

THE CATHEDRAL OF THE RISEN CHRIST SCHOOL FAMILY ASSOCIATION BYLAWS



ARTICLE I: NAME

The name of this organization shall be The Cathedral School Family Association (CSFA).

ARTICLE II: OBJECT

The object of this association shall be: To support the spiritual and educational forces of the Church, Home, and School, in a program of child training in keeping with the doctrines of the Church. While the association does not create policy or craft education programs, its work enhances and develops Cathedral School ventures.

To this end, The Association will endeavor:

1. To provide a financial environment to support the extraordinary demands of the school.
2. To offer parents the opportunity to enrich Cathedral School's educational programs.
3. To promote a program of united Catholic action in the sphere of primary education.
4. To provide a symbiotic relationship between parents, teachers, and children.

ARTICLE III: MEMBERSHIP

Section 1: Any parent or guardian of a child attending Cathedral of the Risen Christ School automatically upon enrollment of a child becomes a General Member of the Association. Faculty and staff of Cathedral are also General Members.

Section 2: General Members of the Association are eligible to serve in any of its Elected Officer positions (Article V) or Appointed positions (Article VI Section I).

Section 3: Each member of the Association is represented by the Catholic School Federation.

ARTICLE IV: MEETINGS

Section 1: There shall be a minimum of one general meeting of the Association annually. The Principal may call special meetings with advance notice to the membership.

Section 2: A quorum shall consist of those members present at the meeting.

Section 3: A majority vote of those members present at a meeting shall be required for the general transaction of business.

ARTICLE V: ELECTED OFFICERS

Section 1: The Officers of the Association shall be the President, Vice President, Secretary, Treasurer, Auction Coordinator, and Volunteer Coordinator.

Section 2: The Officers shall be selected by the Principal and Superintendent after an application process.

Section 3: Officers shall serve for a term beginning on June 1 and ending on May 31 of the following year. No elected officer may serve more than one consecutive term in the same office without the approval of the School administration. Dismissal may occur at the discretion of the Principal and Superintendent.

Section 4: Officers shall vacate their position on June 1st of the year their youngest child leaves Cathedral School. Expulsions, mid-semester departures and other dismissals should refer to Article V Section 3.

Section 5: The duties of the officer shall be as follows:

President

The President shall in cooperation with the Principal set meeting dates of the Association and notify the membership; shall preside at all meetings of the Association and the CSFA; shall appoint chairmen of committees; and shall be an ex-officio member of all committees.

Vice President

The Vice President shall assist the President in running the Association; shall perform all the duties of the President during the absence of or at the request of the President; and may move up to the office of President the following term.

Auction Coordinator

The Auction Coordinator shall organize and supervise the School Auction as a moneymaking project for the Association; and shall perform such other duties as are requested by the President.

Secretary

The Secretary shall keep the minutes of all CSFA meetings; shall conduct the necessary correspondence of the Association; shall keep a record of the activities and accomplishments of the Association and a roster of all Association members; and shall perform such other duties as are requested by the President.

Treasurer

The Treasurer shall receive all monies of the Association; shall keep an accurate account of receipts and disbursements; shall make financial reports at Association meetings and CSFA meetings; shall pay all authorized expenditures of the Association; and shall perform such other duties as are requested by the President.

Volunteer Coordinator

The Volunteer Coordinator shall serve as a liaison between the CSFA and Homeroom Activities; and shall perform other duties as are requested by the President. These duties may include teacher appreciation, classroom parties, welcoming activities, assignment of homeroom parents, and other school activities.

ARTICLE VI: CSFA

Section 1: The CSFA shall be made up of the Elected Officers, the Cathedral Superintendent (Pastor), the Principal of the School, as well as Appointed Positions (currently Appointed Positions include SCRIP/Fundraising Coordinator, and a school faculty member).

-Fundraising Coordinator: This person will be expected to coordinate fundraising duties and activities, including SCRIP, Shoparoo, 500 Club, and work with Auction Officer. Persons in this position must research current fundraising methods and best practices, vet and discriminate all potential fundraising endeavors, and also provide detailed reports that help the CSFA set targets for raising funds.

-School Representative: This person shall be chosen by school administration after consideration from a process that involves input from all staff and faculty (voting or other method determined by staff). This person acts as a voice to and from the faculty of the school, and in a complementary manner with the principal's message. Discretion is vital in this position, as is monthly communication with the principal and staff prior to CSFA meetings.

Section 2: The CSFA shall have the authority to conduct all business of the Association between meetings.

Section 3: All matters of importance, including distribution of CSFA funds and recommendations to improve the educational and spiritual environment of the school, must be submitted to the Principal and Pastor for approval and action.

Section 4: The CSFA shall meet at least six times during a term.

Section 5: A quorum shall consist of a majority of voting members present at a meeting.

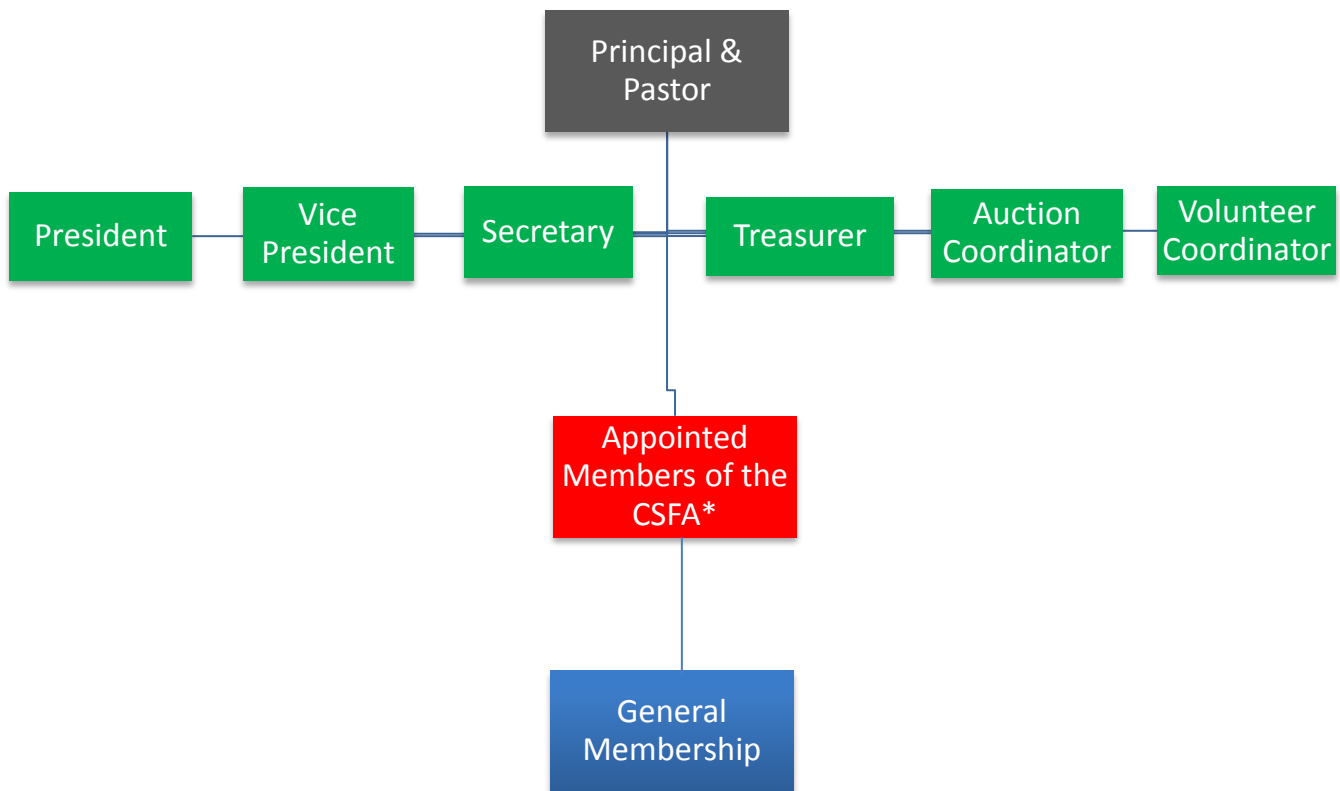
Section 6: A majority vote of those members present shall be required for the general transaction of business. The voting members of the CSFA are the Officers of the Association, the Pastor, and the Principal.

ARTICLE VII: COMMITTEES

The CSFA may appoint committees to promote the interests and objectives of the Association. The Board shall determine the duties and tenure of any committee it creates.

ARTICLE VIII: AMENDMENTS

The Board will review these bylaws annually with recommendations for any changes being submitted to the School administration. The School Administration will take these suggestions into consideration and after making any revisions, the bylaws must be approved by the Diocesan Superintendent.



**Appointed members may include advisors, faculty representative(s), fundraising coordinator(s) and/or other positions deemed important by the Principal and Superintendent.*