

**BYLAWS OF
ST. FREDERICK HIGH SCHOOL
PARENTS' ASSOCIATION**

HISTORY

St. Frederick High School (*SFHS*) was established in 1964, as successor to St. Matthew Catholic High School (established in 1923), and is a Roman Catholic school that is called to express the educational mission of the Church in Monroe, Louisiana. To support the needs of the school, a group of parents formed to create the Parents Teacher Organization. In 2014, that organization was renamed the Parents' Association and was established as a committee of the SFHS Board of Directors. These by-laws were developed to provide a structure for the committee's operations.

As SFHS is a school operated under the Diocese of Shreveport's non-profit status, the PA operates in conjunction with the SFHS Principal and under the direction of the SFHS Board of Directors and, ultimately, the Bishop of Shreveport and in accordance with SFHS policies and procedures, diocesan policies, and the pertinent Bulletins prescribed by the State of Louisiana.

ARTICLE I. NAME

- 1.1 Name The name of this organization is the SFHS Parents' Association (hereinafter referred to as *PA*).

ARTICLE II. PURPOSE AND MISSION

- 2.1 Purpose The PA is established to provide support financially through approved fund-raising efforts and other supportive efforts to SFHS to further the mission of SFHS, which is to nurture students to be living examples of the teachings of Jesus Christ in an atmosphere of academic excellence.
- 2.2 Mission The PA's mission is to:
- a. Promote the welfare of the students who attend SFHS.
 - b. Provide assistance and support to the school administration and faculty.
 - c. Plan annual fundraising goals in collaboration with the administration's goals.
 - d. Assist to create stronger communication between home and school.
 - e. Assist to nurture a friendly social atmosphere within the school and among SFPA members so that new families are welcomed and all families are encouraged to participate in the PA.

ARTICLE III. GENERAL MEMBERSHIP

- 3.1 Powers, Rights, and Classes of Membership Each family with at least one child enrolled in the school and which family is in good standing shall be a member of the PA. Members shall approve proposed projects, set dues, and elect a board of directors whose charge is to set the policy of the PA, oversee fiscal management, coordinate with the SFHS Principal to set goals and annual activities, and to ensure that the various activities of the PA are carried out effectively, efficiently, and within the vision, policies, and

procedures of SFHS.

- 3.2 General Meetings At least two meetings per school year shall be held for the general membership.
- 3.3 Quorum A quorum shall be a simple majority of the members present at any meeting that has been properly noticed.
- 3.4 Notice Notice of meetings shall be made through electronic and/or telephone notification in the same manner that SFHS uses to notify parents of events at least seven (7) days prior to the meeting.
- 3.4 Vote
- 3.4 (a) A quorum is required to take any action.
- 3.4 (b) Each member-family (as defined in section 3.1) may vote at each meeting through an adult designee or family member. All family members (as defined in section 3.1) may attend meetings but each member-family shall be entitled to a single vote on each issue submitted to the membership.
- 3.5 Dues Each family shall be assessed dues for the PA which are set by the membership. The dues are collected from the members with tuition and other fees through the system set up by SFHS.
- 3.5 (a) Should SFHS employees who do not have a student at SFHS choose to become a member, they will pay dues.
- 3.5 (b) To increase or decrease the dues, the Executive Committee shall vote on the amount and send to the SFHS Board of Directors.

ARTICLE IV. BOARD OF DIRECTORS

- 4.1 General Powers The Board of Directors shall carry out the aims and purposes of the PA and management of the PA through the adoption and maintenance of policies, budget and fiscal operations of the PA funds and through coordination with the SFHS Principal and SFHS Board of Directors.
- 4.2 Number The chairs of each committee and the Executive Committee shall make up the members of the PA Board of Directors. The Principal of SFHS and the Immediate Past President shall serve as non-voting, ex-officio members of the Board of Directors and shall not count in the number of board members.
- 4.3 Term
- 4.3 (a) Service on the Board shall be a one-year term except that the Vice-Presidency shall be a three year commitment to serve as the Vice-President, President, and Immediate Past President.
- 4.3 (b) Incoming directors shall take office at the May meeting of each year or immediately following their appointment if they are filling a vacancy.
- 4.3 (c) The maximum number of terms for a director in any single position shall be two years with the exception of the Treasurer which may serve four years in that position and the election of the Vice-President who succeeds into the Presidency and Immediate Past Presidency in the following two years.

- 4.4 Qualifications and Requirements Persons are eligible to be a director if they:
- 4.4 (a) Possess the ability to make a positive contribution to the PA;
 - 4.4 (b) Maintain high levels of integrity and confidentiality;
 - 4.4 (c) Possess the ability to deal with situations as they relate to the good of the entire school;
 - 4.4 (d) Be a credible witness of the Catholic faith (or to one's own religion) to the school community and beyond;
 - 4.4 (e) Commit to the Code of Ethics for Catholic School Board Members, and;
 - 4.4 (f) Participate in governance by attending at least 75% of meetings per year.
 - 4.4 (g) Persons are not eligible to serve a term concurrently with their spouses.
- 4.5 Nominations, Election, & Appointment
- 4.5 (a) Board positions shall be elected by the general membership annually with the exception of the President and Immediate Past President. The Vice-President shall succeed to the position of President the year after his or her service as the Vice-President and then succeed to the position of Immediate Past President.
 - 4.5 (b) Nominations for all other board positions are received by the Secretary in the spring of each year and submitted by anyone who is a member of the PA.
 - 4.5 (c) Elections for board members shall be at the last meeting of the members for the school year.
- 4.6 Vacancies Vacancies on the PA Board of Directors shall be filled by the PA Board of Directors. Those directors shall serve for the unexpired term of his or her predecessor.
- 4.7 Removal A director's service on the PA Board of Directors may be terminated by:
- 4.7 (a) Voluntary resignation;
 - 4.7 (b) Removal by a vote of the PA Board of Directors for failure to attend 75% of the meetings per year; or
 - 4.7 (c) When the President deems that it is in the best interest of the PA to do so. A director so removed shall not be eligible to serve for at least two (2) years thereafter.
 - 4.7 (d) A Vice-President or President may be removed by a vote of the SFHS Board of Directors at the recommendation of the PA Board of Directors.
- 4.8 Quorum A quorum for all PA Board of Directors' meetings is a simple majority of directors present either in person, by proxy, or by electronic means properly noticed.
- 4.9 Vote
- 4.9 (a) A quorum is required to take any Board action.
 - 4.9 (b) Directors may vote by written proxy given to another director and registered with the Secretary or designee prior to the meeting in which the proxy will be used.
 - 4.9 (c) Each committee and officer shall have one vote.
 - 4.9 (d) The President will only vote in the event of a tie.
- 4.10 Compensation No compensation shall be paid to directors or officers of the PA, as such for their services. Directors may be reimbursed for out-of-pocket expenses.

4.11 Meetings

4.11(a) Number A minimum of six meetings shall be held each year. Meetings may be held via email, electronic conferencing, or other effective means of meeting. A minimum of four meetings per year shall be face-to-face meetings.

4.11(b) Special Meetings Special meetings of the PA Board of Directors may be called by any officer of the PA or the Bishop. Notice of meetings shall be given in writing to directors at least ten (10) days before the meeting. In the case of an emergency, a special meeting may be called without giving ten (10) days notice. Notice of the emergency meeting may be given by telephone or other effective means of notice. Participation and voting in emergency meetings may be accomplished by telephone or other effective means.

4.11(c) Minutes of any meeting shall be available to any member of the PA, the Principal, and the SFHS Board of Directors.

ARTICLE V. OFFICERS

5.1 Officers The officers of the board shall consist of the President, Vice-President, Secretary, and Treasurer who shall comprise the Executive Committee.

5.1 (a) The Vice-President shall have served on the PA Board of Directors or other school leadership position in the year prior to his/her election.

5.1 (b) All board positions are elected by the PA membership, except for the President and Immediate Past President. The Vice-President succeeds to the Presidency in the year following his/her service as the Vice-President and then succeeds to the position of Immediate Past President in the year following his/her service as the President.

5.1 (c) Only those who have previously served as a SFHS or SFHS feeder school room parent, volunteer, or committee leader shall be considered for nomination to the PA Board of Directors.

5.1 (d) President

The President shall:

1. Preside at all meetings of the Executive Committee and the PA Board of Directors.
2. Perform such other duties as may be required by the members and the PA Board of Directors.
3. Provide a "State of the PA" address at the general membership meetings, including an annual fiscal report at the last membership meeting of the school year.
4. Attend the SFHS Board of Directors meetings either in person or through a designee.
5. Work with the Vice-President to set the agenda for each meeting.
6. Coordinate all work of the PA.

7. Coordinate with the SFHS Principal, SFHS Board of Directors, and the Diocese of Shreveport to ensure that all work of the PA conforms to the overall goals for SFHS.
8. Act as signatory on the PA's bank account.
9. Ensure that the previous year's approved projects are completed.

5.1 (e) Vice-President

The Vice-President shall:

1. Perform the duties of the President in the absence of the President.
2. Work with the President to set the agenda for each meeting.
3. Aid the President in all the President's duties.
4. Send acknowledgments and thank you correspondence when appropriate.
5. Review by-laws annually and prepare recommended revisions when necessary and appropriate.
6. This position requires a three year commitment to the PA Board of Directors.

5.1 (f) Secretary

The Secretary shall:

1. Ensure that complete and accurate minutes of all meetings are maintained, including but not limited to the regular meetings, special meetings, and all meetings of the committees, and distribute the same to SFHS Principal and SFHS Board of Directors.
2. Oversee the records and archives of the PA.
3. Coordinate with SFHS to maintain a record of the name, address, and preferred contact information of all the members entitled to vote.
4. Ensure that meetings are properly noticed.

5.1 (g) Treasurer

The Treasurer shall:

1. Serve on all fund-raising sub-committees.
2. Work with the PA Board of Directors and the SFHS bookkeeper in the preparation of the budget and the monthly financial reports.
3. Request disbursement and reimbursements from SFHS on behalf of the PA.
4. Work with Executive Committee and SFHS bookkeeper to prepare the annual PA budget.
5. Provide monthly fiscal reports to the PA Board of Directors.
6. Act as signatory on the PA's bank account.

5.1 (h) Immediate Past President

The Immediate Past President shall be an ex-officio member of the PA Board of Directors:

1. Provide history, advice, and guidance to the PA Board of Directors and submit any documentation pertaining to the past PA (including all fiscal reports and processes/procedures) that will help the in-coming President understand and complete his/her duties to the best of his/her ability.

2. Coordinate with the Board of Directors to assist with the completion of all past PA-approved projects during the summer until the projects are completed.

ARTICLE VI. COMMITTEES

- 6.1 Executive Committee The officers shall act as the Executive Committee and shall administer the affairs of the PA between meetings of the PA Board of Directors. It shall meet on an as-needed basis. The Executive Committee shall review bank statements and fiscal reports monthly.
- 6.2 Fall Fund-raising Committee The ~~Fall~~ Fund-raising Committee shall plan and conduct a fund-raiser approved by the PA ~~in the fall of the school year.~~
- ~~6.3 Spring Fund-raising Committee The Spring Fund-raising Committee shall plan and conduct a fund-raiser approved by the PA in the spring of the school year.~~
- ~~6.4~~each year. The fund-raising shall include the Fun Food Friday program.
- 6.3 Teacher Appreciation Committee The Teacher Appreciation Committee shall coordinate an event or series of events focused on the teachers and staff at SFHS.
- ~~6.5 Room Parents The Teacher Appreciation Committee shall also coordinate room parents.~~ Each grade level shall have two room parents. It is preferred that one shall be the parent of a male and one shall be the parent of a female student. Room parents shall facilitate communication and coordination of efforts for the parents in that grade and shall work with the SFHS Teacher Coordinator assigned for their specific grade for grade-specific events.
- 6.64 Social Committee The Social Committee ~~shall consist of a minimum of one parent of a 7th grade student and one parent of an 8th grade student. The committee shall plan and conduct junior high social events and work with the Outreach Committee for prospective and new junior high students.~~
- ~~6.7, school spirit event coordination, Fifth Quarter events, and other similar events.~~
- 6.5 Outreach Committee The Outreach Committee shall work with SFHS to include and be a resource for parents of prospective and new parents to SFHS and promote the spirit of SFHS.

ARTICLE VII. FISCAL REQUIREMENTS

- 7.1 Budget The PA Board of Directors shall approve a budget annually. The budget shall include an amount equal to the PA dues collected in February designated for teacher bonuses. All expenditures shall be budgeted. Any deviation from the budget in excess of 10% shall be approved by the PA Board of Directors prior to the expenditure and the budget shall be amended to reflect the action of the board.

7.2 Annual Report The President shall provide an annual fiscal report to the PA members at the last meeting of the school year.

7.3 Bank Account The PA shall have a separate checking account. All funds received by the PA shall be deposited into the PA checking account. All reimbursements for PA activities shall be made from the PA checking account. The Executive Committee shall review bank statements and fiscal reports monthly.

7.3 (a) The account shall be maintained by the SFHS bookkeeper and routinely reviewed by the SFHS Board of Directors as part of their procedures and processes.

7.3 (b) The account shall be reviewed online by the PA Treasurer on at least a monthly basis.

7.3 (c) The signatories shall be changed in May of each year. The authorized signatories on the account shall be the President, the Treasurer, the Principal, Vice Principal, if any, and the Diocese Superintendent in accordance with Diocese policy.

7.4 Expenditures/Reimbursements The process for reimbursements shall be:

7.4 (a) An invoice (if one exists) and a receipt shall accompany all reimbursable expenses which shall be submitted to the Treasurer or President in the Treasurer's absence. The Treasurer shall approve the expenditure and/or reimbursement within two (2) weeks of receipt of the request with appropriate documentation being submitted.

7.4 (b) The Treasurer or President in the Treasurer's absence shall submit all required and appropriate expense/reimbursement documentation to the SFHS bookkeeper.

7.4 (c) The Treasurer shall reconcile all expenditures with submissions for payment/reimbursement on a monthly basis. The Treasurer shall research and resolve any unpaid submissions.

7.4 (d) All expenditures from the PA checking account shall be dually signed by an authorized officer of the PA (President or Treasurer) and an authorized member of the administration (Principal or Superintendent).

7.5 SFHS Support All contracts and work approved by the PA shall be made with entities and persons who are committed to SFHS when possible.

7.6 Fiscal Year The fiscal year of this PA shall begin the first day of July and end on the 30th day of June.

7.7 Annual Commitment The PA shall commit to support primarily, but not limited to education. The PA shall commit to providing funds for teacher bonuses.

- 7.8 Start-Up The PA shall leave a minimum amount of \$10,000.00 in the checking account at the end of the year for the next year's start-up funding.
- 7.9 Bid Process The PA shall seek to obtain a minimum of three bids on any project for which labor and/or contracting must be obtained which is in excess of \$10,000.00.

ARTICLE VIII. INDEMNIFICATION

Each Board member and officer of the PA shall be indemnified against all expenses actually and necessarily incurred by such director or officer in connection with the defense of any action, suit, or proceeding to which he or she has been made a party by reason of being or having been such director or officer except in relation to matters as to which such director or officer shall be adjudicated in such action, suit, or proceeding to be liable for gross negligence or willful misconduct in the performance of duty.

ARTICLE IX. DISCRIMINATION PROHIBITED

In administering its affairs, the PA shall not discriminate against any person on the basis of race, creed, color, national or ethnic origin, sex, age, or physical disability.

ARTICLE X. BYLAW AMENDMENTS

The membership of the PA shall have the power to alter, amend, or repeal these bylaws at any meeting of the board by a vote of two-thirds (2/3) of the members present, provided that written notice of the proposed change or changes is given ten (10) days prior to the membership meeting.

SIGNATURES:

PA Board President Date

SFHS Board President Date

SFHS Principal Date

Superintendent of Schools, Diocese of Shreveport Date

Adopted: August 23, 2017 by PA Membership
September 20, 2017 by SFHS Board of Directors (with amendments)