

# *Constitution and Bylaws*

- *Article I: Name*  
*The name of this Association will be the Family Association of St. Mark (FSA). This will be a non-profit organization.*
  
- *Article II: Purpose*
  - a. *The FSA is the official parent organization of the school which provides support to the school in order to assist in the achievement of its goals and objectives.*
  - b. *To encourage all parents of Saint Mark to be active members and take part in school affairs.*
  - c. *To help parents and teacher acquire a profound appreciation of the Catholic Education.*
  - d. *To promote a clearer understanding of the mutual educational responsibilities of parents and teachers by paralleling the mission and objectives of the FSA with those of the school and parish.*
  - e. *To marshal the resources and talents of the parents/guardian to improve the school and achieve its goal while promoting and encouraging a commitment to children and the school.*
  - f. *To assist the school at fund-raising by supporting the existing fund-raising activities and formulating new ideas and presenting them to the Pastor and Principal.*
  - g. *To cooperate with teacher and administrator so that the spiritual growth and academic excellence of the students may be preserved and fostered.*
  
- *Article III: Membership*
  - a. *Membership shall consists of parents or guardian of the students of Saint Mark's and faculty of the school.*
  - b. *The FSA will report directly to the Pastor or Principal of the Saint Mark Catholic School.*
  
- *Article IV: Respect For School Policies*
  - a. *The FSA shall act within the established school policies and practices set forth by the pastor and School Principal.*
  
- *Article V: Officers*
  - a. *The Officers shall be the president, vice president, secretary, treasurer and facilitator.*
  - b. *These officers will be elected every two years at the annual meeting which shall be the final meeting of the year. Only members in good standing shall be eligible to vote.*
  - c. *The term of the office shall be for two years commencing at the end of the school year. Each officer may only serve two terms in the same Executive Board office.*
  - d. *The past president, ex-officio shall sit on the Executive Boards for one year after his/her term of office has expired.*
  - e. *If the office of president is vacated, the vice president shall assume the duties of the president for the remaining of the term.*
  - f. *If the office vice president, secretary or treasured is vacated, it shall be filled by appointment of the executive board.*
  
- *Article VI: Duties of Officers*
  - a. *President*
    1. *President over and establishes agenda for all meeting of the FSA and its Executive board.*
    2. *Appoints committees, as he or she deems necessary to carry out the functions of the FSA.*
    3. *Approves appointments of standing committee representatives.*
    4. *Represents the FSA before the parish council.*
    5. *Performs such duties approved by the FSA and its executive board.*
    6. *Shall assure that all duties as approved by the FSA and its executive board.*
  
  - b. *Vice President*
    1. *Shall act as aide to the president and shall perform the duties of the president in the absence of the president.*
    2. *Shall handle aspects of arranging meetings and functions of the FSA.*

3. Provides a copy of the FSA's entire year's activities at the first or second association meeting.

4. Shall serve as liaison between appointed committee coordinators, and the Executive Board.

c. Secretary

1. Shall maintain accurate records of all meetings.

2. Shall handle any correspondence on behalf of the FSA.

3. Confirm attendance at all meetings and functions prior to the scheduled meeting and follow up with thank you notes as appropriate.

4. Shall submit a copy of the minutes of each meeting to all board members.

5. Shall keep records of service hours donated.

d. Treasurer

1. Shall prepare current financial reports to be presented at each board meeting.

2. Shall ensure that all check disbursements are properly endorsed and approved with two signatures. Checks must be signed by the Treasurer and/or President, or the Pastor or Principal.

3. Shall keep accurate and current records of all receipts and expenditure and bank account reconciliation.

e. Facilitator

1. Assists the chairperson in the physical aspects of the meetings, including direct intervention to maintain order.

2. Other duties include, managing the doors, windows, chair, lights and audio-visual equipment.

3. He/She may also help count votes, assist in distributing refreshments.

4. Advise the chairperson of special situations that may affect assembly.

5. Works on putting together events for the school.

• Article VII: Dues

a. Fees shall be determined by the executive committee of the Association annually prior to registration for the following year.

b. All members of the School Faculty shall be gratis members of the FSA.

c. Families may join the organization at any time of the year, but dues must be paid in full at the meeting prior to an election in order to vote.

• Article VIII: Service Hours

The parents service hour program was initiated as a means to help defray the school operational expenses.

a. Service hours are time (hours) donated by the parents toward volunteering at a variety of school functions. The FSA will provide a list of functions that would benefit from parents' involvement.

b. Each kindergarten – 8<sup>th</sup> grade school family is responsible to acquire twenty (20) hours of volunteer service annually or pay a fee as stated by the school administrator at the beginning of the year.

c. Family who opt to do service hours must fill out a volunteer application form before services are rendered and must fulfill them accordingly.

d. The FSA President will appoint a service hour committee that will tabulate the balance of hours worked by all parents. The Secretary shall review the hours tabulated by the Committee. The Secretary will then forward result to the Principal.

e. This Committee will also keep families informed of their hours by way of communication folders.

• Article IX: Executive Board

a. The executive board shall consist of the electoral officers, and ex-officio members (past president, pastor or principal and faculty representative).

Each shall fill responsibilities for the FSA's business affairs, including the approval of committee appointments, review of the committee reports, consideration of suggestions concerning FSA business. Additionally, specific tasks for each person defined in Article VI.

b. The voting Board shall consist of the president, vice president, treasurer and facilitator.

c. All donations, expenditures, and decisions shall be made by a majority of members of the Voting Board. A

*quorum shall consist of three members of the Voting Board.*

- *Article X: Meetings*
  - a. *The general meeting of the FSA will be held three times a year. The Executive Board reserves the right to change the general meeting dates when circumstances warrant it.*
  - b. *Executive Board meetings shall be scheduled once a month and committee chairpersons will be present.*
  - c. *An agenda for general meetings shall be distributed to each member at least 48 hours prior to the meeting.*
  - d. *Special FSA Board and/or Executive Board meetings may be called by the FSA President.*
  
- *Article XI: Nominations and Elections*
  - a. *Nominations*
    1. *All those interested in an appointment will submit candidacy forms to the school with a short statement (100 words or less) three weeks prior to the elections.*
    2. *Candidacy forms will be distributed in the communication folders of current Saint Mark families.*
  - b. *Elections*
    1. *During the last even year meeting the nominees will be allowed the opportunity to present their qualification to the membership in verbal form. Each nominee will receive equal time in speaking as deemed reasonable by the President*
    2. *Secret ballots will be tallied by a volunteer non-bias committee selected at random.*
    3. *Ballot counts shall be verified by the current secretary and principal or faculty members.*
    4. *Candidates will be elected based on highest number of votes. When more than two candidates compete for one office and no candidate receives the majority of votes, a run-off election shall be held between the two candidates with the highest number of votes.*
  
- *Article XII: Committees*
  - a. *Committees, in keeping with the FSA's objectives, may be appointed by the FSA President and approved by the Executive Board.*
  - b. *All committees will submit annual reports and will be subjects to an annual review process.*
  - c. *All committee functions shall be approved by the Executive Board.*
  
- *Article XIII: Rules of Order*
  - a. *All meetings of the FSA shall be conducted according to Robert's Revised Rules of Order.*
  - b. *Any suggestions made at a general meeting concerning established school policies and practices shall be discussed, noted, and referred by the Executive Board to the Advisory Board.*
  
- *Article XIV: Quorum*

*Shall consist of five members: consisting of the executive board, the principal and/or pastor and a faculty representative.*
  
- *Article XV: Evaluation Process*
  - a. *The FSA President will assign a member of the Executive Board to prepare and execute an annual evaluation process of the committees to be reviewed at the final meeting of the year.*
  - b. *The process can be in the form of a questionnaire or some other format agreed to by mutual consent of the Executive Board and presented to all FSA members.*
  - c. *The purpose of the evaluation is to improve the function of the Association.*
  - d. *The Executive Board will hold subsequent meetings to act on the results of the evaluations and any suggestions contained therein.*
  
- *Article XVI: Amendments*

*These bylaws may be amended by a two-thirds vote of those members present at any general membership meeting, regular or special, provided that written notice of changes and the intention to consider amendments at such meetings*

*shall have been sent to each member at least two weeks prior to the meeting.*

- *Article XVII: Disbursement of Funds:*
  - a. *All funds raised by the Saint Mark FSA shall be allocated in the following manner:*
    - 1. *Improvements toward Saint Mark Pre School, Elementary, and Middle School building educational departments and classes.*
    - 2. *Supplies and equipment for Saint Mark Pre School, Elementary, and Middle School classes and department.*
    - 3. *Supplies needed by the FSA board to perform the necessary business of the FSA board and committees.*
    - 4. *Donations, and/or sponsorships to our Saint Mark organizations and charities.*
    - 5. *Bereavement, illness, and disaster funds for families of Saint Mark Catholic School.*
    - 6. *Any allocation that may benefit Saint Mark Pre School, Elementary, or Middle School.*
    - 7. *Any disbursements are subject to approval by a vote of the Executive Board as well as the approval of the Pastor and/or Principal.*
  - b. *Publication of funds:*
    - 1. *A detailed treasurer's report shall be published and presented at each of the (3) general meetings.*
    - 2. *Monthly treasurer's reports shall be available for review in our "FSA at Work Book" located in the front office.*
  - c. *Prohibitions:*
    - 1. *No Officer or members of their family shall use the FSA funds for the following:*
      - a. *Complimentary tickets to any FSA sponsored event.*
      - b. *Personal use.*
      - c. *Board meeting dinners, parties, or cocktail hours.*
      - d. *At least one week prior to a vote, the Executive Board shall publish to the membership all requests for expenditures of funds in excess of \$5000, excluding fundraising expenses. The Executive Board will make reasonable efforts to regularly inform the membership of requests for FSA funds.*

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