

St. Raphael Home and School Association Bylaws
Revised March 2019

ARTICLE I

Sec. 1 The name of the organization shall be St. Raphael Home and School Association.

ARTICLE II Objectives

Sec. 1 To develop better communication between teachers and parents that will secure for every child the fullest advantages in religious, mental, social and physical education.

Sec. 2 To give support to the school administration wherever it is needed.

Sec. 3 To provide a means for people to become involved in the parish community through the school.

ARTICLE III

Policy

Sec. 1 The Association shall act in a supportive role to the school administration.

Sec. 2 The Association shall have no authority to formulate policies or procedures applicable to the administration of the school.

Sec. 3 The Association shall be under the jurisdiction of the Parish Ministry Council in the parish government structure.

Sec. 4 The Association shall be non-commercial and non-partisan.

Sec. 5 The Association may cooperate with other associations and agencies concerned with child welfare, but persons representing this organization in such matters shall make no commitments that bind this organization.

ARTICLE IV

Membership and Dues

Sec. 1 Any parent, guardian or person interested in the objectives of and willing to subscribe to the bylaws of the Association may become a member upon payment of dues.

Sec. 2 The amount of dues shall be determined by the Executive Board prior to June 1.

Sec. 3 A list of paid members shall be compiled by the Director/Membership Chair with copies sent to the Treasurers and President.

Sec. 4 Members of the faculty and staff of St. Raphael School, with children attending St. Raphael School, shall not be required to pay dues.

Sec. 5 The membership of the Association shall be kept confidential and not released for use by any other person or organization.

ARTICLE V
Officers and Election

- Sec. 1 The officers of the Association shall be the President, Vice President, Public Relations Representative, Secretary, Co-Treasurers and Head Room Parent Coordinator. These officers constitute the Executive Board.
- Sec. 2 The term of all offices: President, Vice President, Public Relations Representative, Secretary, Co-Treasurers and Head Room Parent Coordinator is two years (Notwithstanding Article VI, Sec. 2 below). No officer may serve more than two years in his or her position.
- Sec. 3 There shall be a nominating committee established in February of each year by the Executive Board. The Vice President shall serve as Chair. There shall be a maximum of five members, three from the Executive Board and two from the general membership. If the Vice President is unable to serve, in his/her absence, another Executive Board Member, shall serve as nominating chair.
- Sec. 4 Final approval of the slate shall be held at the last general membership meeting of the school year.
- Sec. 5 Only those who have consented to serve if elected shall be eligible to nomination either by the committee or from the floor.
- Sec. 6 The newly elected officers shall assume their duties at an Executive Board meeting by July 30.

ARTICLE VI
Duties of the Executive Board Officers

- Sec. 1 The President shall preside at general membership meetings of the Association, meetings with School Administration, Executive Committee meetings, and Executive Board meetings.
- Sec. 2 The Vice President, in the absence of the President, shall perform the duties and exercise the powers of the President. After one year of service as Vice President, the Vice President will automatically elevate to the role of President.
- Sec. 3 The Public Relations Representative will work with the President and Administration on the promotion of upcoming events, communication to school families and the surrounding communities, and maintaining and updating information on the organization's web site.
- Sec. 4 The Secretary shall be the recording officer. The Secretary shall keep all the records and initiate all correspondence. The Secretary shall be responsible for the recording and reading of the minutes at each meeting. The Secretary shall acknowledge teacher and staff birthdays and communicate birth and death notices to the newsletter chairs.

- Sec. 5 The Co-Treasurers shall keep a full and accurate account of receipts and disbursements and shall report the same at each regular Executive Board meeting. One treasurer shall take responsibility for disbursements (A/P) and the other for receipts (A/R). Disbursements shall be made with the approval of the Executive Board. Monthly financial statements are sent to the Finance Committee.
- Sec. 6 The President, Accounts Payable Treasurer, Accounts Receivable Treasurer and the Parish Pastor shall all serve as co-signers on the Home and School Association Bank Accounts. A co-signer shall not write a check or withdraw money from an account to reimburse him/herself for any expenses. If a co-signer is due reimbursement, another co-signer must approve the disbursement and write a check to that person.
- Sec. 7 The Head Home Room Parent can be a shared job, K-4 and 5-8, but will only have one vote when voting on an agenda item.
- Sec. 8 The Principal shall serve as the liaison between Home and School and the Association or individual members if it is in conflict with the objectives and policies of the school.
- Sec. 9 One Executive Board Member will attend Parish Council and School Advisory meetings on a rotating schedule.

ARTICLE VII

Duties of the Executive Board

- Sec. 1 The duties of the Executive Board shall be:
- A. To transact necessary business in the intervals between meetings and other business as may be referred to it.
 - B. To approve the plans of work of the Standing Committees and to report at general membership meetings.
 - C. To authorize payment of bills connected with the operation of the Association.
 - D. To determine the amount of the dues.
 - E. To review Bylaws and recommend revisions when necessary.
- Sec. 2 The Executive Board shall make the final decision on Association projects.

- Sec. 3 In the event that an Executive Board position becomes vacant during the course of its current term, the following procedure will be used to fill the vacant position for the remainder of the term.
- A. The position will be posted in the Home and School newsletter and/or St. Raphael School website.
 - B. Interested candidates will be interviewed by the President of Home and School, one other Executive Board members and one active member from the Home and School general membership.
 - C. All interviewers will provide feedback to the President and a candidate will be selected.
 - D. The selected candidate will be presented to the full Executive Board for consideration.
 - E. A vote will be taken. A simple majority vote will be needed for confirmation.
- Sec. 4 The Standing Committees shall report to designated Executive Board Members.

ARTICLE VIII

Committees

- Sec. 1 Standing committees shall be appointed by the Executive Board as may be required to promote the object and interest of the Association. The Chairs of the standing committees shall be selected by the officers of the Association by May. Their term of office shall be one year, with the option to renew each year, if approved by the Executive Board. Board Members are not permitted to chair a committee. Any committee deemed significant by the Board will include a two-year commitment, with the first year being trained by previous chairs and the second year training the incoming chairs.
- Sec. 2 All chairs shall, within 30 days of their event, submit to the Executive Board a written report of the activities performed and suggestions for the new school year.
- Sec. 3 Any committee head must be a paid member of St. Raphael Home and School Association.

ARTICLE IX

Meetings

- Sec. 1 There shall be a minimum of two general meetings from September through May.
- Sec. 2 Executive Board meetings shall be held once a month or at the discretion of the President.

ARTICLE X

Quorum

- Sec. 1 A simple majority of members present shall constitute a quorum for general membership meetings.

Sec. 2 A simple majority shall constitute a quorum for Executive Board meetings.

ARTICLE XI

Disbursement of Funds

After bills incurred throughout the year are paid, funds in excess of \$100 may be disbursed to the school for specific needs upon approval of the Principal. Requests shall be submitted to the Executive Board for its consideration.

ARTICLE XII

Amendments

Bylaws may be amended at any general membership meeting of the Association by a 2/3 vote of the members present and voting.