*411 Wheeling Road - Prospect Heights, IL 60070*

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*Bylaws*

Saint Alphonsus Liguori Parent School Association

Bylaws of the

Saint Alphonsus Liguori

Parent School Association

PSA

ARTICLE I – NAME

The name of this organization shall be the St. Alphonsus Liguori Parent School Association (PSA)

ARTICLE II – MISSION STATEMENT

The Parent School Association (PSA) works with the school and families to create a positive environment and experience for the community. The PSA hosts both social and fundraising events throughout the year. The money raised from the fundraisers is used on things that directly benefit the school.

ARTICLE III – OBJECTIVES

1. The objective of PSA shall be the advancement of Catholic education and welfare of the school children.
2. Develop a closer connection between school and home by encouraging parent involvement, by providing an opportunity for parents and teachers to work together for the good of the children and to grow mutual respect and concern.
3. To provide enrichment and support to the school through active parent participation and through school fundraising.

ARTICLE IV – MEMBERSHIP

Membership shall be open to any parent or guardian of a child registered at St. Alphonsus Liguori School.

ARTICLE V – FISCAL YEAR

The fiscal year shall be from July 1 through June 30 of the following year.

ARTICLE V – OFFICERS

1. The officers of this organization shall consist of one and only one President, up to two Vice-Presidents, Recording Secretary and Treasurer.
2. All officers of this organization shall be presented to the Principal.
3. The Presidential term shall be no less than 2 years, with the election held every two years for the upcoming vacancy.
4. Officers shall be nominated in the month of April by any general member of the PSA.
5. Voting shall be done at the May PSA meeting by current PSA officers.
6. New officers shall assume their duties in June.
7. The President shall be a member of the PSA who has held another office for one or more years prior to election as President.
8. The outgoing President shall be invited to serve as an advisor to the PSA for one year in order to ensure continuity.
9. A vacancy occurring in any office shall be filled by majority vote of all remaining members of the PSA board. If the office of the President becomes vacant a Vice-President shall assume the duty for the remainder of the school year, or until the office is filled.
10. By a fifty percent (50%) vote of the PSA Board, an officer may be removed from office for failure to perform duties.

ARTICLE VI – DUTIES OF OFFICERS

# Section 1 – President

1. Shall preside at all meetings
2. Shall present any new business
3. Shall be the official spokesperson for the organization
4. Shall act as a liaison between the administration, school board, parish and other committees
5. Shall be responsible for distributing the agenda for each PSA meeting and notification of all meetings
6. Shall coordinate the work of the officers and committees of the PSA in accordance with the objective of the bylaws and/or the direction of the administration
7. Shall have the authority to approve expenditures in the absence of the treasurer
8. Shall have contract signing authority
9. Shall have check signing authority
10. Shall create and publish the annual PSA calendar by the first meeting of the school year
11. Shall deliver to the successor in office all records in his/her possession by fiscal year end

Section 2 – Vice President / Co-Vice President

1. Shall aid the president
2. Shall perform the duties of the president in the event of that officer’s absence or inability to serve
3. Shall act as liaison between committee and project chairs
4. Shall deliver to the successor in office all records in his/her possession by fiscal year end

Section 3 – Treasurer

1. Shall receive all monies from PSA committees
2. Shall keep accurate records of deposits, receipts and expenditures
3. Shall approve payment of funds as reflected in the budget or as voted upon by the PSA officers
4. Shall give written monthly financial reports for review at all General Membership meetings
5. Shall prepare a year-end financial report by fiscal year-end
6. Shall deliver to the successor in office all records in his/her possession by fiscal year end
7. Shall facilitate an audit of the financial records and practices when required

Section 4 – Secretary

1. Shall lead the group in prayer at each meeting
2. Shall keep an accurate record of the attendance and minutes of the Meetings of the General Membership
3. Shall finalize minutes, obtain necessary approvals and post minutes in a timely manner
4. Shall prepare any materials needed for distribution or reference at the General Membership meeting
5. Keep the files of communications, papers and documents belonging to the organization
6. Shall keep an accurate record of all bylaw changes approved by the PSA Board
7. Shall be responsible for having a current copy of the bylaws at all PSA meetings and shall act as Parliamentarian at the meetings
8. Shall deliver to the successor in office all records in his/her possession by fiscal year end
9. Shall be responsible for condolence cards and congratulatory messages

ARTICLE VII – COMMITTEES

Committees shall be created by officers of the PSA as needed to promote the purpose and interests of the organization. The need for specific committee will be reviewed annually.

Section 1 – Special Committees may be established by officers of the PSA or by action taken at a general membership meeting.

Section 2 – The chairpersons of each committee shall present their plans to the membership and a yearly report to their successors. No committee work shall be undertaken without the approval of the officers of the PSA. The chairpersons shall report on committee activities to the President monthly at the general membership meetings as necessary.

ARTICLE VIII – BUDGET COMMITTEE

The Budget Committee shall consist of the officers of the PSA. The Treasurer, with inputs from the Committee Chairpersons, shall prepare a preliminary annual budget to be presented at the spring Meeting of the General Membership. The final budget shall be presented and voted upon at the first Meeting of the General Membership of the new school year. Any changes to the budget following acceptance must be presented to and approved by the officers of the PSA.

ARTICLE IX – MEETINGS OF THE GENERAL MEMBERSHIP

Section 1 – Regular meetings of the organization shall be held monthly during the school year or as designated by the Officers of the PSA.

ARTICLE X – PROCEDURE

Section I – The regular order of business at Meetings of the General Membership shall be as follows:

1. Call to order, prayer, and roll call
2. Approval of minutes
3. Treasurer’s report
4. Principal’s report
5. President’s report
6. Committee reports
7. Old Business
8. New Business
9. Open forum regarding PSA matters
10. Adjournment

Section 2 – Voting procedures shall be as follows:

1. Each officer of the PSA shall have one vote on all motions placed before the PSA
2. Majority rules? Is it only PSA officers that are present at the meeting or all?
3. President has the authority to enter into a binding contract on behalf of the PSA. Other officers can be appointed by a roll call vote of the officers present. All contracts must be voted on and approved by the PSA officers.
4. Each committee shall have one vote on any business related to that committee
5. On all motions where there are negative votes, a roll call vote may be taken and the count of the vote shall be listed in the minutes.
6. For matters presented to the entire membership, each present member at the time of the vote is allowed one vote.

ARTICLE XI – AMENDMENTS

These bylaws may be amended by two thirds (2/3) vote of the officers of the PSA.

ARTICLE XII – DIRECTION OF FUNDS

All monies acquired by the PSA fundraisers shall be used as follows:

1. Annual start-up costs, reserves and budgeted committee expenses
2. Budgeted organizational expenses including an emergency reserve; recommended amount $5,000
3. Directly benefit the children and staff of our school
4. Community based events creating good will to enhance growth in our Faith

ARTICLE XIII – POLICIES

Section 1 – Members shall pay annual dues????? (use for class parties etc???) can be charged with other school fees by school. Linda C. would give us a check at the beginning of the school year.

Section 2 – Officers and Committee Chairpersons shall use a tax-exempt letter for all purchases related to PSA.

Section 3 – Committee Chairpersons are expected to attend monthly meetings or to send a designated representative. If neither is available, the Committee Chairperson should contact the President before the meeting.

Section 4 – All electronic communication from PSA to the school families must be sent through school office.

Section 5 – Reimbursement requests must be made with Reimbursement Request Form and receipt(s) within 45 days of the expenditure, otherwise the request will be denied.

Section 6 – Fund raising activities shall only be undertaken with the approval of the principal and Pastor???? (will check with Linda on that)