



ST. VIATOR PARENT ASSOCIATION BY LAWS

ARTICLE I - NAME

The name of the organization shall be ST. VIATOR PARENT ASSOCIATION.

The principal office shall be located at:

St. Viator Elementary School, 4140 W. Addison, Chicago, IL 60641, Phone: 773-545-2173

ARTICLE II - PURPOSE

Section 1. Parents Supporting Teachers

Facilitate and organize parent volunteer activities so teachers can focus on individualized instruction. We will strive to give parents and guardians an opportunity to be involved at St. Viator School as volunteers and to serve as the inclusive vehicle for parental involvement at St. Viator School.

Section 2. Parents Supporting Parents

Provide appropriate activities and events that support parent/student networking opportunities and the sharing of individual and professional resources. To create community among the families by providing opportunities for families to participate in social, extracurricular, spiritual enrichment and community service activities and to provide education and faith enrichment opportunities for parents through workshops, lectures and seminars on timely subjects.

Section 3. Parents Supporting School

Provide a forum for parents and teachers to discuss school activities and programs appropriate for parent and student enrichment. To sponsor and support all school related fundraising activities and conduct St. Viator Parent Association sponsored fundraising events to fund school programs and projects for the benefit of a well-rounded educational experience.

Section 4. Goals

Each elected Executive Committee will set goals for the current school year to reflect the mission of the organization and staff all Parent Association Activities at St. Viator School. Conduct sponsored activities and events for our children, the parents and staff that will build our school spirit. *See Exhibit A for a list of current activities and events.*

Section 5. Fundraising

St. Viator Parent Association does not exist to raise money; however, we do have some fundraisers that are used to better the whole school life experience for our children. All income and expenditures of St. Viator Parent Association are determined collaboratively with the Principal and Pastor.

A suggested means of determining needed school items is the use of the "Wish List". The principal and teachers compile a list of needed school items or programs to the St. Viator Parent Association from which the organization can make choices with the help of the Principal.



ARTICLE III – MEMBERSHIP and DUES

Section 1. Members

The membership shall consist of one (1) President, one (1) Vice President, Secretary, Treasurer; Room Parent /Volunteer Coordinator and Member at Large. All parents or guardians of students past and present, of St. Viator School and Parish are eligible to hold a member position and are considered Members at Large. "**Active Members**" of the SVPA are those members that have paid the yearly dues of \$10.00. Membership will be limited to one (1) membership per family group regardless of the number of children from that family attending school.

Section 2. Ex-Officio Members

The Principal shall serve as an ex-officio member of the Executive Committee with no voting privileges; the Principal shall designate a member or members of the school staff to serve as the Faculty Representative(s), ex-officio member(s) of the Executive Committee with no voting privileges and a member of the organization shall attend Board of Specified Jurisdiction meetings as an ex-officio member with no voting privileges, and the Pastor - Under Canon Law - has exclusive veto powers in the event the members require a mediator.

ARTICLE IV - EXECUTIVE COMMITTEE

Section 1. Members

The executive Committee shall consist of the Principal of St. Viator School, and the elected members of the Parent Association.

Section 2. Duties

The Executive Committee shall facilitate all St. Viator Parent Association activities and programs.

Section 3 Appointing Committees

The Executive Committee shall form committees and select/solicit volunteer committee chairpersons as needed

ARTICLE V - COMMITTEES

Section 1. Committees

Special committees will be short-term committees whose members are volunteers or appointed as needed. A committee chairperson will be appointed by the President of the St. Viator Parent Association, the Principal of the school or any other such person who has reason to be responsible for organizing the committee as long as that person has direct relationship to the school.

Section 2. Governance of Committees

Each chairperson of a committee, once appointed, will be responsible for organizing the members to serve on the committee and shall report their progress to the Executive Committee as requested to assure the committee is serving its purpose. Failure of a chairperson to organize a group and report progress shall be deemed a resignation and the President shall have the power to declare the position vacant and appoint a successor. *See Exhibit A for a list of the current active committees.*

Section 3. Protecting God's Children

All members and volunteers who will be working directly with children will have to have completed:



- Background check - must be done online
- C.A.N.T.S. (Child Abuse & Neglect Tracking System)
- Code of Conduct
- Virtus Training

All forms and directions are available online at stviatorchicago.org and in the school office
It will be the chair of each event's responsibility to make sure all volunteers meet this requirement.

ARTICLE VI - MEETINGS

Section 1. Organization Meetings.

There shall be no fewer than four meetings scheduled during the current school year at such times as St. Viator Parent Association should decide. The standing meetings should be set the second Thursday of each month as follows:

- September/ To set goals and priorities for current school year
- November/ To set goals and priorities for upcoming holiday activities
- February/ To regroup, track progress and start nomination/election procedures'
- April/ Elections are held
- May/ To finalize goals and priorities for NEXT school year and election/re-election of executive committee members.

Section 2. Executive Committee Meetings.

The executive committee is a representative group of St. Viator Parent Association and shall consist of the executive members of the organization and two ex-officio representatives. Executive committee member votes preside.

The duties of the Executive Committee shall be:

- To transact necessary business in the intervals between regular meeting and such other business as may be referred to it by the organization or committees requiring or needing assistance.
- To create standing and temporary committees necessary to carry out to objectives and aims of this organization.
- To present a report of plans, projects, activities, etc., at the regular meetings.
- To approve routine bills

All meetings of this committee shall be called meetings as deemed necessary. Twenty-four hour notice should be given for special executive committee meetings.

Section 3. Rules of Procedure.

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern St. Viator Parent Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order St. Viator Parent Association may adopt.



Section 4. Quorum

Four members of the St. Viator Parent Association shall constitute a quorum at any General or Special Meeting. A simple majority of the Executive Committee shall constitute a quorum.

Section 5. New Business

Member will be required to request agenda time for new business prior to the next scheduled meeting. Requests must be approved by the Principal and President.

ARTICLE VII - MONIES

Section 1. Activities and Events

The main purpose of our events and activities is community building. Fundraising activities shall be discussed and approved by the Executive Committee and the Principal. All fundraising activities should have potential for a 30% profit margin.

Section 2. Profits

Profits from St. Viator Parent Club will be used to fund school projects and programs for the benefit of a well-rounded education. Monies can be designated for use among these categories:

- Fine and Performing Arts/ Music/ Language
- Technology
- Capital Building Improvements
- Teacher and Administrative Support
- Religious/ Spiritual Enrichment
- Library
- Endowment/ Reserves/ Parish Assistance

All income and expenditures of St. Viator Parent Association are determined collaboratively with the Principal and Pastor. All monies, except \$1,000.00 are expected to be disbursed by the end of the fiscal year. The \$1,000.00 is for any summer operation and start-up of the school year can be held in school under the St. Viator Parent Association account.

Section 3. Budgets

Proposed budgets for the upcoming year shall be submitted by the committee chairpersons at the Executive Committee and Parent meetings as projected spending needs to be based on itemized costs to insure that the spending is as prudent as possible. The Executive Committee shall adopt an annual budget by majority vote after review and discussion of the proposed itemized committee budgets.

The calendar of events and budgets need to be presented to the Principal for approval by the end of May for the following school year. The Principal will send approved items to the Development Director for final consideration and approval. Budgeted amounts may be changed during the year after discussion and vote by the Executive Committee. Requests for budget changes and allocations of discretionary funds must be submitted in writing to the Executive Committee. The Executive Committee shall review and discuss all such requests and report its recommended action.



Section 4. Transition Review.

A meeting for a transition review of the Treasury monies and a process overview will be conducted at the end of each school year. This review will include both the current Treasurer and the incoming Treasurer.

ARTICLE VIII - AMENDMENTS

The bylaws may be amended at any meeting of St. Viator Parent Association by a 51% vote of members present at a general meeting. Notification must be made at least two weeks prior to the date such vote will be taken if amendments are not made on the first February of the current school year. Communication of any changes will be sent out via email and/or weekly folders with one reminder prior to the general meeting.

ARTICLE IX - NOMINATIONS AND ELECTIONS

Section 1. Nominations

Eligible Nominees:

All parents and guardians of St. Viator School students, faculty and school administrators are eligible nominees for this initial election, thereafter to be eligible the nominee must have attended at least three Parent Association meetings and volunteered at at least one association event.

Section 2. Elections

Election of officers will be conducted in the following manner:

- A. There will be a Nominating Committee formed at the February meeting composed of three volunteers: One officer and two members from the general assembly. The chairperson is to be selected from one of the two members of the general assembly, voted upon by the entire Nominating Committee. This committee will solicit candidates for each office, prepare the slate of nominees and present the slate to the Executive Board. A nominee must be a paid member at the time of their nomination. No one will be placed in nomination without consent.
- B. A nominee may not be an officer or sit on the board of any other parish or school organization. A candidate for office may not serve as a member of the Nominating Committee. The officers of the board, in consultation with the Principal, approve the candidates. The slate is to be presented publicly prior to the April meeting.
- C. Elections will be held annually at a special April meeting. A Vice-President will be elected annually. (The member elected as Vice-President will serve the first year of a two year term as Vice-President, and the second year as President.) Under this procedure, there will not be a direct election for the office of President. Secretary will be elected in the odd numbered years and Treasurer in even numbered years. The tenure of office will be 2 years. The official term of office is July 1 through June 30. New board members attend the May meeting as visitors. After a period of one school year off the Board, a former officer may be nominated for any office. The new officers will be installed at the May meeting.
- D. The chairperson of the Nominating Committee will conduct the election with the aid of the committee.
- E. Only active members (those members that have paid dues) are eligible to vote
- F. Vote will be by written secret ballot. Majority of votes cast will elect.
- G. Absentee ballots may be requested from the Secretary prior to the election, and must be returned to the Nominating Committee at or before the April meeting.



- H. Vacancies in any office, except President, due to death, resignation, absence from two meetings in one fiscal year (except under extenuating circumstances, at the discretion of the Executive Board and Principal) or other inability to serve will be filled by general election if the vacancy occurs more than 6 months prior to a regular election. If a vacancy occurs within 6 months of a regular election, the position will be filled by a consensus of the remaining officers and the Principal. Any position filled under these circumstances will be for the remaining term of the vacated office. This officer may run for a full term of the office after the vacancy term is completed.

Section 3. Succession

Executive Committee members may succeed themselves in the same office if no other members have been nominated and then elected

Section 4. Officers and their Elections

The officers of this organization shall be not more than one (1) President, no more than one (1) Vice President, Secretary, Treasurer, Volunteer Coordinator, and Member at Large. Officers shall be elected in May. Officers shall assume their official duties at the close of the current school year of their election. (i.e. last day of school in June following their election.) Officers shall serve a term of two (2) years and /or until their successors are elected.

ARTICLE X - DUTIES OF OFFICERS

The duties of each officer will be as follows:

President

The President will preside at all board and monthly meetings. The President will be ex-officio, a member of all committees (except Nominating), represent the Association in an official capacity, and have usual powers of supervision and management as may pertain to the office. The President will keep all Volunteer Sign-Up lists. The President will confer final approval on all Association correspondence, including (but not limited to) letters, newsletters, memos sent home with students and publicly posted information. The President will act as liaison between the Principal and Pastor.

Vice President

The Vice President will serve as assistant to the President and perform the duties which the president may assign and also coordinate the Room Parents responsibilities in consultation with the school office. In the event of the absence, disability or death of the President, the Vice president will exercise the powers and perform the duties of that office.

Secretary

The secretary will take minutes at all meetings and type and distribute minutes in a timely matter to the Executive Committee as well as distribute at the general meetings. The secretary will write all Thank you notes and any other correspondence deemed necessary by the committee.

Treasurer

The treasurer will keep account of all receipts/disbursements of all monies received and/or paid out. The treasurer will also give a monthly report at the Parent Association meetings and give an end or year report to school/parish business manager(s) at the end of the school in June.



ARTICLE XI - DISSOLUTION

To dissolve the St. Viator Parent Association, the issue must be presented to the members and a vote taken as to whether or not to dissolve. Upon dissolution, the members will decide upon a project for the betterment of the school and to spend ALL remaining monies. All books and records shall be turned over to the school for future use.

ARTICLE XII - MISCELLANEOUS

Section 1. No Compensation

The time given by members in pursuing activities in support of St. Viator Parent Association, whether as such, as members of the Executive Committee, or as members of any Committee or otherwise, shall be uncompensated. Only direct out-of-pocket expenses for an activity shall be reimbursed, subject to appropriate verification procedures. No loss salary or transportation expenses shall be paid or reimbursed.

Section 2. Indemnification

The organization may indemnify and hold harmless any person who is a party or is threatened to be made a party to any suit or proceeding by reason of the fact that he/she is or was an executive member of the organization. Such indemnification shall be for the expenses (including attorney's fees), judgments, fines, and amounts paid in settlement actually and reasonably incurred by him/her in connection with such action, suit or proceeding if he or she acted in a manner reasonably believed to be in or not opposed to the best interests of the organization. Any indemnification under this Article shall be authorized by (a) majority vote of Executive Committee members or Executive Committee members who were not parties to such action or (b) by affirmative vote of a majority of the members entitled to vote thereon. Although current indemnification is provided by the Archdiocese, if the executive committee determines to do so, the organization may purchase and maintain insurance to cover the potential liability.

Original draft - Version 1/ February 8, 2010

Rev. Charles G. Bolser, C.S.V.
Approved – November 12, 2010/

Adopted – Parent Association February 17, 2011



**EXHIBIT A
CURRENT ACTIVE COMMITTEES
REFERENCED IN THE ST. VIATOR PARENT CLUB BYLAWS**

CURRENT/ACTIVE EVENTS:

PreK and Kindergarten Welcoming Tea
Halloween Party
Movie Nights
Parent/Teacher Conference Luncheon
Skate with Santa
Catholic Schools Week Teacher Appreciation Lunch
Valentines Day Party
Uniform Exchange

PROPOSED IDEAS:

Trivia Night

Skate Parties
Hot Dog Day
Ice Cream Social
Field Day
Shopping Day
Guitar/ Rock Band Competition
Hospitality Committee (Open Houses, Grandparents Day, Back to School Night)
Santa Shopping and/or Holly Hobby Fair
Parent Education/ Social / Spirituality Committee (Speakers of interest to families, educations and spiritual, faith-based enrichment)

****Funds raised by St. Viator's Parent Association are dedicated to funding special projects
or items for the benefit of the school community****

