

St. Francis of Assisi School
PARENTS IN ACTION BYLAWS

Article I – Name

The name of this organization is, ST. FRANCIS OF ASSISI SCHOOL, PARENTS IN ACTION. This group consists of four representatives from each campus of Cabrini, de Sales and Xavier, as well as each campus Principal and facilitated by an Administrative representative of St. Francis of Assisi School. This is an unincorporated nonprofit association under Chapter 184 of the Wisconsin Statutes, consisting of members joined by enrolling students in the St. Francis of Assisi School.

Article II – Philosophy

This group has been created as an inclusive, responsive, flexible organization with its mission of support and service derived from the parents and staff of the students at St. Francis of Assisi School, respectively, Manitowoc, Wisconsin.

Article III – Purposes

The St. Francis of Assisi School, Parents In Action is formed for the following nonprofit purposes:

- Section 3:1 To support the school’s mission to improve the welfare of children physically, mentally, socially and spiritually.
- Section 3:2 To offer, through well-planned programs, information of special interest to parents or guardians to assist them in fulfilling their responsibilities in the training of their children.
- Section 3:3 To offer opportunities for parents or guardians to understand the educational program of the Diocese of Green Bay and the philosophy of Catholic education so as to create a greater appreciation of Catholic Education.
- Section 3:4 To develop and foster the relationship between home and the school, that parents and teachers may collaborate to foster a caring Christian environment.

Article IV – Amendments

- Section 4:1 Amendments to the bylaws shall be approved by the Parents In Action and the Board of Education by a vote of the majority of each group.

Article V – Membership

Section 5:1 **Qualification of Members**

- a. Any parent or legal guardian of a student enrolled in the St. Francis of Assisi School and all school staff are a member of Parents In Action . Any other person who is interested in the training and education of Catholic youth in the St. Francis of Assisi School is also eligible for membership.
- b. Each member has one vote.

Section 5:3 **Removal of Members**

For conduct detrimental to the interests of Parents In Action, Parents In Action may suspend or terminate membership privileges by an affirmative vote of three-fourths of Parents In Action. Any such member will be notified at least fourteen days in advance of the meeting at which Parents In Action will consider suspension or termination of that person's membership

Article VI – Membership Meetings

Section 6:1 **Required Number**

At least one (1) All Member Meeting shall be held in September or October at a time and date designated by Parents In Action. A second All Member Meeting must be held in April or May to hold the election of officers and recap the year's business. Other All Member Meetings may be called at the discretion of the Joint Council.

Section 6:2 **Quorum for Meetings**

At a meeting of the membership, a quorum is seven (7) members, including at least one representative from each campus.

Section 6:3 **Majority Action as Membership Action**

Decisions made by a majority will be arrived at by consensus at a meeting where a quorum is present.

Section 6:4 **Availability of Agenda**

The All Member Meeting agenda will be set by Parents In Action and be available to the membership at or before the meeting.

Section 6:5 **Proposing an Agenda Item**

Any member may propose in writing to Parents In Action an item for consideration to be included on the agenda of any meeting of the membership in advance of the meeting.

Article VII – Association Committee

Section 7:1 **Parents In Action will be governed by the St. Francis of Assisi Board of Education.**

- a. Parents In Action shall determine its policies and changes therein within the limits of the bylaws.
- b. Parents In Action shall actively pursue their purposes and participate in the common mission of the St. Francis of Assisi School.

Section 7:2 **Qualifications to Serve on Parents In Action**

- a. Each individual adult in a member household shall be eligible to serve on Parents In Action.
- b. A member of the Parents In Action can only represent one campus at a time.

Section 7:3 **Term of Office**

Regular terms begin on June 1 following the annual meeting or upon appointment and expire on the following last day of May.

Section 7:4 **Parents In Action Meetings**

- a. Regular or special meetings of Parents In Action shall be at such time and place as Parents In Action may designate in collaboration with campus Principals.
- b. The Chairperson shall provide reasonable notice to all Parents In Action members of any regular or special meetings.

Section 7:5 **Removal or Resignation from Parents In Action**

Any Parents In Action member may be removed from office by a three-fourths vote of Parents In Action whenever, in their best judgment, the best interests of Parents In Action will be served thereby, provided at least five (5) days advance notice is provided to all Parents In Action members. Such removal shall be approved by the St. Francis of Assisi Board of Education.

Section 7:6 **Vacancy**

If a Parents In Action member resigns, dies or is removed or disqualified, the Parents In Action Chairperson may appoint a member to serve the remainder of the term of Parents In Action member he or she replaces.

Article VIII – Campus Representatives/Officers and Elections

Section 8:1 **The officers of Parents In Action shall be:**

Chairperson
Vice-Chairperson- Treasurer
Secretary-Historian
Campus Principals

Section 8:2 The officers, except the Campus Principals and facilitator will be elected within the Parents In Action group after the annual Parents In Action All Member Meeting.

- Section 8:3 Officers shall be elected annually.
- Section 8:4 All pastors in the St. Francis of Assisi Parish are welcome to attend any or all Parent In Action meetings.
- Section 8:5 Elections and Nominating of Representatives from each campus
- a. Representatives from each campus for Parents In Action will be elected by the general membership at the annual Parents In Action All Member Meeting.
 - b. Nominations from the floor for any office shall be accepted at the annual Spring All Member Meeting, provided consent of each candidate has been obtained before his or her name is placed in nomination.
 - c. Elections will be held at the Spring All Member Meeting. New Representatives from each campus and Officers will be announced via the weekly envelopes.
- Section 8:6 No two representatives shall reside in the same household.
- Section 8:7 No representatives/officers will receive any compensation for services to Parents In Action.
- Section 8:8 Terms of the officers will be one year, beginning June 1 and ending the last day of May. Generally an officer will be elected to serve no more than two consecutive terms in the same office, unless a replacement is not available.
- Section 8:9 The incoming Chairperson must call a transition/planning meeting of the incoming Parents In Action and outgoing Parents In Action within 90 days of the All Member Meeting where elections took place. Planned activities and business shall be completed by the outgoing Officers until the date of the transition/planning meeting.
- Section 8:10 A vacancy in any office because of death, resignation, removal or other disqualification will be filled by the Parents In Action Chairperson. The officer appointed to fill such a vacancy will serve for the remainder of the term of the officer he or she replaces.

Article IX – Duties of the Officers

Section 9:1 **The Chairperson Shall**

- a. Preside at all meetings of the Parents In Action meetings.
- b. See that the mission and purpose of Parents In Action is carried out.
- c. Exercise general supervision over the affairs of Parents In Action pursuant to policies recommended by the Board of Education.
- d. Appoint replacements to fill offices vacated.
- e. Call a transition/planning meeting as prescribed in Section 8:9.
- f. Review the annual income and expenses with the Board of Education
- g. Maintain communication with each campus Principal.

Section 9:2 **The Vice-Chairperson-Treasurer shall**

- a. Be responsible for all funds and securities of Parents In Action.
- b. Keep an accurate account of all funds along with the accounting staff at St. Francis of Assisi Parish Office.
- c. Receive monies paid to Parents In Action.
- d. Turn in all monies and bills to the St. Francis of Assisi Parish Office.
- e. Present a financial statement at every meeting of Parents In Action as prepared by St. Francis of Assisi Parish Office.
- f. Communicate with the Principals' regarding annual goals and planning.
- g. Act as an aid to the Chairperson.
- h. In the absence of the Chairperson, perform all duties of the Chairperson.
- i. Act as nominating chair for slate of officers in preparation for the new school year.

Section 9:3 **The Secretary-Historian shall**

- a. Act as an aid to the Chairperson.
- b. Keep minutes of all meetings of Parents In Action for approval at the next meeting. Submit approved meeting minutes to the St. Francis of Assisi School Administrative Assistant.
- c. Keep records of the activities and accomplishments of Parents In Action, and compile this information in permanent form.
- d. Prepare and distribute general communications to the membership.
- e. Have a current copy of the bylaws.
- f. Conduct correspondence delegated to him or her.
- g. Maintain an accurate roster of the names of Parents In Action members.
- h. Create a newsletter that will be distributed through the weekly envelope noting what Parents In Action is currently working on and/or providing.

Article X – Committees

Section 10:1 **Standing Committees of the Association are:**

Staff Appreciation
Parent Education Programs
Community Building Activities
School Environment Activities
Room Parent Coordinator
Fund Development

Section 10:2 The Chairperson of each Standing Committee shall be selected within by the Parents In Action Chairperson.

Section 10:3 The term of each Standing Committee chairperson shall be one year or until the appointment of their successors.

Section 10:4 The chairperson of each standing committee shall collaborate with Parents In Action in preparing goals for the upcoming school year. No committee work shall be undertaken without the consent of Parents In Action and campus principals.

Section 10:5 Special committees may be appointed by the Chairperson when such committees are deemed necessary by Parents In Action and campus principals.

Article XI – Execution of Deposits and Funds

Section 11:1 All checks and invoices issued in the name of Parents In Action will be signed by the Treasurer or Chairperson and handed into the St. Francis of Assisi Parish Office for payment or deposit.

Section 11:2 All funds of Parents In Action will be deposited in a timely manner to the credit of Parents In Action in the St. Francis of Assisi Parish Office as required by the policy of the Board of Education.

Article XII – Books, Records and Reports

Section 12:1 The St. Francis of Assisi, Parent In Action will keep in its permanent files the following records:

- a. Minutes of all meetings of Parents In Action – indicating time, date and place of such meetings, whether regular or special, notice given and names of those officers and committee chairs present and the proceeding thereof.
- b. Adequate and correct books and records of accounts including accounts of its business transactions and properties, accounts of assets, liabilities, receipts, disbursements, gains and losses.
- c. An updated record of its members, including their names and addresses.
- d. A copy of the Parents In Action bylaws as amended to date which will be open to the general membership of Parents In Action at all reasonable times upon prior oral or written request.

- Section 12:2 All names of members and information of members are only for use by Parents In Action. Membership lists are not to be distributed to any business or organization. Committee assignment lists and any or all other lists generated by Parents in Action are the sole property of the St. Francis of Assisi School and are to be used for school related business only.
- Section 12:3 Each and every Parents In Action member shall have the right, at any reasonable time, to inspect and copy all books, records, and documents of every kind in relation to Parents In Action business related to that member's interests and functions.
- Section 12:4 Parents In Action will furnish a Report at the end of the each school year. Copies of this report will be made available to any member who requests it in writing. The Annual Report will contain the following information:
- a. The expenses and disbursements of Parents In Action.
 - b. The revenue and receipts of Parents In Action.
 - c. General information on activities and programs of Parents In Action during the past year.

Article XIII – Fiscal Activities

- Section 13:1 The fiscal year of Parents In Action will run from July 1 to the last day of June.