

ST. FRANCIS DE SALES

PARENT-TEACHER ORGANIZATION

BY- LAWS

ARTICLE I - NAME

Section 1. The name of this organization shall be: St. Francis de Sales Parent- Teacher Organization.

ARTICLE II - PURPOSE

Section 1. The purpose of this organization shall be as follows: 1.To promote and maintain sound educational opportunities for our children, and to promote and maintain good public relations in our school and in our community; to assist the pastor, School Board, and faculty of the school in developing a good educational program through promoting volunteer programs and other services, including closer parent-teacher cooperation and financial assistance when needed, for the benefit of the pupils of this school. This organization shall function as part of and be subject to the Day School Board of Education.

ARTICLE III - MEMBERSHIP

Section 1. The membership of this organization shall include parents, guardians, teachers, principal, pastor, and associate pastor.

Section 2. Dues: Annual dues shall be \$2.00 per year per family. ⁴⁹

ARTICLE IV - OFFICERS

Section 1. The officers of this organization shall include a president, a vice-president, a secretary, and a treasurer. All of these officers shall be elected annually by the membership by written ballot prepared and submitted by a nominating committee of at least three members appointed by the president. ¹⁸

Section 2. Any member of the organization shall be eligible of any office.

Section 3. Duties: The duties of the officers shall be as follows:

(a) The president shall preside at all regular and special meetings of the Board or the membership;

(b) The vice-president shall perform all the duties of the president when he/she is absent or unable to act;

(c) The secretary shall maintain a written record of all acts of the organization; conduct, receive and dispose of all correspondence as directed; and preserve all reports and documents committed to his/her care; and

(d) The treasurer shall maintain a record of all financial transactions which are proper to the organization and maintain the funds thereof.

Section 4. Term of Office: The term of office shall be one calendar year commencing Jun 1, and ending May 31. ⁵

Section 5. The initial officers and directors shall serve until May 31, 1977.

ARTICLE V - MEETINGS

Section 1. This organization shall hold quarterly meetings during the school year to be set for a date mutually agreed upon by the Board of Directors. Any additional meetings, special or otherwise, shall be decided by the then existing Board of Directors of the ST. Francis de Sales Parent-Teacher Organization.

ARTICLE VI - BOARD OF DIRECTORS

Section 1. There shall be a Board of Directors for this organization consisting of the four officers elected from the St. Francis de Sales Parent-Teacher organization membership, and two (2) teachers elected from the teaching staff of the school. This board shall also include as member, the pastor, the designated School Board representative, the principal, and three at-large directors elected by the membership at the same time and for the same term as the officers. ^{2 6 7}

Section 2. Six (6) Board members shall be deemed to be a quorum for the purpose of transacting official business of the Board of Directors. ³

Section 3. It shall be the duty of the Board of Directors to manage the affairs of the organization.

ARTICLE VII - COMMITTEES

Section 1. The only standing committees of this organization shall be those created by the membership or by resolution of the Board of Directors. The said committees shall be responsible for the duties assigned by the resolution creating same and the membership of each shall serve for the same term as the president appointing them.

ARTICLE VIII - PARLIAMENTARY AUTHORITY

Section 1. The parliamentary authority for this organization shall be Roberts Rules of Order.

ARTICLE IX - AMENDMENTS

Section 1. A vote of two-thirds (2/3) majority of the membership attending a meeting shall be necessary in order to amend the existing By-laws of the organization. Notice of proposal to amend By-laws shall be included in notice of any meeting at which amendment of By-laws is sought.

AMENDMENTS TO THE BY-LAWS

1. ARTICLE IV - OFFICERS, Section 1. The officers of this organization shall include a president or chair-couple, a vice-president, a secretary, and a treasurer. All of these officers shall be elected annually by the membership by written ballot prepared and submitted by a nominating committee of at least three members appointed by the president. (Amended May 10, 1978)

2. ARTICLE VI - BOARD OF DIRECTORS, Section 1. There shall be a Board of Directors for this organization consisting of the four officers elected from the St. Francis de Sales Parent-Teacher Organization membership, and two (2) teachers elected from the teaching staff of the school. This board shall also include as member, the pastor, the designated School Board representative, the principal, and from 3 to 5 at-large directors elected by the membership at the same time and for the same term as the officers. (Amended May 10, 1978)

3. ARTICLE VI - BOARD OF DIRECTORS, Section 2. At least 1/2 of the existing membership of the Board shall be deemed to be quorum for the purpose of transacting official business by the Board of Directors. (Amended may 10, 1978)

4. ARTICLE III - MEMBERSHIP, Section 2. Annual dues shall be \$5.00 per year, per family. (Amended May 10, 1989)

5. ARTICLE IV - OFFICERS, Section 4, Term of Office. The term of office for the officers shall be two calendar years, commencing June 1, and ending May 31; the first year of which will be served as an "Officer Elect", followed by the second year of the term as "Officer" (ie. president, vice-president, secretary, treasurer). (Amended May 10, 1989)

6. ARTICLE VI - BOARD OF DIRECTORS, Section 1. There shall be a Board of Directors for this organization consisting of the four officers elected from the St. Francis de Sales Parent-Teacher Organization membership, and two (2) teachers elected from the teaching staff of the school. The board shall also include a member, the pastor, the principal, and at least 5 members-at-large appointed by the existing officers of the Board for the term of one calendar year commencing June 1, and ending May 31. (Amended May 10, 1989)

7. ARTICLE VI - BOARD OF DIRECTORS, Section 1. There shall be a Board of Directors for this organization consisting of the four officers elected from the St. Francis de Sales Parent-Teacher Organization membership, and two (2) teachers elected from the teaching staff of the school. The board shall also include a member, the pastor and the principal. (Amended August 25, 2004)

8. ARTICLE IV - OFFICERS. Section 1. The officers of this organization shall include a president or chair-couple, a vice-president, a secretary, and a treasurer. All of these officers for the following year shall be elected annually by the membership by written ballot prepared and submitted by a nominating committee consisting of the current year officers. (Amended August 25, 2004)

9. ARTICLE III - MEMBERSHIP, Section 2. Annual dues shall be \$35.00 per year, per family beginning 2008-2009 school year. (Amended November 15, 2007)