

Constitution and By-Laws
Saint Mary's Family & School Organization
Saint Mary School
Buffalo Grove, Illinois 60089

Article I

The name of the association shall be the Saint Mary's Family & School Organization or SMS-FSO.

Article II-Purpose

Section 1-The objective of the Saint Mary Family & School Organization shall be the advancement of Catholic education and welfare of the school children of this parish.

Section 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 child and to grow mutual respect and concern.

Section 3- It shall further be to act in the promotion of the parent-school communication, to facilitate parent networking and to provide educational opportunities for its members in the areas of faith, education, and civic affairs.

Section 4- It shall attempt to enhance the educational experience by supporting academic and enrichment activities as well as enhance the parent's and teacher's role in the education of the child.

Article III-Policies

Section 2-The program of this organization shall be educational and shall be implemented through committees, projects, and events.

Section 3- This organization shall be non-commercial, non-sectarian. No commercial enterprise shall be endorsed by it. Neither the name of the organization nor the names of its officers in their official capacities shall be used in any connection with a commercial concern for any purpose other than regular work of the organization.

Section 4-This organization shall not seek to direct the administrative activities of the school, or to control its policies.

Section 5-All funds shall be kept in a checking account in the name of Saint Mary Family & School Organization, requiring three signatures. (One Executive Board, 2 Parish Board) at Buffalo Grove Trust and Bank.

Section 6- Reimbursement requests must be made with a Check Request Documentation and Receipt with 45 days of the expenditure, otherwise request will be denied.

Section 7- Contract signing authority is limited to the President or the President's designee and the Vice-President of Fund Raising and Vice President of School Events.

Section 8- The Treasurer must be bonded to ensure integrity of fund management.

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ARTICLE IV-Authority

The Pastor and the principal have responsibility for the parish school. This shall function only with their cooperation, communicating directly with the SMS-FSO Board for approval of programs and projects. All written notices must be submitted to the principal before distribution. This shall not duplicate functions performed by existing parish and school organizations. Fund-raising activities shall only be undertaken with the consent and approval of the pastor and principal.

ARTICLE V-Membership

Section 1-Membership is open to the teaching staff of our School and all parents/guardians of children attending our School; there shall be one vote per membership, one membership per household.

Section 2- Only members of the SMS-FSO who have paid dues and/or submitted a membership form for the current school year may participate in the business of this organization.

Section 3-The Executive Board shall set the annual dues, which are payable to SMS-FSO. An annual enrollment of members shall be accepted at any time. The membership shall be from July 1 to June 30. Any person/family joining during the year shall pay dues for the current year.

ARTICLE VI-Fiscal Year

The fiscal year of Our School SMS-FSO shall be from July 1 through June 30 of the following year.

ARTICLE VI-Officers

Section 1 -

- a. The officers of this organization shall consist of one and only one President, up to two Vice-President(s), Recording Secretary, Treasurer, and Co-Treasurer.
- b. All officers of this organization shall be presented to the Principal.
- c. A person shall not be eligible to serve more than two consecutive terms in the same office. Only the exception of a vote to extend a 1 year membership term and the exception of a vote to extend a 2 year membership term. The term of the office shall not exceed a two (2) terms or four (4) years.
- c. Officers shall be nominated in the month of May.
- d. The newly elected officers shall assume their duties August 1st and shall serve for a term of two years or until the election of their successors.
- e. The outgoing President shall be invited to serve as an advisor to the Executive Board for one year in order to ensure continuity.

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Section 2 - A vacancy occurring in any office shall be filled by a majority vote of all remaining members of the Executive Board. If the office of President becomes vacant, a Vice President shall assume the duty for the remainder of the school year, or until the office is filled.

Section 3 - By a two-thirds (2/3) vote of the entire Executive Board, an officer may be removed from office for failure to perform duties.

ARTICLE VII - DUTIES OF OFFICERS

Section 1 - President - Duties

- a. Preside at all meetings.
- b. Present any new business.
- c. Be the official spokesperson for the organization.
- d. Act as custodian of all records of the organization.
- e. Recruit committee chairpersons.
- f. Deliver to the successor in office, all records in his/her possession by fiscal year end.
- g. Create and publish the annual SMS- FSO calendar by the first SMS-FSO meeting of the school year.
- h. Submit a written report detailing responsibility and recommendations to the future board by fiscal year end.
- i. Contract signing authority.
- j. Check Signing authority.

Section 2 - Vice President - Duties

- a. Aid the president.
- b. Perform the duties of the president in the event of that officer's absence or inability to serve.
- c. Act as liaison between committee and project chairs with the Executive Board.
- d. Deliver to the successor in office, all records in his/her possession by fiscal year end.
- e. Submit a written report detailing responsibility and recommendations to the future board by fiscal year end.
- f. Manage the recruitment of volunteers for the various SMS-FSO committees.

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Section 3 - Recording Secretary – Duties

- a. Prepare the agenda for the General Membership meetings with the assistance of the President.
- b. Prepare any materials needed for distribution or reference at General Membership meetings.
- c. Take minutes at Executive Board and General Membership meetings.
- d. Finalize minutes, obtain necessary approvals, and post minutes in a timely manner.
- e. Keep the files of communications, papers, and documents belonging to the organization.
- f. Deliver to the successor in office, all records in his/her possession by fiscal year end.
- g. Submit a written report detailing responsibility and recommendations to the future board by fiscal year end.
- h. Secretary is responsible for condolence cards, mass cards, congratulatory messages.

Section 4 - Treasurer - Duties

- a. Be custodian of all organization funds, and shall be authorized to disperse funds on behalf of the SMS-FSO.
- b. Give written monthly financial reports for review at all General Membership meetings and to the Executive Board in months with no General Membership Meeting.
- c. Provide a monthly cash-flow report at Executive Board Meetings.
- d. Prepare a year-end financial report by fiscal year end.
- e. Deliver to the successor in office, all records in his/her possession by fiscal year end.
- f. Submit a written report detailing responsibility and recommendations to the future board by fiscal year end.
- g. Facilitate an annual audit of the financial records and practices during the summer of each year.

Section 5 – Co-Treasurer – Duties

- a. Aid the Treasurer
- b. Perform the duties of the Treasurer in the event of that officer's absence or inability to serve.

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ARTICLE VIII – Executive Board

Section 1 - Composition

The Executive Board shall consist of the officers of the organization, the Principal (or representative to act on his/her behalf), and the Pastor (or representative to act on his behalf).

Section 2 - Responsibility

The Executive Board shall be subject to the orders of the organization and none of its acts shall conflict with action taken by the organization.

Section 3 - Duties of the Executive Board shall be:

- a. To transact necessary business in the intervals between general membership meetings.
- b. To approve the plans of the project committees.
- c. To present a report at the general membership meeting of any action taken by the Executive Board.
- d. To facilitate an annual audit of the treasurer's records after fiscal year end, and before the first fall general membership meeting.
- e. To prepare an annual budget for membership approval.
- f. To approve routine bills within the limits of the budget.
- g. To fill vacancies of elected positions.
- h. To oversee fundraising activities of the school year.

Section 4 - Executive Board Meeting

The Executive Board shall meet monthly prior to the general membership meeting. Special meetings may be called by the President or by a majority of the members of the board.

Section 5 - The Executive Board, by majority vote of all officers, may approve unbudgeted expenditures up to a maximum of \$500.00. Expenditures over \$500.00 must be put to a vote of the membership.

ARTICLE IX – Board

Section 1- The administrative body of this association shall be known as the board. The board shall consist of the Executive Board, Chairperson or Co-chairperson of standing committees.

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Section 2-Each officer and chairperson or co-chairperson of a committee shall maintain a procedure book and a file of official material along with any pertinent committee reports and shall transfer said material to the newly elected officers and committee chairpersons no later than June 30.

Section 3- Board members are expected to report to every business meeting

Section 4- The board must approve expenditures that exceed the budget and expenditures that exceed \$500.00

ARTICLE X –COMMITTEES

Committees shall be created by the Executive Board as needed to promote the purpose and interests of the organization. The need for specific committees will be reviewed annually.

Section 1 - 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 Executive Board. The chairpersons shall report on committee activities to the Vice President monthly and at the general membership meetings as necessary.

Section 2 - Special committees may be established by the Executive Board, or by action taken at a general membership meeting.

Section 3- A person shall not be eligible to serve more than two consecutive terms in the same office. Only the exception of a vote to extend a 1 year membership term and the exception of a vote to extend a 2 year membership term. The term of the office shall not exceed a two (2) terms or four (4) years.

ARTICLE XI - MEETINGS

Section 1 – Frequency

Regular meetings of the organization shall be held monthly during the school year or as designated by the Executive Board.

Section 2 – Quorum

- a. General Membership Meetings - 10 members shall constitute a quorum for the transaction of business at any general membership meeting.
- b. Executive Board Meetings - 4 Executive Board members shall constitute a quorum for the transaction of necessary business and/or approval of routine bills in the intervals between general membership meetings.

ARTICLE XII - DISSOLUTION

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Section 1 - Procedure

- a. The organization, by majority vote in a general membership meeting, shall authorize the appointment of a committee to consider the reasons for disbanding and the necessary steps to be taken.
- b. Notice of intent to disband shall be given to all members, in writing, at least 30 days prior to the general membership meeting.
- c. The committee shall submit a report at the next general membership meeting.
- d. A quorum for the purpose of dissolution shall be 25% of the current year's total membership.
- e. A 2/3 vote of those in attendance is required for passage.

Section 2 - Funds

The funds remaining in the treasury at the time of dissolution shall be submitted to the School Board. These funds shall be earmarked for use at our School.

ARTICLE XI - PARLIAMENTARY AUTHORITY

The authority for this organization shall be "Saint Mary of Buffalo Grove Rules of Order Newly Revised 3rd Edition ".

ARTICLE XII - REVISION OF BYLAWS

Section 1 - Revision Procedure

- a. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a general membership meeting, or by a 2/3 vote of the entire Executive Board.
- b. Amendments and/or revisions must be posted in the FSO display case at least one general membership meeting prior to the general membership meeting in which all proposed changes are read and discussed.
- c. Bylaws may be amended or revised by the affirmative vote of 2/3 of the members present and voting at any general membership meeting provide that the proposed amendment has been presented at a previous regular meeting.

Section 2 - Revision Schedule

These bylaws may be revised on a three year schedule, or as needed.

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These Bylaws were adopted by the newly incorporated FSO on February 20, 2013.

The Executive Board unanimously approved the original Bylaws on >>>>>>>>>>

Revisions were approved on the following dates:

September 2006

February 2013

August 2013