

**Bylaws of the Association of Parents, Parishioners, and Alumni of
St. Francis of Assisi Elementary School**

As adopted effective May 4, 2011

APPA BYLAWS

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ARTICLE 1-- NAME AND PURPOSE

Section 1.1 Name. The Name of this organization shall be Association of Parents, Parishioners, and Alumni (APPA) of St. Francis of Assisi Elementary School Association (SFE), hereinafter "Association"

Section 1.2 Objective. The objective of the Association is to raise funds for the school enrichment, encourage parental involvement to enhance the experience, facilitate communication between parents and school administration and the St. Francis parish, and sponsor and encourage recreational and sports activities.

Section 1.3 Nonprofit Nature. The Association shall not be conducted or operated for profit of the Association or any of its members.

ARTICLE 2-- MEMBERSHIP

2.1 Eligibility. All parents or legal guardians of children currently enrolled at St. Francis Elementary School are automatically members of the Association.

ARTICLE 3-- EXECUTIVE COMMITTEE, DUTIES

Section 3.1 Chairs. There shall be 8 Officers that make-up the Executive Committee of the Association: President, Past President, President Elect, Vice President Finance, Vice President of Event Coordination, Vice President of Communication, Vice President of Community and Culture, and Vice President of Athletics and Extra Curricular Activities.

Section 3.2 Duties of the President. The President shall be the chief executive officer of the Association and is responsible for the overall operation and functioning of the Association. The President shall have the duties normally pertaining to the office of the President and in addition to those specifically enumerated in these Bylaws. The President shall ensure proper communication and be the liaison between the Association, and other organizations including but not limited to: Catholic School Advisory Commission (CSAC), the larger school community, the parish leaders, and the school principal. It is recommended that the President periodically write columns for publication in the school's Newsletter, for the school's website, and Parish Bulletin to keep parents and parishioners informed of the key activities of the Association.

Section 3.3 Duties of the Past President. In order to ensure the smooth operation of the Association, including the benefit of experience, the immediate past president will remain on the Executive Committee for one year. The Past President will support the President in his/her duties will run the meetings in the event of the President in absent.

Section 3.4 Duties of the President Elect. The President-Elect will support the President in his/her duties will run the meetings in the event of the President in absent. The President Elect should be included in key meetings with Parish or School administrators in order to better prepare for his/her presidency. If the President is unable to run a meeting, he/she represent the President.

Section 3.5 Duties of the Vice President of Finance. The Vice President of Finance shall be responsible for the administration of all finances of the Association. This shall include the receipt and recording of all funds collected by the chairperson for each of the Association's fundraising activities. The Vice President of Finance shall prepare and present, at each regular meeting, a financial report of the condition of the Association's finances including each month's beginning and ending balance and each item of receipt or payment. The Vice President's books shall be open to reasonable inspection by the Executive Committee. At the conclusion of his/her term of office, the Vice President of Finance shall submit a written report and render an account of all monies received and expended during the fiscal year and shall make a verbal report of the budget at the May meeting with an up-to-date status.

Section 3.6 Duties of the Vice President of Event Coordination. The Vice President of Event Coordination shall be in charge of organizing, coordinating and overseeing all events that have the purpose of raising revenues for the operation of SFE. The Vice President of Event Coordination shall select a chairperson(s) for each fundraising activity of the Association. Any Association member may propose fund raising events to raise additional funds for specific needs. All such fundraisers shall be approved by the pastor, the principal, and a majority of the Executive Committee and administered by the Vice President of Event Coordination. This approval shall also designate the purpose of any profits. The Vice President of Event Coordination shall prepare and give a verbal report of the school year's past, current, and future fund raising events and activities at the Executive Committee's regular monthly meetings. At the conclusion of his/her term of office, the Vice President shall submit a written report that includes the reports of each of his/her chairpersons for the fundraising events sponsored by the Association.

Section 3.7 Duties of the Vice President of Communication. The Vice President of Communication shall publicize key activities and events to the school. This individual shall record minutes of all the Association and Executive Committee meetings and ensure these minutes are posted on the school's website. The Vice President of Communication shall notify members of meetings as required by these Bylaws. Additionally, this person will also serve as the Historian by maintaining records of all bylaws, policies and motions currently in effect to facilitate the orderly transaction of business and to assist in as smooth transition from year to year. The Vice President of Communication shall communicate events with the webmaster for online publication and coordinate media outreach to generate interest and participation in SFE fundraising activities. Upon conclusion of the Vice President of Communication's term of office, he/she shall transfer all records to his/her successor.

Section 3.8 Duties of the Vice President of Community & Culture. The Vice President of Community & Culture shall actively develop, and coordinate various enrichment programs

sponsored by the Association, including parent education opportunities: TK/K Back-To-School Play Date, Back-To-School Night, monthly Coffee Talks, Teacher Appreciation Luncheons, Santa's Helper, Catholic Schools Week, and the annual Open House event and any event sponsored by the Association, excluding those events which have fundraising as their primary purpose. At the conclusion of his/her term of office, the Vice President shall submit a written report that includes the reports of each of his/her chairpersons for the events sponsored by the Association.

Section 3.9 Duties of the Vice President of Athletics & Extra Curricular Activities. The Vice President of Athletics & Extra Curricular Activities shall, in coordination with the Athletic Director, principal, and pastor, create, expand, support, and raise funds for SFE's Athletic programs and facilitate the Association's budgetary interest in and commitment to the Athletic programs. The Vice President of Athletics & Extra Curricular Activities shall also be the point of contact for exploring funding to support after-school and in-school opportunities such as: Performing Arts, Music, Spanish, Italian, PE, Technology, and Library. At the conclusion of his/her term of office, the Vice President shall submit a written report that includes the reports of each of his/her chairpersons for the athletic and extracurricular activities supported by the Association.

ARTICLE 4-- TERMS OF OFFICE

Section 4.1 Terms of Office. Except as provided in this Article, the President and each Vice President shall be elected to a term of office for a total of two years. Each term shall commence on July 1 and end June 30 of the second year or until a successor shall fill such position. There is no limit on the number of terms a person may serve. The term of office for the Past President shall be for a term of one year and shall commence on July 1 of the year immediately following the expiration of his/her final term in office. The term for the President Elect shall be for a term of one year and shall commence on July 1 of the year immediately preceding the expiration of the current President's term of office.

Section 4.2 Resignation. Any member of the Executive Committee may resign from office by tendering a written resignation to the President Elect. The resigning President or Vice President shall remain in office and must perform all the duties of the position until a successor fills the position.

Section 4.3 Vacancies. Any vacancy shall be filled for the un-expired term at the next meeting of the Association, of which the President shall solicit nominations and by a majority vote of the members present elect a new President or Vice President to fill the vacancy. When necessary, the Executive Committee by $\frac{2}{3}$ vote may make an interim appointment to fill any vacancy until the next meeting of the Association.

ARTICLE 5—ELECTIONS

Section 5.1 Nominations. Any member may submit in person or in writing to the President a nominee or a list of nominees, provided, however, that such nominations are submitted by May 1.

Section 5.2 Election Procedure. The President of the Association is responsible to direct the proper election of all Executive Committee positions. At or before the regular May meeting, the President shall contact each nominee to determine whether such nominee will accept the nomination. The accepting nominees for each position shall be announced at the regular May meeting. Voting shall be conducted by confidential written ballot, unless such procedure is waived by $\frac{2}{3}$ majority vote of the members present. The provisions of Article 6, regarding absentee and proxy voting, shall apply. The candidate receiving the largest number of votes among the candidates for the position shall be declared elected. The persons elected shall take office effective July 1 and each current President or Vice President shall turn over to his/her other successor all properties and records relating to that office by July 1.

Section 5.3 Vacant Positions. Any President or Vice President for which there are no nominations as of May 1 shall be filled at the May meeting pursuant to Article 4, Section 4.3 Vacancies.

ARTICLE 6-- VOTING

Section 6.1 Voting. Each member present in person at any regular or special meeting shall be entitled to vote on any issue brought before the Association. Each member of the Association is entitled to vote.

Section 6.2 Proxy Voting. Proxy voting shall not be permitted.

Section 6.3 Absentee Voting. Absentee voting is permitted only if a written ballot, signed and dated by a member who is unable to attend the meeting in question, is received by the President or President Elect prior to the scheduled meeting.

ARTICLE 7-- MEETINGS

Section 7.1 Regular Meetings. The regular meetings of the Association shall be held once each academic trimester at a date, time, and place set by the President. No regular monthly meetings shall be held in the months of June, July or August. Written notice of the date, time, and place of each of the regular meeting shall be given to all members by either a school distribution of a copy of the notice or a publication of the notice in the School Newsletter and website.

Section 7.2 Annual Meeting. The regular meeting, held each year in the month of May, shall be designated as the Annual-Meeting. President or Vice President shall be elected at this meeting in accordance with the provisions of Article 5.

Section 7.3 Special Meetings. A special meeting of the Association may be called by the President or at the written request of any three members submitted to the President or President Elect. The President, in consultation with the Vice President of Communication shall set the date, time, and place of the special meeting considering under the circumstances that necessitate the special meeting what will permit the largest audience. The Vice Chair of Communication shall promptly give written notice of the date, time and place of any special meeting at least seven days prior to the date set by school distribution of a notice. The notice shall also be published in the School's Newsletter and website.

Section 7.4 Quorum-Association. Each meeting shall be open to all members. The quorum to transact business at any meeting of the Association is a majority of the Executive Committee of the Association. The quorum necessary to amend these Bylaws shall be 15 members plus $\frac{2}{3}$ of the Executive Committee.

ARTICLE 8-- EXECUTIVE COMMITTEE

Section 8.1 Composition. The Executive Committee shall consist of the President, President-Elect, and all Vice Presidents of the Association.

Section 8.2 Meetings. The Executive Committee may meet as requested by the President or upon the written request of three members of the Executive Committee. The President, in consultation with the Vice President Communication, shall set the date, time, and place of the meeting by delivery of a notice to all members of the Executive Committee.

Section 8.3 Quorum-Executive Committee. The quorum to transact business at any meeting of the Executive Committee shall be a majority plus one of the Executive Committee.

Section 8.4 Notice of Executive Committee Action. Any actions taken by the Executive Committee under these Bylaws shall be announced by the President or the Vice President of Communication at the next regular meeting of the Association and included in the minutes of that meeting.

ARTICLE 9-- FISCAL YEAR, BUDGET

Section 9.1 Fiscal Year. The Association's fiscal year shall begin on July 1 and end June 30 of the following year.

Section 9.2 Budget. The budget of the Association is created specifically for the needs of the school that are not met by other means of generating revenue.

Section 9.3 Preparation of Budget. Each Vice President shall prepare a proposed budget for his/her area of responsibility which shall be submitted to the President by August 1. The President shall then prepare a proposed budget for the Association. The Executive Committee shall meet during the month of August to review, modify, and approve, by majority vote, the proposed budget.

Section 9.4 Adoption of Budget. The President shall present the proposed budget, as approved by the Executive Committee, at the first regular meeting of the Association. The Association shall review, modify, and adopt, by majority vote, an annual budget for the Association. The President shall then recommend this budget to the pastor and principal.

Section 9.5 Expenditures. Any expenditure of Association funds previously approved by the Association in the annual budget may be expended without further approval. If an expenditure of Association funds was not previously approved by the Association in the annual budget and must be approved by a majority vote of the members voting at the meeting and is subject to the approval by the pastor and principal.

ARTICLE 10-- COMMITTEES

Section 10.1 Appointment. Any member of the Executive Committee may appoint committees to be in charge of Association activities to assist them in performing their duties as established in Article 3.

Section 10.2 Membership of Committees. Membership of committee shall be open to any member of the Association. Such committees shall consist of at least 1 member and shall have a designated chairperson.

Section 10.3 Committee Reports. Each committee chairperson shall maintain a detailed written report of his/her activities. This report shall be given to the appointing Vice President upon request and at the conclusion of the event.

Section 10.4 Termination. Any committee may be terminated by the Vice President who formed the committee or by majority vote of the Executive Committee. Written notice of termination shall be given to the members of the committee.

ARTICLE 11-- BYLAW AMENDMENTS

Section 11.1 Submission. Any member may submit any matter deemed of importance as an amendment to these Bylaws at any meeting. Otherwise, any proposed amendment shall be presented in writing to the President or President Elect who shall submit the proposed amendment at the next meeting of the Association. The proposed amendment shall be recorded in the minutes for consideration at the next meeting following submission.

Section 11.2 Notice. Written notice of the content of the proposed amendment, along with the date, time, and place of the next meeting of which the submitted amendment is to be considered shall be given to all members at least seven days prior to the date of the meeting by a (a) school distribution of a copy of the notice, and (b) publication of the notice in the School's Newsletter.

Section 11.3 Adoption. Any submitted amendment shall become a part of the Bylaws if, at the next meeting following submission, the amendment is accepted by in accordance with Section 7.4. The adopted amendment shall be recorded in the minutes of the meeting along with a

statement by the President that the applicable procedures for adoption of the amendment were followed.

ARTICLE 12-- DISSOLUTION

Section 12.1 Procedure. The Association may be dissolved at any time by the written consent of $\frac{2}{3}$ of the members submitting such consent. The procedure and notice requirements of Sections 11.1 and 11.2 of Article 11 shall apply with regards to the question of the dissolution.

Section 12.2 Distribution of Property. In the event of dissolution, no Association property, or the proceeds thereof, shall inure to the benefit of any member. After payment of existing liabilities and expenses of dissolution, any remaining property shall be given to SFE.