

**ST. MATTHEW CATHOLIC SCHOOL**

***Parent Faculty Association***

**Bylaws**

April 2009

**Article I**

**Name**

The name will be the Parent Faculty Association of St. Matthew Catholic School (hereafter, the "PFA").

**Article II**

**Purpose and Function**

The purpose will be:

*Section A.*

To provide a medium for parents and faculty to work together for the welfare of St. Matthew Catholic School students.

*Section B.*

To provide a means of communication between parents and faculty.

*Section C.*

To raise funds to augment the programs of the school.

*Section D.*

To provide volunteers to assist teachers and staff.

*Section E.*

To provide a means for parent education on school policies and procedures.

**Article III**

**Membership**

*Section A.*

Membership in this association will be open to parents or legal guardians of children who attend St. Matthew Catholic School and who have paid their PFA fee, as well as to all administrators, staff, and teachers of St. Matthew Catholic School.

*Section B.*

Membership begins upon payment of dues at Orientation (or at such other time as dues are paid) and ends on June 30 of the following year.

**Article IV**

**Officers**

*Section A.*

The officers of this association will be: President, First Vice President/President Elect; Second Vice President, Secretary, and Treasurer.

*Section B.*

Officers are elected for a one-year term, except for the First Vice President, whose election is also election to serve as President for the following school year.

*Section C.*

No officer will serve more than two consecutive years in the same office, except for Treasurer. Because the position of Treasurer requires specialized knowledge and skills, a Treasurer may serve for more than two consecutive years if, before commencement of the third year of service, the President Elect's intent to nominate the Treasurer to serve for an additional one year term is presented for a vote at a general meeting prior to the general meeting at which the election of officers is conducted.

*Section D.* Any person currently elected or appointed to the membership of the St. Matthew School Commission shall not serve simultaneously as an officer of the PFA.

**Article V Executive Committee**

The Executive Committee will consist of the elected officers, the principal and a faculty representative.

**Article VI Standing Committee**

The Standing Committees are established or deleted by the Executive Committee as needed and will promote the objectives and interests of the PFA.

**Article VII Meetings**

The Executive Committee will meet at least once a month during the school year at the discretion of the President.

**Article VIII Quorum**

A simple majority of the voting members of the Executive Committee constitutes a quorum for each meeting.

**Article IX Amendment**

The Bylaws may be amended at any regular meeting by a two-thirds vote of the members present, provided the proposed changes have been read at the previous regular meeting or copies of the proposed changes have been distributed to all active members prior to the vote by at least one week.