

**BYLAWLAWS of
Incarnation Catholic School
Family School Association**

ARTICLE I – NAME, DESCRIPTION & PURPOSE

Section 1: NAME – The name of the organization shall be Incarnation Catholic School FSA. The FSA is located at 2911 Bee Ridge Road, Sarasota, Fl.

Section 2: DESCRIPTION – The FSA is a non-profit organization that exists for charitable, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code.

Section 3: PURPOSE – The purpose of the FSA is to enhance and support the educational experience at Incarnation Catholic School, to develop a closer connection between school and home by encouraging parental involvement, and to improve the environment at Incarnation Catholic School through volunteer and financial support.

ARTICLE II – MEMBERSHIP

Section 1: Membership shall be granted to:

- a) Any Parent, guardian, or other person standing in "loco parentis" with a child enrolled and attending Incarnation Catholic School.
 - b) Teachers, administrators, and staff of Incarnation Catholic School.
 - c) Alumni of ICS and/or active parishioners of Incarnation Catholic Church, in good standing and upon approval.
- Any member shall have the privilege of making motions and serving on committees.

ARTICLE III – OFFICERS

Section 1: EXECUTIVE BOARD– The Executive Board shall consist of the following officers: President, Vice President, Principal, and Faculty

Representative. The role of President and Vice President are two (2) year terms and appointed and approved by the Administration.

Section 2: OPERATING OFFICERS– Each operating officer shall be elected for a term of one (1) year (elected in the last quarter of the school year) with an option of serving a second one-year term, if duly elected. The Operating Officers consist of the following positions:

Secretary
Parent/Teacher Partnership Coordinator
Holiday Event Liaison
Business Development Coordinator
Gala Chair
Treasurer
Room Parent Coordinator
Volunteer Coordinator

In the event of a lack of nomination in a given position, the officer currently assigned to that role may elect to run for a second term as an Interim, if he/she is in good standing, and is duly elected and approved by the Executive Committee. Each officer agrees to remain available for the month of September of the year following his or her term to orient the incoming officer. Exception, the Treasurer will complete the fiscal year, which is July 1st - June 30th .

Section 3: QUALIFICATIONS – Any FSA member in good standing may become an officer of the FSA. With regard to the role of President, only officers with at least two (2) years experience on the Executive Board, and who are in good standing, may become President through due election.

Section 4: DUTIES –

President – Preside at all meetings of the FSA, prepare the agenda prior to said meetings, oversee the planning of all PA events, coordinate committees for FSA sponsored fundraisers and serve as liaison between the FSA and Administration. The President is also responsible for assisting with FSA sponsored events as well as communicating with the school community about FSA events via the school newsletter.

Vice President – Assist the President in the overall planning of the FSA meetings and events. In addition, the Vice-President shall work closely with the Room Parent Coordinator, communicating responsibilities to each Room Parent and oversee the selection of Room Parents annually. In the event that the President cannot attend a meeting, the Vice-President will preside. Attend monthly meetings with school administration and may be asked to attend school-wide or grade-specific events. Manages Spirit Wear Committee. Perform additional duties designated by the President. This role may require around 8-10 hours a month.

Secretary – Secretary - Record, transcribe, copy and distribute minutes of all meetings of the FSA, within two weeks of the meeting. These minutes will be shared with the principal, the faculty and staff, and the parents of ICS students to facilitate communication on all issues and events. Perform other duties assigned by the FSA including assisting with FSA sponsored events.

Parent/Teacher Partnership Coordinator - Oversees and assists committees with faculty and staff related events including, but not limited to, Teacher Appreciation Week, Faculty and Staff Monthly Luncheons, and donations for holiday and end of year gifts to faculty and staff.

Holiday Event Liaison - Oversees and assists committees with holiday related events including, but not limited to, Seder Meal, Easter Hunt, and Saint Nicholas Day. Updates the school building bulletin boards quarterly. In-charge of WTGYWBD.

Business Development Coordinator - Manages procurement of donations dedicated to FSA from local/national businesses.

Treasurer - Serve as custodian of the FSA's finances, collect revenue, pay authorized expenses, report financial activity every month, prepare year-end financial report, facilitate an annual audit, and hold all financial records.

Gala Fundraiser Chairperson – The Fundraising Chairperson is responsible for coordinating and planning one event with the purpose to raise money for ICS. The Fundraising Chair(s) will recruit and develop volunteers as they deem necessary to help with the planning, set-up and tear down of the event. The Fundraising Chairperson must develop and use systems that allow volunteers to successfully participate with minimal direction when helping with this event. This position requires a named co-chair for smooth

transition between program years. The chairperson works closely with the President, Vice President, and Business Development Coordinator to procure donations and oversee the event.

Room Parent Coordinator – Hosts or organizes voluntary Room Parent event quarterly. Works with the President and VP to streamline FSA and schoolwide communication to Room Parents. Ensures Room Parents meet and coordinate class parties, service projects, bulletin boards, field trips, special events, and in-class parent volunteers with their teachers at the beginning and throughout the school year. Oversees Class Baskets and/or Projects for the annual gala and ensures each class has their baskets/projects photographed and to the Gala Chair at the appropriate time.

Volunteer Coordinator – Anticipates and tracks volunteer opportunities for the needs of the school. Creates monthly internet based volunteer sign up board to be distributed to families via school administration two (2) months in advance. Ensures that volunteers are Safe Environment cleared in advance and communicates with the school any updates with volunteers. Works with Room Parents to ensure classroom volunteers also have the required Safe Environment certification. Quarterly reminds families of service hours fulfillment to ensure each family's required number of volunteer hours is fulfilled and informs administration. Assists parent volunteers with Safe Environment fulfillment. Guides new parent volunteers with specific directions on how to accomplish their volunteering duties. May need to be on-site to assist a new volunteer.

Section 5: BOARD MEETINGS – The Executive Board shall meet monthly during the school year. Additional meetings may be called at the discretion of the President.

Section 6: REMOVAL – An officer can be removed from office for failure to fulfill his/her duties, after reasonable notice, by a majority vote of the Executive Board.

Section 7: VACANCY – If a vacancy occurs on the Executive Board, the President shall appoint a FSA member to fill the vacancy, for the remainder of the officer's term.

ARTICLE IV – GENERAL MEETINGS

Section 1: GENERAL FSA MEETINGS – General FSA meetings shall be held to conduct the business of the FSA. A minimum of two (2) meetings shall be held during the school year: 1) in the first quarter of the school year to welcome FSA members back to school, present an overview of planned activities and approve the annual budget, and 2) in April to hold elections for the following year’s Executive Board. Additional meetings may be held at the discretion of the Executive Board.

ARTICLE V – FINANCIAL POLICIES

A tentative budget and list of proposed fundraising activities shall be directed by the Administration. Executive Officers may present recommendations in July and operating budget shall be approved in August. Members can motion to add additional fundraising and community building activities at any general meeting. The money raised by FSA fundraisers supports enrichment opportunities and classroom/facility enhancements requested by teachers or proposed by FSA members and approved by the Administration. Money raised can be used to fund initiatives developed by the FSA and approved by the Administration.

Indemnification. The FSA shall indemnify members to the fullest extent allowed upon determination that indemnification is proper under the circumstances insofar as all applicable standards of conduct have been complied with including but not limited to the FSA policies and procedures, the rules and/or regulations of the Diocese of Venice, and governing state and/or federal law. Indemnification provided by this provision shall survive the termination of the FSA-member relationship and shall inure to the benefit of heirs, executors and administration of such a person.

Liability. A member of the FSA shall not be liable to the FSA for breach of duty in their capacity as a member of the FSA for monetary damages except to the extent that said economic losses are caused by the intentional conduct of the FSA member. No amendment, modification or repeal of this provision shall adversely affect any right or protection of a director that exists at the time of such amendment, modification or repeal.

