

Frassati Family Association Manual

April 2017
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Bylaws: The bylaws of the Frassati Family Association (FFA) define the primary characteristics of the organization, prescribe how it functions and includes rules so important that they cannot be changed without previous notice and the vote of a school-wide majority.

Article 1- Name

The name of the organization shall be Frassati Family Association, also referred to as FFA.

Article 2- Objective

Section 1: The objective of this association shall be the advancement of Catholic Education, and the spiritual and physical welfare of all the children of this school.

Section 2: It shall further be to act in the promotion of family-school communication, to facilitate parent/guardian networking and to provide social activities as well as opportunities for its members in the areas of faith, education and civic affairs.

Section 3: Finally, it shall attempt to enhance the parent's and teacher's role in the education of the child by increasing their mutual understanding of children, and also by providing opportunities for the entire school community to work together for the good of the child and to grow in mutual respect and concern.

Article 3- Authority

The Archdiocese, pastors, principal and the school board have the responsibility for the school and this association shall function only in collaboration and cooperation with them.

Article 4 - Membership

The membership shall be open to school, parish and community individuals interested in the objectives of this association, and who express this interest by applying for membership. Furthermore, all regular meetings shall be open to the public.

Article 5- Officers

Section 1: The officers of this association shall be president, vice-president and secretary. The term of office shall be for one year, and no person shall be eligible to hold the same office for more than two consecutive terms, with elections being staggered so that there is continuity provided among officers.

Section 2: No employee of the local school or parish shall be able to serve as president. Employees may serve as standing committee chairs as members of the executive board. It is also recommended that an officer of the association not to serve in other parish/school leadership positions.

Section 3: Nominations for officers shall be made by a nominating committee of three members elected by the executive committee. Only one member of the nominating committee shall be an Executive Board member. The nominating committee shall report at the meeting prior to the annual meeting the names of the candidates for each office to be filled. Additional nominations may be made from the floor at the nomination meeting. The consent of all nominees must have been obtained prior to the election.

Section 4: Voting shall be by secret ballot of members attending the election meeting.

Article 6- Duty of Officers

Section 1: The president shall preside at all meetings of the association and of the Executive Board. They shall perform all duties pertaining to the office: appoint special committees, be an *ex-officio* member of all committees, and receive notices of all meetings.

Section 2: Executive Board Members

The executive board members will meet with the principal a week prior to the monthly meeting to set the agenda. This responsibility can be just that of the president if deemed by the rest of the executive members.

Section 3: Other Duties as assigned

All executive board members shall take on other duties as assigned.

Article 7- Meetings

Section 1: The regular meetings of this association shall be held monthly as determined by the executive board. All meetings will be published on the school calendar. Agendas and minutes will be published following meetings.

Section 2: The regular meeting in May shall be the “annual meeting” where elections are held for the following year.

Section 3: At a regularly called meeting of the membership, those present constitute a forum.

Article 8- Executive Board

Section 1: The administrative body of this association shall be known as the Executive Board. The board shall consist of the president, vice-president and secretary, executive leaders as well as a faculty representative, the principal and a pastor (if applicable).

Section 2: All matters of programming, association administration, and scheduling shall be vested in this executive board with the principal’s approval.

Section 3: A quorum of the Executive Board shall be a majority of the members.

Section 4: The Executive Board shall have the right to fill sudden vacancies among the officers of the association, subject to subsequent approval of the principal and the membership.

Section 5: The Executive Board shall have the right to add or delete special or temporary committees and shall have the power to appoint the

chairpersons of said committees with the approval of the principal and membership.

Article 9- Standing Committees

Standing committees shall be assessed annually and implemented as the need arises to meet school and association goals.

Article 10- Parliamentary Procedure

The rules contained in Robert's Rules of Order Newly Revised shall govern this association in all cases not otherwise covered by these bylaws.

Article 11- Amendments

Amendments to the bylaws shall be proposed at one membership meeting and voted on at the next. A two-thirds vote of the membership attending is necessary for an amendment to pass.

Standing Rules

Standing rules are rules related to the administration of an association rather than to procedure, i.e., the time of the meeting, not the fact that a meeting will be held. When necessary, standing rules may be changed by a two-thirds vote without previous notice. If there is a possibility of serious disagreement, however, previous notice should be given.

Dues: Dues shall be \$75 per family paid annually.

Funds: Board members, faculty members and administration may recommend fund spending. Fund spending needs to be approved by the executive board and the principal. All final purchases need to be approved prior to spending.

Attendance: This organization shall maintain a registration list of members and guests at every meeting.

Minutes: Minutes will be taken and published at every meeting.

