

Please note that although these bylaws are representative of how SFBA will be organized and managed effective immediately and have been reviewed by our present principal, they are still DRAFT form. A vote for formal adoption will take place in 2016.

Bylaws of Saint Brigid School Family Association

ARTICLE I: NAME, DESCRIPTION, & PURPOSE

Section 1: NAME - The name of the organization shall be Saint Brigid School Family Association (SBFA). The SBFA is located at Saint Brigid School, 185 E. 7th Street, New York, NY 10009.

Section 2: DESCRIPTION - The SBFA is a nonprofit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE and MISSION STATEMENT - The purpose of the SBFA is to enhance and support the educational experience at Saint Brigid and to develop a closer connection between school and home by encouraging parent/guardian/caregiver/family involvement and providing an opportunity for families and teachers to work together for the good of the child.

The mission of the SBFA is to positively impact the lives of the St. Brigid students and families by hosting events and supporting activities that further create and unite our community. We strive to open communication among families, teachers and administration through goodwill, cooperation and spiritual commitment.

The SBFA's success depends greatly on our community volunteerism, effective fundraising and the support of our school administration and parish.

ARTICLE II: MEMBERSHIP

Membership shall be automatically granted to all parents, guardians, and other active family members of current St. Brigid's students. Members have voting privileges, one vote per household.

All faculty and staff at St. Brigid's are encouraged to participate in meetings.

ARTICLE III: OFFICERS

Section 1: EXECUTIVE BOARD - The Executive Board shall consist of the following officers: President, Vice President, Fundraising Director, Treasurer, Public Relations Director and Secretary. Officer positions can be shared. The school Principal, or his/her designee, is a non-voting member of the Executive Board. The previous year President and/or Vice President, where feasible, are non-voting members of the Executive Board. Please note that should any matter voted upon by the Executive Board result in a tie non-voting members present may be utilized to break tie.

Section 2: DUTIES

Executive Board: Develop the SBFA's annual budget, establish and oversee committees to conduct the work of the SBFA, establish fundraising programs, and approve by majority vote of the Board unbudgeted expenditures.

President: Preside at general SBFA meetings and Executive Board meetings, serve as the official representative of the SBFA, and retain all official records of the SBFA.

Vice President: Oversee the committee system of the SBFA, assist the President, and chair meetings in the absence of the President.

Fundraising Director: Centralize and supervise all SBFA fundraising activities i.e. box tops, bake sales, gym tshirts, chocolate sale, etc., develop a fundraising strategy with consideration of association goals and other school wide fundraising efforts and maintain appropriate records on plan, efforts and achievements.

Treasurer: Serve as custodian of the SBFA's finances, collect revenue, pay authorized expenses, follow all financial policies of the SBFA, and hold all financial records.

Public Relations Director: Manage communications and marketing for the SBFA, including but not limited to SBFA newsletters, email broadcasts, website, bulletin boards, etc.

Secretary: Coordinate logistics for SBFA meetings, prepare agendas and materials for SBFA meetings, record and distribute minutes of all meetings within a week of meeting, and hold historical records for the SBFA.

Section 3: BOARD MEETINGS - The Executive Board shall meet at the discretion of the President. Three (3) members of the Board need to be present to constitute quorum for the purpose of voting.

Section 4: QUALIFICATIONS - Any active SBFA member may become an officer of the SBFA. An active member is defined as a member who supports and participates in SBFA events and activities consistently throughout the year. Participation can be demonstrated in various forms including but not limited to attendance at events, activities and meetings, volunteerism, taking on roles within the organization, etc. Any SBFA member wishing to run for President must serve on Executive Board for a year prior to running for President. All SBFA members interested in becoming an officer should communicate with existing Executive Board by **May 15th** to allow for appropriate review and approval by existing Executive Board and Principal prior to elections.

Section 5: ELECTIONS - Officers shall be elected by ballot. However, if there is but one (1) nominee for an office, election by ballot is not required. The voting shall take place during one school day in June of each year. Families registered for the subsequent school year are each entitled to one ballot.

To ensure independence in fact and appearance, the overseeing of elections shall be handled by SBFA active members who are not currently running for an officer position.

Should election result in a tie for any position, the current Executive Board can determine whether a run-off election is required or if candidates can share officer duties. Officer positions which remain vacant after elections shall be appointed by the current Executive Board subject to the approval of the newly elected officers.

See Appendix 1 for details on elections process and timeline.

Section 6: TERM OF OFFICE - The term of office for all officers is one year, beginning July 1 and ending June 30 of the following year. No officer shall serve in the same office for more than two (2) consecutive terms. One who has served more than one-half of a term shall be credited with having served that term.

Making the transition from old to new leadership is the responsibility of both the outgoing and incoming officers. An effective officer transition:

- Maintains effective continuity of the association's progress, goals, and growth
- Helps ensure the successful transfer of important information
- Helps build upon the achievements of the outgoing Executive Board
- Re-enforces positive/productive communication between officers and between the Executive Board and the association
- Provides an opportunity for incoming officers to plan for the future and establish new goals

Transition responsibilities include but are not limited to participation in transition meetings, passing on information (documentation, contact lists, key activities and tasks, words of wisdom, etc.) and, where feasible, real time coaching.

Section 7: REMOVAL - An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 8: VACANCY - If a vacancy occurs on the Executive Board, the President shall appoint a SBFA member to fill the vacancy for the remainder of the officer's term. Please note that President may make exceptions to role qualifications to ensure continuity of Association business.

ARTICLE IV: PROJECT LEADERS

Section 1: COMMITTEES or TEAMS - SBFA members can be organized into committees or teams to make SBFA work more efficiently. The Executive Board may establish committees or teams as deemed necessary to promote the purpose and carry on the work of the association. The President or a designee shall be a member ex-officio of all committees or teams. Each committee or team shall have a Project Leader.

See Appendix 2 for current committees and teams as well as a description, objectives and responsibilities.

Section 2: DUTIES - Project Leaders are responsible for ensuring the success of their committee or team, according to its respective documented objectives/goals. This may include securing funding, volunteers and donations.

Section 3: MEETINGS - Each committee or team shall meet at the discretion of the Project Leader. Project Leaders may be required to participate in Executive Board meetings or to report out at the SBFA general meetings. If the Project Leader is unable to do so, they may appoint a delegate to do so.

Section 4: QUALIFICATIONS - Any SBFA member may become a Project Leader. Project Leaders should have a genuine interest in committee's or team's objective and the appropriate skill to meet said objective. Project Leaders are expected to be active members. See Article III Section 4 above for definition of an active member. All SBFA members interested in becoming a Project Leader should communicate with existing Executive Board by **May 30th** to allow for appropriate review and approval by existing Executive Board and Principal prior to assignment.

Section 5: ASSIGNMENT - Project Leaders shall be appointed by the Executive Board. The newly elected president shall call a meeting of the incoming officers within thirty (30) days after the election for

the purpose of reviewing and approving committees or teams and such other business as becomes necessary.

Section 6: TERM - The term of each Project Leader shall be one (1) year, beginning July 1 and ending June 30 of the following year. No Project Leader shall serve in the same role for more than two (2) consecutive terms. One who has served more than one-half of a term shall be credited with having served that term.

Making the transition from one Project Leader to another is the responsibility of both the outgoing and incoming Project Leader. See Article III Section 6 for requirements in this regard. Where feasible, Project Leaders should consistently engage members of their committee or team to ensure growth and seamless transition when needed.

Section 7: REMOVAL - A Project Leader can be removed from assignment for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 8: VACANCY - If a vacancy occurs, the President shall appoint a SBFA member to fill the vacancy for the remainder of the term after consultation with committee or team.

ARTICLE V: GENERAL SBFA MEETINGS

Section 1: GENERAL SBFA MEETINGS - General SBFA meetings shall be held to conduct the business of the SBFA. Meetings shall be held at the discretion of the Executive Board at least twice during the school year, for example, one in the Fall and one in the Spring.

Section 2: VOTING - Each member in attendance at a SBFA meeting is eligible to vote, one vote per household. Absentee and proxy votes are not allowed.

Section 3: QUORUM - Ten (10) members of the SBFA present and voting constitute quorum for the purpose of voting.

ARTICLE VI: FINANCIAL POLICIES *(This section of the bylaws is under review and will be updated in near future)*

Section 1: FISCAL YEAR

Section 2: BANKING

Section 3: REPORTING

Section 4: ENDING BALANCE

Section 5: CONTRACTS

ARTICLE VII: BYLAWS AMENDMENTS

The Executive Board will formerly review the Bylaws on an annual basis and propose changes as needed. Amendments to the bylaws may also be proposed by any SBFA member.

All amendments shall be discussed at a SBFA general meeting. Amendments shall be voted on at a general meeting by a hand raised voting process. Two-thirds (2/3) approval of all members present and voting is required to adopt an amendment to the bylaws.

ARTICLE VIII: DISSOLUTION

In the event of dissolution of the SBFA, any funds remaining shall be donated to Saint Brigid School.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

The authority for this organization shall be Robert's Rules of Order Newly Revised.

These bylaws were adopted on (MM/DD/YY).

Amended (date): _____