

**Amended and Restated Constitution and Bylaws of
Bishop O’Gorman Catholic Schools
School and Family Organization (SFO)**

**ARTICLE I.
NAME**

The name of this organization shall be _____ School and
(Name of Respective School)
Family Organization (SFO).

**ARTICLE II.
PURPOSE**

The purpose of the Bishop O’Gorman School and Family Organization is as follows:

- To aid with voluntary services and special revenue support activities.
- To provide a vehicle of communication between parents, school faculty, Bishop O’Gorman Catholic School committees, and the Catholic community.
- To promote programs of information and education for the benefit of students and families.
- To promote spiritual and social activities for students, families and faculty.

**ARTICLE III.
MEMBERSHIP**

All parents and guardians who have children at _____ School and all
(Name of Respective School)
faculty are members of the organization. All SFO regular meetings shall be open to the members at large.

**ARTICLE IV.
OFFICERS**

The officers of the executive committee shall be a president, vice president, secretary, treasurer, principal, pastor, and faculty representative. A husband and wife team may serve as an officer; however, they will constitute as one officer.

1. President. The president shall preside at all meetings of the SFO and provide leadership in carrying out the purpose of the organization. He/she shall perform all duties incident to the office of the president and such other duties as may be prescribed by the SFO.
2. Vice President. The duties of the vice president shall be to preside in the absence of the president. He/she shall perform such duties, from time to time, as may be assigned by the president. The vice president shall succeed the president in the following year.
3. Secretary. The duties of the secretary shall be to keep minutes of all meetings, keep permanent records of all minutes and important documents to be held at the school; and in conjunction with the executive committee members, send out notices of meetings, conduct all necessary correspondence, and assure that all meetings are properly publicized on a timely basis.
4. Treasurer. The treasurer position is an optional position for each SFO executive committee. The duties of the treasurer shall be to assist in counting monies from the school SFO fundraising events along with being a third party validation of the SFO account. In the event that there is not a treasurer, the SFO executive committee members will perform the duties of this position or have a designated volunteer from the school.
5. Principal. The principal shall represent the administration of the school. The principal’s responsibilities are to communicate and coordinate the goals, objectives, and needs of the school and advise the SFO

on ways the organization can assist the school in achieving its overall objectives. The principal is the bonded and insured signee through Bishop O'Gorman Catholic Schools.

6. Pastor(s). The pastor(s) shall serve as both a spiritual and administrative advisor to the SFO. According to Canon Law, the pastor(s) has the ultimate authority over all SFO decisions, especially those areas relating to finances and spirituality.
7. Faculty Representative: The faculty representative will be a full time faculty member of the school. The principal will determine the means of selection. The faculty representative will serve as a liaison between the faculty and the SFO and will represent the opinions (input) of the faculty. In general, he/she will serve as a communicator to inform the faculty. While service in this capacity, a faculty member may not hold another office in the SFO.

The officers of the SFO are responsible for adhering to the Bishop O'Gorman Catholic Schools SFO Constitution and Bylaws, and SFO Guidelines and Addendums. The SFO Annual Financial Plan (Addendum A) must be signed and dated by the SFO executive committee. The Annual Financial Plan must be submitted to the director of development by June 1.

ARTICLE V. ELECTION OF OFFICERS/NOMINATIONS

The executive committee shall present a slate of candidates for office prior to the close of the school calendar year. The principal will determine the means of selection of the faculty representatives.

ARTICLE VI. TERM OF OFFICE

All SFO executive committee officers are elected to a 1-2 year term. The principal and pastor(s) shall serve a term corresponding to their position with the school and parish.

Officers shall assume their official duties following the close of the school calendar year, and serve until his/her successors are elected or appointed.

A vacancy in any office because of death, resignation, removal, disqualification, or otherwise may be filled by the executive officers for the remaining portion of the term.

ARTICLE VII. VOTING RIGHTS

Each officer constitutes one vote. Three (3) officers constitute a quorum for the meeting. Simple majority of quorum rules. In the case of co-officers, each would have a vote.

ARTICLE VIII. COMMITTEES

The president shall appoint committees deemed necessary or useful for carrying out the purpose of the SFO. The president will appoint a chairperson(s) for each committee.

Each committee shall be responsible for the organization and publicity of said activities under the direction of the executive committee.

ARTICLE IX. MEETINGS

The executive committee shall determine and post a public notice of meetings in the monthly newsletter and communicate the minutes of each meeting. There shall be a minimum of three (3) SFO meetings during each school calendar.

Special meetings may be called by the president or principal. An SFO officer and the principal must be in attendance for any meeting to be official.

All regular meetings of the SFO executive committee shall be conducted as follows:

1. Opening Prayer
2. Attendance
3. Review of Minutes
4. Committee Reports
5. Financial Report
6. Unfinished Business
7. New Business
8. Adjournment
9. Closing Prayer

All regular meetings of the SFO general membership shall be conducted as follows:

1. Opening Prayer
2. Financial Report
3. Committee Reports
4. Unfinished Business
5. New Business
6. Adjournment
7. Program, if scheduled

ARTICLE X. GENERAL

All matters and issues will be brought to the general membership in attendance for input and consensus building. Any motions put before the executive committee requires three (3) of the executive committee members present. No decision will be implemented without prior consent of the principal or pastor(s).

ARTICLE XI. AMENDMENTS

These bylaws may be amended at any time by a majority vote of the Bishop O[†]Gorman Catholic Schools Board of Directors. The amendment is to further carry out the objectives of the SFO as herein expressed.

Date of Adoption: 5/9/01

Last Date of Review: 2015, 2019

Last Date of Revision: 2015, 2019

Related Information: Board minutes 3/17/15, board minutes 5/21/19, SFO Guidelines & Addendums