

**ST. MATTHEW CATHOLIC SCHOOL**  
***Parent Faculty Association***  
**Standing Rules**  
April 2009

**Article I      Membership Dues**

- Section A.*      The annual dues will be determined by the Executive Committee at the board meeting prior to the first general meeting of the school year.
- Section B.*      Dues are not required of administrators, staff, or teachers, unless they have children attending St. Matthew Catholic School.

**Article II      Meetings**

- Section A.*      There will be at least one Executive Committee meeting each month during the school year. Additional meetings may be scheduled at the discretion of the President.
- Section B.*      There will be at least one General meeting each month during the school year. Additional meetings may be scheduled at the discretion of the President or a majority vote of the Executive Committee.
- Section C.*      A General meeting will be held in conjunction with Back to School Night and designated as the meeting of the Parent Faculty Association (hereafter, "PFA") at which time the budget will be approved.
- Section D.*      The last General meeting of the school year will be designated the Annual Meeting of PFA at which time the election of the officers for the following school year will be held.
- Section E.*      Special meetings will be called by the Executive Committee upon the receipt of a petition signed by fifteen (15) members representing fifteen (15) families in the school.
- Section F.*      The number of those members present and voting constitutes a quorum.

**Article III      Funds, Assets, and Dissolution**

- Section A.*      The Executive Committee will be trustee to take title to and hold all properties of the PFA.
- Section B.*      In case the PFA is dissolved, all funds and assets will be liquidated and turned over to the Pastor or the Principal to be distributed and used in the

best interest of St. Matthew Catholic School, its administration, its faculty, and its students.

*Section C.* Both the Principal and the PFA are required to submit an Educational Needs List to the Executive Committee by the 1<sup>st</sup> week in May of the fiscal year excess. The list will be reviewed by the Executive Committee for approval.

#### **Article IV Duties of the Executive Committee**

*Section A.* The Executive Committee will determine the standing committees, fundraisers, and activities for the year and will advise the President as needed. The Executive Committee will meet once a month prior to the General Meeting and set the agenda under the direction of the President.

*Section B.* The Executive Committee will manage the business of the PFA.

#### **Article V Duties of Officers**

*Section A.* All elected officers will serve their terms of office beginning July 1 and continuing until June 30 of the following year.

*Section B.* All elected officers will serve as members of the Executive Committee.

*Section C.* All elected officers will meet monthly during the school year and at other times at the discretion of the President. Meetings may be cancelled at the discretion of the President.

*Section D.* All elected officers shall notify the President of absence from any Executive Committee or General meeting and provide a report.

*Section E.* All elected officers will provide a year end report due at the General Meeting held in May of each school year.

*Section F.* The President will:

1. Preside at all Executive Committee and General Meetings of the PFA and provide the agenda.
2. Appoint all standing and special committee chairpersons.
3. Call special meetings as needed.
4. Be a member of all standing committees.
5. Be a liaison between the parish and school.
6. Plan and execute programs for all but the last general meeting of the school year.
7. Create an budget in conjunction with the Treasurer

8. Arrange an independent audit of the PFA books at the end of each fiscal year.
9. Appoint areas of responsibility for all PFA Executive Committee members.
10. Oversee all fundraising and marketing committees or other committees at his/her discretion.

*Section G.* The First Vice President / President Elect will:

1. Act as an aide to the President.
2. Perform duties of the President in his/her absence.
3. Serve as President Elect for the following school year.
4. Oversee all curriculum enrichment, teacher support and teacher appreciation committees, or other areas of responsibility as appointed by the President.

*Section H.* The Second Vice President will:

1. Oversee all family fun and family support committees, or other areas of responsibility as appointed by the President.

*Section I.* The Secretary will:

1. Record and preserve minutes of the PFA Executive Committee and General meetings.
2. Post minutes in designated PFA area.
3. Maintain Bylaws and Standing Rules.
4. Compile, publish, and distribute PFA School Directory to those members who have paid their dues.
5. Maintain and update Phonevite Directory.
6. Maintain and inventory PFA stationary and mailboxes.
7. Oversee all parent involvement committees, or other areas of responsibility as appointed by the President.

*Section J.* The Treasurer will:

1. Act as custodian of PFA funds.
2. Record all receipts and disbursements and preserve supporting documentation.
3. Present a Treasurer's report at each PFA Executive Committee and General meeting.
4. Require all bills to be itemized.
5. Receive all funds and deposit same.
6. Pay all bills by check.
7. Ensure the PFA maintains a minimum checking account balance, with surplus funds in other accounts to maximize interest income as agreed upon by the Executive Committee.
8. Accurately and promptly pay bills, deposit all revenues, and post all financial transactions to financial statements.
9. Reconcile all accounts held at financial institutions on a monthly basis.

10. Preserve all vouchers, warrants, receipts, bank statements and cancelled checks and submit them for annual audit at the end of the fiscal year.
11. Maintain a membership roster.
12. Create budget with President.

**Article VI      Removal of Officers**

*Section A.*      An Executive Committee member or elected officer may be removed from the Executive Committee for failure to carry out specific duties upon majority vote of all other members of the Executive Committee.

*Section B.*      An Executive Committee member or elected officer must submit a petition to resign from office providing as much notice to the Executive Committee as possible.