations.

Article VI. Officers and Duties

- A. The officers of the Association shall consist of:
 - 1. President
 - 2. Vice-President
 - 3. Recording Secretary
 - 4. Corresponding Secretary
 - 5. Treasurer
 - 6. Faculty Representative.
- B. Non-voting, ex-officio members shall include, but are not limited to:
 - 1. The SFCHS Principal
 - 2. The SFCHS Development Director
 - 3. Additional members as jointly appointed by the PSA President and the SFCHS Principal.
- C. Duties of the PSA Officers shall include:
 - 1. The President shall:
 - a. Preside at and administer all regular, special and Executive Committee meetings
 - b. Call special meetings of the PSA EC
 - c. Serve as an ex-officio member of the SFCHS School Board
 - d. Serve as an ex-officio member of all PSA committees
 - e. Perform such duties as are incumbent of this office.
 - 2. The Vice-President shall:
 - a. Assume the duties of the President in his/her absence

- b. Perform additional duties designated by the PSA President and report back to the President on progress of each of the assigned duties
 - c. Assist in the formation of and serve as an ex-officio member on all PSA committees
 - i. Serve as an active member on at least one standing Committee
 - ii. Lend support and provide communication between Committees and the EC.
 - d. Assists various Committees and lend support for each Committee to diligently pursue their goals and report their activities to the PSA EC.
3. The Recording Secretary shall:
- a. Record and make available to the members copies of the minutes of all General meetings and EC meetings
 - b. Record amendments to the PSA BYLAWS and provide updated BYLAW versions annually and as appropriate.
 - c. Provide and maintain records of meeting census via attendance sign-in sheets at all General, Special and EC meetings.
 - d. Perform additional duties designated by the President.
4. The Corresponding Secretary shall:
- a. Conduct the PSA correspondence
 - b. Publicize PSA meetings and functions in the school to all PSA members
 - c. Publish the agenda designated by the EC and SFCHS Administration prior to each General meeting (See item V.B.1.)
 - d. Serve as an ex-officio member of the Communications Committee
 - e. Perform additional duties designated by the President.
5. The Treasurer shall:
- a. Collect all monies raised by the SFCHS PSA including fundraising proceeds and donations; delivering the same to the SFCHS Financial Officer
 - b. Provide the SFCHS Administration the source of all collected funds and specific intended use of the funds, if any.

- c. Ensure that no monies raised or collected by the SFCHS PSA are deposited in any bank account other than the appropriate SFCHS account
 - d. Receive from the SFCHS Administration and report to the PSA membership the actual income, expenses and funds on hand, no less than semi-annually
 - e. Prepare and submit to the SFCHS Principal a proposed annual PSA Budget
 - i. Obtain budget item input from PSA officers and members
 - ii. Include anticipated revenues and expenses.
6. The Faculty Representative shall be appointed by the SFCHS Administration.
- a. The Representative shall serve as liaison between the faculty, the Administration and the Association.
 - b. The Representative shall report Association business at Faculty Meetings.

Article VII Election and Tenure of Officers

- A. All Officers of the Association, except the Faculty Representative, shall be elected by the members at the fourth quarterly General meeting each Spring.
- 1. If only one candidate is nominated for a position, a majority vote shall be required to ratify election to the position.
 - 2. Where more than two candidates compete for one office, and no candidate receives a majority vote, one of the two candidates receiving the most votes shall be elected in a runoff election.
 - 3. Candidates shall be solicited from the membership during the third quarterly General meeting each year (usually January).
 - a. Candidates may submit their qualifications and/or biographies to the Corresponding Secretary for publication.
 - b. The Corresponding Secretary shall publish the Candidates information, in the school newsletter in the month following the third quarterly meeting (usually the February newsletter).
 - 4. The election of new officers shall take place at the fourth quarterly General meeting each year (usually April).

- C. The Term for each Office shall be two years.
 - 1. New Officers shall assume their positions at the close of the fourth quarterly General meeting each year.
 - 2. If an Officer is unwilling or unable to complete their Term of Office, the general membership shall choose a replacement at the next General meeting from a slate of candidates submitted by the General membership.
- D. Any Officer of the PSA may be removed from Office.
 - 1. An Officer may be removed for Cause.
 - a. "Cause" is defined as any action that causes or may cause recognizable detriment to the assets, reputation or character of SFCHS or any of its students or employees.
 - b. Removal for Cause shall occur at the direction of the SFCHS Principal.
 - 2. An Officer may be removed by the membership of the PSA.
 - a. Removal by PSA membership shall occur upon the majority vote of the membership
 - b. Removal vote shall take place at a duly noticed Special meeting called for that purpose.

Article VIII. Meetings

- A. General membership meetings of the Association shall be held not more than monthly, August through May, as determined by the President of the Association in collaboration with the SFCHS Administration.
 - 1. General meetings shall avoid, as far as practicable, conflict with other SFCHS group meetings.
 - 2. The EC shall provide a proposed schedule of General meetings for each school year to the SFCHS Administration prior to the first day of the school year.
 - 3. General meetings shall be scheduled at least quarterly during the school year.
- B. Special meetings of the Association may be called at any time by the PSA President or the SFCHS Administration.
 - 1. No less than 48 hours advance notice of a Special meeting shall be given to the membership.
 - 2. Special meetings shall avoid, as far as practicable, conflict with other SFCHS group meetings.

Article IX. Parliamentary Authority

- A. The proceedings of the Association shall be governed according to the rules specified in Robert, Henry M., *Robert's Rules of Order*, Perseus Books Group; 10th edition (November 10, 2000). These rules shall apply to all General and Special meetings of the membership and to the Executive Committee meetings.

- B. For the purpose of the Association, the Parliamentary authority specified in Paragraph A shall be amended as follows:
1. For General or Special meetings of the Association, a Quorum shall consist of members equal in number to 15% of the student body census.
 2. The Quorum for Executive Committee meetings shall be a majority of the E.C. members
 3. Unless otherwise specified in these Bylaws, tallies of votes taken in General, Special and Executive Committee meetings shall be based on the total votes cast.
 - a) Outcomes of votes, other than proposed Amendments to the Bylaws (see X.B.), shall be determined by a simple majority of votes cast.
 - b) Votes shall only be cast by members present at the meeting; no proxy votes are allowed (see IV.A.1. 3.)
 4. Regular, Special and Executive Committee meetings that adjourn and are recalled to order within a seventy-two hour period are considered to be a single session.

Article X. Amendments

Amendments to these Bylaws can be proposed by any member at any regular meeting.

A. The President shall give written notice of the Proposed Amendment to all members of the Association within thirty days following the meeting in which the Amendment is proposed.

B. Final approval of the Amendment shall be made by a 2/3 majority of the members present at the next regular meeting.

Article XI. Committees and Functions

A. All members of the Association are eligible to serve as members of the PSA committees.

3. The PSA shall provide committee sign-up sheets to be available to the membership at the school's Book-Pick-up Day prior to the beginning of each school year.
4. The PSA shall provide committee sign-up sheets to be available to the membership at the first quarterly General PSA meeting each school year.
5. The PSA shall provide committee sign-up sheets to be available to the membership at the school's Administrative Office prior to the first quarterly General PSA meeting each school year.

B. Chairpersons for each committee shall be appointed for the following school year no later than the final quarterly General meeting each school year.

1. The President of the PSA shall call for volunteers to serve as chairs of each committee no later than the last quarterly General membership meeting during the current school year.
 2. New committee chairs appointments shall become effective as of the end of the current school year.
 3. The Chairperson shall be responsible for the Committee's activities
 4. The Chairperson shall report the goals, activities and accomplishments of the Committee, at least quarterly, to the PSA Vice President.
- D. The Association shall maintain several Standing Committees.
1. Functions of the Standing Committees shall be described in a detail in a Committee Functions Annex to the Bylaws.
 2. A Development Committee shall be a Standing Committee.
 3. A Volunteer Coordination Committee shall be a Standing Committee.
 4. A Communication Committee shall be a Standing Committee.
- E. The Committee Functions Annex shall be reviewed, updated and approved annually, no later than the first quarterly General meeting each school year.

Note from the first version, from the 2005-2006 school year, "*The Catholic Home & School Association Guidebook was used as a guideline for development of the by-laws (March 2005)*".