

BY – LAWS
for
DIVINE PROVIDENCE FAMILY SCHOOL ASSOCIATION

The name of this organization shall be Divine Providence Family School Association, Westchester,
Illinois.

ARTICLE II- GOAL and OBJECTIVES

Section 1. The goal of the FSA shall be to enhance the roles of the parents/guardians and teachers respectively as educators by providing opportunities for working together for the good of the child and the school.

Section 2. The objectives of the FSA shall be:

- a. To advance Catholic education by fostering a strong faith community within its membership.
- b. To provide an opportunity for parents/guardians to express their views regarding their children, the school and educational programs, and in turn learn the views of other parents, the pastor, faculty and school-related groups.
- c. To provide a means for the pastor, principal, faculty and school-related groups to dialogue with parents/guardians to enhance the total educational experience.
- d. To offer well-planned programs of particular interest to parents/guardians and children focused on the areas of faith, education and civic affairs in cooperation with school administration.

ARTICLE III- BASIC POLICIES

Section 1. As a school organization, the FSA has a consultative relationship with the principal. In addition, the FSA is responsible for sharing information with the faculty, staff and the Divine Providence Board of Specified Jurisdiction.

Section 2. The FSA shall make recommendations in ways that will not interfere with the administration of the school and shall not seek to control it's policies.

Section 3. The FSA shall be noncommercial and a limited fundraising organization.

Section 4. The FSA shall review and/or amend the bylaws as deemed necessary or on a maximum interval of five (5) years.

Section 5. The balance of all excess funds will be distributed for school projects to the principal at the end of the school year. With approval of the principal, sufficient funds may be retained by the FSA for summer and fall start-up activities.

ARTICLE IV- MEMBERSHIP and DUES

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Section 1. FSA recognizes all parents/guardians of students currently enrolled at Divine Providence as members of the FSA.

Section 2. Members of the FSA shall pay dues at registration.

Section 3. The school's faculty is automatically members of the FSA and is not required to pay dues.

ARTICLE V- OFFICERS

Section 1. The Executive Board of the FSA shall be a president, vice-president, secretary, and treasurer. The term of office dates shall be July 1st to June 30th (1 year). The term of office for the secretary and treasurer shall be for two (2) consecutive years and for no more than two (2) consecutive terms not to exceed four (4) years total. The vice-president shall serve for one (1) year and will automatically assume the role of president the following year. The president shall serve for one (1) year. In the event the vice-president is unable to assume the presidency, the existing president could be reinstated as president for a second year not exceed two (2) consecutive years as president.

The secretary and treasurer would then have the option of moving into the vice president position. If both parties were interested in the vice-president position, an election would be held to determine a winner. The losing party would have the option of keeping the previous position (secretary or treasurer). Ex-officio officers shall be the pastor, the school principal and the immediate past-president of the FSA. Ex-officio officers shall have full voting rights.

Section 2. The president shall preside at all meetings of the FSA and Executive Board. The president shall perform all the duties pertaining to the office, shall be an ex-officio member of all committees and shall receive notices of all meetings. Together with the principal, the president shall draft the agenda for each FSA meeting.

Section 3. The vice-president shall perform the duties of the president in his/her absence, and shall assume the duties of the office until the next annual election if the office of the president becomes vacant.

Section 4. The Secretary shall keep a minute book of all meetings of the FSA and Executive Board. The secretary shall advise members of all regular meetings and shall keep a minute book of all meetings of the FSA and Executive Board. He/she shall handle such correspondence as the president or Executive Board shall direct.

Section 5. The treasurer shall receive all dues and other monies, and shall make disbursements only as directed by the Executive Board. All checks shall be signed by the Pprincipal. The treasurer shall make a verbal financial report as requested, and submit a written financial report to the membership at each meeting. A written financial report shall be turned in to the Divine Providence Parish annually, or upon

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request. In addition, the treasurer shall retain copies of all contracts approved by the president and signed on behalf of the membership.

ARTICLE VI- EXECUTIVE BOARD

Section 1. The administrative body of the FSA shall be called the Executive Board.

Section 2. The duties of the Executive Board shall be:

- a. To transact necessary business between FSA meetings.
- b. To create Standing Committees and Special Committees at the request of the principal pastor or Executive Board to accommodate special happenings.
- c. To require all Standing Committees to present annual proposals for approval by the Executive Board at the beginning of the school year. This would include the Special Lunch committee, Room parent coordinators, and In school services committee.
- d. To fill any vacancies among officers of the FSA between elections and to report such appointments at the next FSA meeting.
- e. To appoint an FSA member to serve as an ex-officio member of the Divine Providence Board of Specified Jurisdiction.

Section 3. Regular meeting of the FSA shall be held monthly during the school year unless the Executive Board elects to add or cancel a meeting.

Section 4. Special meetings of the Executive Board shall be called by the president or any four members of the board.

Section 5. A quorum of the Executive Board shall be a majority of the members thereof.

Roberts Rules of Order shall be used as a guideline during FSA and Executive Board meetings.

ARTICLE VII – ELECTION of OFFICERS

Section 1. At the March meeting, the Executive Board will determine the number of vacancies of both the Executive Board and Standing Committees for the following school year.

- a. Within ten (10) days, a notice will be distributed by the recording secretary to alert all school families of any vacancies and the upcoming election in April. Interested parties must

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return notices within the subsequent seven (7) days via the corresponding secretary.

Interested parties must attend the April meeting.

Section 2. At the April meeting, the Executive Board will present the slate of consenting candidates. Approval of the slate of officers and Standing Committee nominees presented shall be given by a roll call vote by the voting members present, with a simple majority signifying acceptance. The list shall then become closed.

Section 3. The corresponding secretary will prepare written secret ballots, marked only to signify an original ballot, to be randomly distributed to all parents/guardians within three (3) school days of the April meeting. All sealed ballots are to be returned to the school office within 48 hours of distribution. The ballots will be collected by the corresponding secretary and opened and counted in the presence of a quorum of Executive Board members.

Section 4. When more than two candidates compete for the same office, the candidate receiving the most votes shall be elected. In the case of a tie, the winner will be determined via a lottery. If only one candidate is nominated for a position, the nominee shall be treated as selected.

**ARTICLE VIII STANDING
COMMITTEES/SPECIAL COMMITTEES**

Section 1. There shall be the following Standing Committees:

- a. Fundraising: Oversees many profit generating events that fund the FSA budget.
- b. Hospitality: Arranges for various FSA functions throughout the year.
- c. In School Services: Coordinates all services performed in school for students and staff.
- d. Student Enrichment Services: Assists with coordination of student assemblies and enrichment programs.

Sections 2. Standing Committee chairperson(s) will serve a term of two (2) consecutive years, not to exceed four (4) years total.

Section 3. Special Committees will form as need arises or at the request of the principal, pastor or Executive Board to accommodate special happenings.

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ARTICLE IX RULES of Order

ARTICLE X- AMENDMENTS

These bylaws may be amended at an FSA meeting by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at the previous FSA meeting.

ARTICLE XI- QUORUM and VOTING POLICIES

Section 1. A quorum shall be required to hold any vote. A quorum during a monthly FSA meeting or election shall be defined as 25% of eligible voting members including a quorum of Executive Board members. In absence of eligible voting quorum, two-thirds majority of the Executive Board may equal quorum.

Section 2. Each family and each faculty member of the FSA will have one vote.

Section 3. Each member is bound by any action which has received the required simple majority vote for adoption. If a particular proposal receives a tie vote, then such proposal will not be adopted.