

## **St. Luke the Evangelist Catholic School Family School Association (FSA) Bylaws**

The St. Luke the Evangelist Catholic School Family School Association (FSA/the Association) is an active organization that works to build a community connection between parents, teachers, staff and the students of St. Luke the Evangelist Catholic School.

### **FAMILY SCHOOL ASSOCIATION MISSION STATEMENT**

Our mission is to provide parents and teachers a means of sharing and creating experiences for the benefit of the child, the school, and the home.

### **ARTICLE I – ORGANIZATION**

Section 1. The name of the Association shall be St Luke the Evangelist Catholic School Family School Association (Referenced herein as FSA or the Association).

Section 2. The Association shall cooperate with the school to support the improvement of education in ways that will not interfere with the administration of the school and shall not seek to control the school's policies.

### **ARTICLE II – PURPOSE**

The purpose of FSA is to support overall education by coordinating activities between the home and school. Funds raised by the organization will make ongoing growth and development possible. The FSA will aid the faculty and school through the following areas:

- Coordinate fundraising.
- Coordinate school social events.
- Assist with special projects for school improvement as needed.
- Assist with recognition and appreciation events for students and staff.
- Coordinate volunteers where required for FSA activities.
- Assist in other endeavors as requested by the St. Luke the Evangelist Catholic School Board and principal.

### **ARTICLE III – MEMBERSHIP**

Section 1. Membership in FSA shall be available to all parents/guardians with children currently or enrolled as of May of the current year in St. Luke the Evangelist Catholic School. Faculty/administration are members and shall enjoy all rights and privileges of membership. Parents are expected to become actively involved in, participate and support St. Luke the Evangelist Catholic School's parent organization.

Section 2. Membership will be without regard to race, color, creed or national origin.

### **ARTICLE IV – OFFICERS AND THEIR ELECTION**

Section 1. Each officer must be a member of Association.

Section 2. The officers of this organization shall consist of a president, vice president, secretary, and treasurer. Upon approval of the association, the duties of an office may be shared by two elected officers.

Section 3. The school principal will serve as an advisor to the Executive Council. The school faculty, staff and board of education members may not hold an Executive Council position while serving in their current capacity.

Section 4. A nominating committee or Executive Council shall nominate an eligible person for each office to be filled for general elections in February. Any member of the FSA is eligible for nomination. Anyone interested should contact the nominating committee or Executive Council no later than two weeks prior to the March meeting.

Section 5. The election of officers will take place the day of the general meeting in March. Voting will be conducted via Google form that will be sent to all FSA members following the nominations at the March meeting.

Section 6. Elected officers will assume their official duties at the first April meeting.

### **ARTICLE V – EXECUTIVE COUNCIL (OFFICERS)**

Section 1. The Executive Council shall consist of the officers of FSA and the principal of the school or a representative appointed by the principal.

Section 2. The Executive Council will have the general management and control of the business and affairs of the association and may exercise all the powers possessed by the Association.

Section 3. The duties of the Executive Council shall be:

- To transact necessary business in the intervals between FSA meetings and such other business as may be referred to it by the FSA.
- To create standing and special committees.
- To approve plans of work of all special committees.
- To present a report of all Council action at the regular meeting.
- To approve routine bills within the limits of the budget.
- Form a nominating committee, to acquire people for election.
- Be responsible for the maintenance of all committee books and records.

#### **ARTICLE VI – TERMS OF SERVICE**

Section 1. Each Executive Council officer:

- A. Will be elected for a two-year term.
- B. Will attend two meetings a month – general session and Executive Council session.
- C. Will transition/overlap in duties with their incoming replacement for one month.
- D. Will not serve more than two consecutive terms (including succession) unless exception is obtained by the current Executive Council, principal, pastor and school board.
- E. May run for office again after a one-year absence.

Section 2. Succession/Vacancies.

- A. If for some reason, an officer must leave before the end of their term, an election will be held to replace that position unless another officer wishes to move positions, in which case, the election will be held to replace that position.
- B. At the conclusion of the President's term, the Vice President will automatically become President. If there are Co-Vice Presidents, they may both assume as Co-Presidents or one may resign and the other become President. Other officers may change positions at that time and elections will be held for the open positions.

Section 3. Expulsion of Elected Officers. Any of the Association's officers may be expelled from office by a 3/4 vote of the Executive Council along with approval from the school principal. Such removed or expelled person or persons shall have at least thirty days' notice prior to expulsion to afford full opportunity to defend him/herself or themselves before the final vote is taken.

#### **ARTICLE VII – DUTIES OF SERVICE**

Section 1. The president or co-presidents shall:

- A. Preside at all meetings of the Association.
- B. Perform such other duties as may be prescribed in these bylaws or assigned by the Association.
- C. Coordinate the work of the officers and committees of the Association.
- D. Shall direct treasurer to have books audited with school audit.
- E. Shall submit written or oral report to the School Board when requested.

Section 2. The vice president or co-vice presidents shall:

- A. Assist the president when needed.
- B. Perform the duties of the president in their absence.
- C. Shall submit written or oral report to the School Board when requested.

Section 3. The secretary shall:

- A. Record the minutes of all the meetings of the Association.
- B. Have a current copy of the bylaws.
- C. Maintain a membership list.
- D. Perform other delegated duties.
- E. Maintain historical records of the Association.

Section 4. The treasurer shall:

- A. Work with the Executive Council and provide materials for annual budget projections.
- B. Work with St. Luke's business manager to account for monies in and out.
- C. Present a financial statement at every meeting of the association and at other times when requested by the Executive Council.
- D. Work with the Executive Council and provides materials for conducting annual review of actual expenses against the planned budget.

#### **ARTICLE VIII – MEETINGS**

Section 1. Regular monthly meetings of the FSA shall be held during the year. Dates of the meetings shall be determined by the Executive Council.

Section 2. Executive Council will meet as needed. A majority of the Executive Council shall constitute a quorum. Any discussion items from that meeting that are not covered in a following general FSA meeting will be noted in minutes.

Section 3. Those members present shall constitute a quorum for the transaction of business in any meeting of the FSA.

Section 4. The ordinary order of those meetings shall be:

- A. Call to order
- B. Prayer
- C. Principal's report
- D. Special speaker or program
- E. Treasurer report
- F. Old business
- G. New business
- H. Adjournment
- I. Closing prayer

Section 5. Agendas will be utilized for each meeting. Any member of the FSA can place an item on the agenda by contacting a member of the Executive Council one week prior to the meeting. No action will be taken on items not on the agenda.

#### **ARTICLE IX – COMMITTEES**

Section 1. Only members of the association shall be eligible to serve in any elective or appointive positions.

Section 2. Committees will be formed for Association events on an as needed basis.

Section 3. The Executive Council may create such standing committees, as it deems necessary to carry out the work of the FSA.

Section 4. The chair of each standing committee shall present a plan of work to the Executive Council for approval.

Section 5. The power to form special committees and appoint their members rests with the Executive Council.

Section 6. The president or designee shall be a member ex officio of all committees.

#### **ARTICLE X – FINANCIAL POLICIES**

Section 1. The fiscal year of the association shall begin on July 1 and end on the following June 30.

Section 2. The Association shall carry forward no more than \$10,000 each year. If this occurs, excess funds shall be spent in an appropriate manner, as determined by the Executive Council.

Section 3. Segregated Funds and Purposes

- A. General Fund – the purpose of this money is to provide support for the general function of the FSA including Association and committee meetings as well as general expenses of the Association, and support to the principal and teachers. Funds raised in excess of the needs of the defined areas shall be allocated to the General Fund.
- B. Green Par-Tee Golf – the purpose of this money is to provide support and enhance school extra-curricular activities and special programs
- C. Green Gala – the purpose of this fund is to provide support for school initiatives and academic programs, teacher programs and education, and building enhancement.

D. Longhorn Dash – the purpose of this money is to support our comprehensive science and technology programs.

#### Section 4. Budget Policies

- A. Budget. FSA Executive Council and the Principal shall meet in March to budget plan for the upcoming fiscal year.
  - a. Budget shall be presented to the assembly no later than the general May meeting.
- B. Request for Expenditures. All funds raised by the FSA shall have FSA approval for expenditure through the annual budget review.
  - a. All requests for expenditure outside of the planned budget shall come from school faculty and/or staff members and be submitted to the FSA President for approval in writing via the Principal and/or Parish Pastor.
    - i. Expenditures of less than \$500 may be approved by the Executive Council.
    - ii. All expenditures over \$500 are to be approved by the members present at any general meeting. Depending on the expenditure, additional review and/or approval from the Principal, Parish Pastor and/or Parish Finance Council may be required.
    - iii. Original receipts must accompany any request for reimbursement.
    - iv. In the event of an emergency, business expenditures could be approved the Executive Council with the advisement of the school administration and/or pastor.
- C. Financial Review. At the conclusion of the fiscal year, the Executive Council shall conduct a review of actual expenses against the planned budget. The Executive Council shall present its conclusions to the general membership no later than the October meeting.

#### **ARTICLE XI – PARLIAMENTARY AUTHORITY**

The Association shall be governed by the Consensus method, and its constituent committees in all cases in which they are applicable and in which they are not in conflict with these bylaws, policies of the St. Luke the Evangelist School Board, and the Diocese of Des Moines.

#### **ARTICLE XII – AMENDMENTS**

Section I. The bylaws can be amended at any regular meeting of the FSA by a two-thirds vote of the members present and voting, if notice of the amendment is given at the previous meeting and has been placed on the agenda.

#### **ARTICLE XIII – SOCIAL MEDIA**

A common method for communicating to/with the parents and guardians may be through social media (Facebook, Twitter, email, etc.) Members of the FSA are to abide by the Social Media Guidelines available from the FSA.

Adopted: November, 2019