

## ARTICLE I: NAME

The name of this organization shall be: THE ST. MICHAEL SCHOOL FAMILY ASSOCIATION.

## ARTICLE II: OBJECTIVES

The primary mission of this organization is dedicated to continual improvement in the educational experience of the children at St. Michael School through parental involvement in the life of the school; open communication between parents and teachers; the creation of opportunities for social interaction between families, teachers, administration and staff; and raising of funds for the accomplishment of these objectives and other needs of the school. To this end, the SFA is an Association that will endeavor to:

1. Be a support system for the school and accept the policies, and curriculum set forth by the pastor, principal, and Diocesan Education office.
2. To promote understanding, cooperation, and mutual support between children, teachers, parents or guardians, and the religious leadership of the school and diocese. This can be accomplished by.
  - a. Encouraging parents or guardians to participate in the development and operation of supportive educational programs and functions.
  - b. When needed, provide support mechanisms for the extraordinary fiscal (fundraising) demands of the school.
  - c. Offer well-planned programs, of particular interest to parents or guardians, which are related to Catholic education.
  - d. Monitor and, where necessary, respond to community, state, and federal influences on Catholic education in the context of St. Michael School.
  - e. Create greater appreciation of Catholic education and, through this process, strengthen the family as the basic unit of Catholic education.

What the SFA is not:

1. The SFA is not an organization that makes decisions regarding the daily schedule of the school or the policies set forth in the St. Michael School Parent/Student Handbook
2. A sounding board system for parents to register a complaint to.

## ARTICLE III: AUTHORITY

The Association will accept and respect the authority of: the Bishop, the Diocesan Education Office, the Superintendent of Schools, the St. Michael superintendent, principal and teachers for the formal education of children in the school. The authority of the Association is limited by its objectives and is derived jointly from the diocese and the parents or guardians of the children. The St. Michael SFA and its governing board are not responsible for administrative policy and

decisions, nor for the day to day operation of the school, which, according to diocesan policy, is the responsibility of the principal and pastor.

#### ARTICLE IV: MEMBERSHIP

Any person interested in the education of children at St. Michael School will be eligible for membership in the Association. Membership of parents of children in St. Michael School is automatic and is determined by procedures set forth in the bylaws. **Membership duties include, but are not limited to:**

- a. **Participating in SFA sponsored events and fundraisers**
- b. **Volunteering for SFA sponsored events**

¶

#### ARTICLE V: OFFICERS

Section 1. The elected officers of this organization will be the President, President-Elect, Secretary, ~~and~~ Treasurer, **and Corporate Sponsor Chair**. Elected officers may be marital partners; however, each office is restricted to one vote on Executive Board decisions. Elected officers commence duties as of June 1st of the elected year.

Section 2. The term of the elected offices of Secretary and Treasurer will be two years, beginning June 1st of the elected year. No officer may hold the same office for more than two consecutive terms. The elections of the Secretary shall be held in even years and the election of the Treasurer shall be held in odd years.

Section 3. Officers are to be introduced for their terms of office as the last item of business at the first annual meeting of the school year.

Section 4. For purposes of continuity, the President-Elect shall succeed to the presidency after one year.

#### ARTICLE VI: EXECUTIVE BOARD

Section 1. The Executive Board will consist of the elected officers, the spiritual advisor, the school principal, **finance director** and a teacher representative. In case of tie votes, the spiritual advisor will cast the deciding ballot.

Section 2. Ex officio members of the Board will consist of chairpersons of the standing committees as defined in the bylaws.

Section 3. The spiritual advisor shall be the Pastor of St. Michael Parish or his delegate.

Section 4. The Board will have responsibility for attaining the objectives set forth in Article II; for the business affairs of the Association; for providing input and feedback on matters of school policy; and for monitoring and directing the activity of its standing and special committees.

## ARTICLE VII: NOMINATIONS, ELECTIONS AND APPOINTMENTS

Section 1. Nominations for officers shall be made by the Nomination Committee ~~by the last week in January~~ ~~at least six weeks prior to the election~~. Consent of all nominees must be obtained prior to placement of their name on the ballot. At least one nominee for each position is necessary.

Section 2. Nominations by the Nominating Committee may be augmented by solicitation of written nominations from Association members. The parish bulletin and the school newsletter are to be used in the nomination process.

Section 3. Members of the Nominating Committee will be responsible for organizing the elections for Board membership, which will be ~~by ballot~~ ~~before March 1st every year~~ ~~by ballot~~ ~~two weeks prior to the end of the year business for SFA~~. Results of the election will be announced in the ~~School~~ Newsletter ~~in the month of March~~ ~~from the SFA in May~~.

Section 4. Vacancies in the offices of Treasurer, Secretary, ~~Corporate Sponsor Chair~~ and chairpersons of standing committees shall be filled at the next regularly scheduled meeting of the Board. In the event ~~of~~ a vacancy in the office of President-Elect, a new President must be selected through a general election as outlined in Sections 1, 2, and 3.

## ARTICLE VIII: AMENDMENTS

Section 1. The Constitution or its bylaws may be altered by a two-thirds vote of the Association members present at a general meeting, provided notice of the proposed change is given in writing at the preceding general meeting, or provided a unanimous vote is obtained where no notice is given. All considered alterations must first meet the approval of the spiritual advisor or his delegate.

Section 2. Amendments to the Constitution or its bylaws shall be incorporated in writing by the Secretary and revised copies of the document shall be placed in the school office, in the rectory, and with each member of the Board. A copy shall also be maintained and updated on an annual basis in a format consistent with current technology. The date of revision shall be affixed to the last page of these documents.

## BYLAWS

### ARTICLE I: DUTIES OF OFFICERS

President: The President will preside at all meetings of the Association and of its Executive Board and appoint committee chairpersons with approval of the Board. The President shall further perform such duties as are incumbent on this office and shall serve as an ex-officio member of all committees, except the Nominating Committee.

President-Elect: The President-Elect shall perform the duties of the President in the absence of that person and shall assume the duties of that office until the end of the next annual meeting should the office of President become vacant. Upon completion of this term of office, the President-Elect shall assume the duties of the office of President.

Secretary: The Secretary shall keep the minutes of all Association and Executive Board meetings and shall maintain an orderly file of the minutes, correspondence, meeting notices, committee assignments, and other records of importance to the Association. Minutes should be forwarded to the Pastor for approval, and then sent out to the school families on a quarterly basis. The Secretary shall also give notice of all Association meetings.

Treasurer: The Treasurer will receive and manage all ~~dues and other~~ monies and shall make disbursements as needed and/or authorized. The Treasurer shall make a verbal financial report at each general Association meeting and a written annual report for examination by the Association at its annual meeting. This final written report is to be filed at the St. Michael Superintendent's office.

**Corporate Sponsor Chair: The Corporate Sponsor Chair is focused on cultivating relationships with corporate sponsors from our parish and school communities. They focus on raising funds to help provide assistance for school needs and student/teacher enrichment. They will provide updates to the corporate sponsors throughout the year to how the donated funds are allocated. They are in charge of procuring corporate logos and ensuring logos are used in appropriate marketing items. will .....**

## ARTICLE II: MEETINGS

~~The monthly school newsletter will include an SFA section to bring all school families up to date with SFA business and events. Annual update for end of the year business. A newsletter from the SFA secretary will be emailed in May to bring all school families up to date with the end of the year School Family Association business.~~ This would include announcing the new SFA members of the board.

General Meetings: General meetings of the Association will be held in the months of August and January, with one being optional at the discretion of the Executive Board.

Executive Board Meetings: The Board will meet on a regular basis **monthly during the school year.**~~in alternate months from those for the general meetings.~~ The Board will meet more frequently when necessary, especially at the beginning of the school year, **as needed during the summer, and prior to fundraiser events.** The President, or any three members of the Board, will have the power to call a meeting of the Board. Executive Board meetings will be open to members of the Association.

Emergency Meetings: Under extraordinary circumstances, the Executive Board may call a meeting of the Association without formal notice.

Notice: General and annual meetings of the Association will be announced in the parish bulletin and the school newsletter whenever possible.

~~ARTICLE III: DUES- \$10.00 per year per family The dues will be determined by the Executive Board on a yearly basis. The recommendation of the Board shall be voted upon at the annual meeting. Dues are collected at the beginning of the year by the SFA board. ¶~~

#### ARTICLE ~~III~~IV: QUORUMS

A simple majority of those present will be required to conduct business at a general or annual meeting. The Executive Board must have a majority of its voting members attending to conduct business.

#### ARTICLE IV: RULES OF ORDER

All meetings of the Association and of its Executive Board will be conducted according to ~~the outlined structure within this document~~ ~~Robert's Rules of Order, Revised~~. The Executive Board may elect to dispense with these Rules by a simple majority vote. Suggestions at Association meetings concerning matters of policy ordinarily under the purview of the Principal or Superintendent are subjected to limited debate by the President. Suggestions of this type shall be referred without vote to the Executive Board, which will then be referred to the Principal and Superintendent.

##### Agenda for Board Meetings:

- a. Opening Prayer
- b. Welcome/Agenda Outline
- c. Principal Report
- d. Treasurer Report
- e. Table Discussion
- f. Review of Financial Requests
- g. Voting of Necessary Items
- h. Notice of Next Meeting
- i. Closing Prayer

#### ARTICLE VI: COMMITTEES

The Association will maintain the following standing committees, each appointed by the Executive Board of the School Family Association:

1. Communications: The communications committee shall be responsible for **creating** public relations as deemed appropriate by the Executive Board, School and Parish officials, and the committee chairperson. **Any public media created will be submitted to the school for publication.** Its duties include, but are not limited to:
  - a. Publication of a School Family newsletter
  - b. Media exchange-publicity

2. ~~Parent Ambassadors~~: The parent ambassador ~~e-volunteer~~ committee shall ensure that there is a coordinator or volunteer for activities and committees related to school services and academics. These include but are not limited to:

- ~~a. Health Screenings~~
- a. Hospitality
- b. Room Parents
- c. Teacher Appreciation
- d. SFA sponsored events

3. Fundraising: The fundraising committee shall ensure there is a coordinator for fundraising activities and serve as the contact person for questions and possible new ideas. Fundraising activities include but are not limited to:

- a. LIVE!ive
- b. Plant Sale
- c. Community Outreach (including but not limited to Trunk or Treat and Dine out Nights)
- d. School Staff Christmas Bonus
- ~~Toast to Excellence~~
- ~~b. Warrior Walk~~

Additional duties, organization, and operation of each of these committees will vary according to the needs as perceived by the Executive Board and the chairperson of each respective committee. A detailed description of the duties of all standing committees will be maintained in the School office.

The Association will maintain the following special committee:

1. Nominating Committee. The Nominating Committee shall consist of the Principal and the spiritual advisor. The Executive Board may have suggestions and input regarding those who might be considered for nomination. The Nominating Committee shall operate under the guidelines set forth in Article VII of the Constitution.

The Board may establish additional special committees; however, special committees are of a temporary nature and their responsibilities will terminate upon completion of their specific task.

Approved: ENTER DATE