

ST. SAVA ACADEMY PARENT NETWORK BYLAWS

I. NAME

The name of the organization shall be the St. Sava Academy Parent Network (“SSAPN”). The SSAPN is located at 5650 N. Canfield Avenue, Chicago, IL 60631.

II. PURPOSE AND OBJECTIVES

The purpose of the SSAPN is to provide a structure in which the parents, faculty, staff, trustees, and clergy can collaborate to further the growth and development of the academic, social and spiritual curriculum of St. Sava Academy (“Academy”). The SSAPN shall be the means through which school parents and guardians are organized to facilitate parent/teacher communication and to support fundraising, extracurricular programs, special activities, long range planning and other events that align with the Academy’s strategic plan and Orthodox Christian mission.

III. AUTHORITY

The Academy’s Principal has the responsibility for administration of St. Sava Academy. The role of the SSAPN is to support the Academy, enhance student experiences and foster a strong school community. The SSAPN does not function as a competing governing authority, create school policy, or make personnel decisions.

IV. MEMBERSHIP

- A. Membership shall be automatically granted to all parents and guardians of currently enrolled students.
- B. All members of the Academy’s faculty, staff, and principal are automatically granted membership.
- C. There are no membership dues.
- D. Members have voting privileges, one vote per household.
- E. The privilege of holding office, making motions, debating and voting shall be limited to members of the SSAPN.

V. MEETINGS

A. General Membership Meetings

The SSAPN shall meet a minimum of four times during the school year. The newly elected Executive Board (“EB”) shall set the SSAPN General Membership Meeting dates and other SSAPN activity/event dates by August 1st.

B. Special Meetings

Special Meetings may be called by the Chair, any four members of the EB, or five general members submitting a written request to the Secretary. Notice of any Special Meeting shall be sent to the general membership at least ten (10) days prior to the meeting.

C. Quorum

The quorum for General Membership Meetings shall be a simple majority.

VI. OFFICERS AND EXECUTIVE BOARD

The Officers shall be Chair, Vice Chair, Secretary/Communications Lead, and Treasurer. Officers shall be elected annually. The term of office shall be for one year. No person shall be an officer for more than four consecutive terms. Only one person from the same family or household is eligible to serve as an Officer each term.

A. Executive Board Composition

The SSAPN's administrative body comprises the Executive Board ("EB"). The EB shall consist of voting and non-voting members. The voting members of the EB shall be the four elected Officers and the Grade-Level Representatives. The non-voting members of the EB shall be the Teacher Representative, School Liaison, and Clergy Liaison.

1. **Chair.** The Chair shall a) attend and preside over all meetings of the SSAPN and the EB, b) prepare agendas for monthly EB meetings, c) be responsible for working with the Treasurer, d) serve as an ex-officio member of all committees except the Nominating Committee, e) coordinate the work of all the officers and committees so that the purpose of the SSAPN is served, f) ensure that the SSAPN complies with these Bylaws and follows the necessary steps to amend them as needed, g) coordinate all activities with the administration, h) serve as the primary contact for the Principal, and i) represent the SSAPN at all meetings outside the Academy.
2. **Vice Chair.** The Vice Chair shall a) act as an aid to the Chair, b) attend all EB Meetings and General Membership Meetings, c) perform the duties of the Chair in the absence or inability of the Chair to serve, d) assist the Chair in assuming the responsibilities of any open EB positions, and e) oversee and serve as the primary contact for Standing Committee Chairs. Guidance on the establishment and operation of Standing Committees shall be set forth in a separate SSAPN committee handbook.
3. **Secretary/Communications Lead.** The Secretary shall a) take and compile minutes of all SSAPN EB and General Membership Meetings, b) attend all EB and General Membership Meetings, c) keep an accurate record of the proceedings of all EB and General Membership Meetings, present minutes of meetings for approval by members in attendance, be prepared to refer to minutes of previous meetings, record attendance at all EB and General Membership Meetings, and submit a final version of the minutes to the Chair within five (5) days of any EB meeting, d) send notices of meetings with dates, times and locations to all EB members and/or the General Membership at least two (2) weeks in advance, e) keep a current copy of these Bylaws and file all necessary and required forms, paperwork or

documentation with the appropriate offices of the State of Illinois, f) support the EB by copying and distributing documents as needed for all SSAPN meetings, g) gather information for newsletters or communications, h) check and respond to emails to the dedicated SSAPN email account, which shall be maintained as the official channel of communication between the membership and the EB, i) handle all correspondence of the SSAPN, and j) provide an end-of-the-year report.

4. **Treasurer.** The Treasurer shall a) prepare and present a financial statement of accounts, including the current monthly budget and Treasurer's Report, at every SSAPN EB and General Membership Meeting and at any time requested by the EB, b) prepare and submit a written annual report to the General Membership once in the spring and once in the fall, c) keep a full and accurate record of receipts and disbursements of SSAPN accounts, d) receive all SSAPN monies and make timely deposits, e) review and affirm the accuracy of all bank statements, work with the Academy administration, and perform such other duties as may be delegated by the EB. All SSAPN funds shall be held in a separate account belonging to the Academy and established under the Academy's 501(c)(3) status. Such accounts are the property of the Academy and shall be managed by the SSAPN.
5. **Grade-Level Representatives** (1–2 per level: K–2, 3–5, 6–8). The Grade-Level Representatives ("Grade Reps") shall be parents of a student in the grade level they represent and shall attend SSAPN EB Meetings and SSAPN General Membership Meetings. If they are unable to attend a meeting, the Grade Rep shall send another parent/guardian of a student in their grade level. Each grade level shall have one vote. Grade Reps shall be elected annually by the parents/guardians of students in their grade level at the spring General Membership Meeting, at the same time as the election of Officers, and shall serve a one-year term. Any Grade Rep vacancy during the year shall be filled by the EB from among the parents/guardians of that grade level.

Grade Reps shall a) lead and coordinate grade-level social events (and may include another grade parent to lead or help support the activities), b) act as a liaison between the grade and its grade-level teachers as needed, provided that the Grade Reps may not be used to file a complaint against an individual teacher, parent or child, c) communicate with the parents/guardians of the grade to advise of upcoming SSAPN General Membership Meetings, votes, events and school functions, and d) work with the EB to drive participation by their respective grades in the organization's social and fundraising events and campaigns throughout the school year.

6. **Teacher Representative** (advisory, appointed by school leadership). The Teacher Representative ("Teacher Rep") shall be appointed by school leadership and is a non-voting EB member. The Teacher Rep shall attend SSAPN EB Meetings and SSAPN General Membership Meetings. The Teacher Rep serves in an advisory capacity and a) conveys information between the teachers and the SSAPN, b) offers input on proposed SSAPN activities and projects involving teachers or impacting the Academy, c) informs the teaching staff about SSAPN meetings, events and initiatives during staff meetings, and d) helps to enhance

communication between teachers and parents by sharing information and encouraging collaboration.

7. **School Liaison** (Principal or Administrator, advisory). The School Liaison is a non-voting EB member. The School Liaison shall attend SSAPN EB Meetings and SSAPN General Membership Meetings. The School Liaison serves in an advisory capacity and a) provides leadership, guidance, and support to the SSAPN, ensuring its activities align with the Academy's mission and strategic plan, and b) assists the SSAPN in identifying and securing resources (financial, material or otherwise) to support school programs and activities.
8. **Clergy Liaison** (optional, advisory). The Clergy Liaison is a non-voting EB member and acts as the primary point of contact between the SSAPN and the affiliated parishes, facilitating communication and fostering a positive relationship. The Clergy Liaison shall attend SSAPN EB Meetings and SSAPN General Membership Meetings. The Clergy Liaison provides guidance and advises the EB to ensure that SSAPN initiatives and activities align with the mission and values of both the Academy and the religious community.

B. Executive Board

The EB acts for the SSAPN membership between General Membership Meetings. The responsibilities of the EB shall include, but not be limited to, the following:

1. A quorum of the EB shall be a simple majority, based on the number of EB member positions.
2. Meetings of the EB shall be held at the call of the Chair or any four members of the EB.
3. The EB shall have the authority to appoint any member of the SSAPN to fill any vacancy, subject to the approval of the general membership, and so long as no other member of the appointee's family or household is a current EB member.
4. The EB shall have the right to add or remove committees. Committees may recommend a suitable chairperson with the approval of the EB. The EB shall have the power to appoint the chairperson of a committee in the event that the committee is unable to appoint one.

C. Nominations and Election Process

1. **Nominations.** The SSAPN Officers shall be elected from and by members of the SSAPN's general membership.
 - a. Nominations of Officers shall be solicited by a Nominating Committee. A new Nominating Committee shall be selected each year.
 - b. Nominating Committee members are not eligible to run for Officer positions.
 - c. If an Officer chooses to stay in his/her current office, he/she must run for that office each new school year, and the Nominating Committee will treat him/her as a new candidate.

- d. If two or more candidates are seeking the same position, all will be included in the slate, followed by a run-off by standard ballot held at the General Membership Meeting.
- e. If there is only one nominee for any office, the slate shall be presented for election by voice vote.

2. Nominating Committee Members and Responsibilities.

- a. The Nominating Committee shall be composed of one school administrator and two current SSAPN members appointed by the EB at least three months (no later than January or February) prior to the election in spring (held no later than the second week of April). The EB should consider the following when selecting Nominating Committee members:
 - Merit, ability, and willingness to devote adequate time to the responsibilities.
 - Understanding of the SSAPN's needs and the ability to match those needs with potential candidates' skills.
 - Objectivity, making judgments based on the SSAPN's needs rather than personal relationships or biases.
- b. The Nominating Committee shall issue a public call for nominations (including self-nominations) to be submitted by email to a dedicated email address established for nominations, or by online form, a link to which shall be included in the call for nominations and posted on the SSAPN website, if one exists. Interested parents may submit a nomination for one or more open Officer positions.
- c. The Nominating Committee shall receive the nominations. The Nominating Committee shall focus on finding a nominee for every elected position and creating a slate that is diverse on all levels, including race, socioeconomic level, gender, age, and leadership experience.
- d. The Nominating Committee will create a draft slate and confirm with the nominees that they accept the nomination. The Nominating Committee will submit the proposed slate to the St. Sava Academy Board of Trustees for review prior to the election. The Board of Trustees' review shall be limited to confirming that each nominee is a member in good standing and has no conflict of interest or conduct issue that would preclude service. The Board of Trustees shall not otherwise select or remove candidates.
- e. Following the Board of Trustees' review, the Nominating Committee will present the slate at a General Membership Meeting and request a motion to have the slate of Officers approved. Once approved, no further nominations will be accepted.

3. Election.

- a. The Secretary adds the vote for the election of Officers to the General Membership Meeting agenda.

- b. During the meeting, when it is time to vote, the Secretary shall ensure that a quorum is present.
- c. A voice vote will be held to confirm the slate of nominees.
- d. If there is more than one nominee for an Officer position, a paper ballot vote will be conducted immediately. The current Secretary and a Nominating Committee member will be responsible for counting the votes and announcing the results.

VII. RESPONSIBILITIES OF THE PARENT NETWORK

The SSAPN shall carry out the responsibilities set forth in this Section. Detailed guidance on the establishment of committees, fundraising, event planning and the promotion of inclusivity shall be set forth in a separate SSAPN operating policy adopted in accordance with these Bylaws.

A. Community Building

- Organize school-wide social and cultural events.
- Support classroom celebrations, field trips, and teacher appreciation.

B. Volunteer Coordination

- Maintain and promote a structured parent volunteer system.
- Assist with school-wide events such as SerbFest, book fairs, field trips, picnics, and cultural nights.

C. Fundraising Support

- Coordinate or assist with fundraising efforts approved by school leadership.
- Support development goals in collaboration with the school and clergy.

D. Communications and Feedback

- Share event information and updates with the parent body.
- Serve as a listening ear for general parent feedback (non-academic and non-disciplinary).

E. Mission Alignment

- Reinforce the school's Orthodox identity in all initiatives.
- Collaborate respectfully with clergy and teachers in accordance with the Academy's values.

VIII. GOVERNANCE AND BOUNDARIES

- A. The SSAPN does not create school policy or involve itself in academic decisions, personnel matters, or discipline.
- B. All activities must align with the values and mission of St. Sava Academy and be approved, where appropriate, by school leadership.
- C. Any financial activity of the SSAPN must follow transparent accounting practices and be coordinated with the Academy's financial team.

IX. MEETINGS AND PARTICIPATION

- A. The EB shall hold regular meetings (monthly or quarterly), with meeting summaries shared with the broader parent body.
- B. At least four General Membership Meetings shall be held each school year, as provided in Section V.A, with at least one General Membership Meeting per semester, inviting all parents to attend, provide feedback, and suggest initiatives.
- C. Committee-based projects (e.g., book fairs, field trips, picnics) should actively involve additional parent volunteers beyond the EB.

X. AMENDMENTS

These Bylaws may be amended by the Board of Trustees of St. Sava Academy upon recommendation from school leadership or the SSAPN Executive Board, in alignment with the Academy's mission and strategic needs.