

**St. Raphael Home & School Association**  
**Bylaws**  
**Revised May 2010**

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 School Advisory 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 Committee prior to June 1.

- Sec. 3 A list of paid members shall be compiled by the Membership Chairman with copies sent to the Treasurers and President.
- Sec. 4 Members of the faculty of 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, First Vice President, Second Vice President, Secretary, Co-Treasurers and Head Room Mother Coordinator. These officers constitute the Executive Board.
- Sec. 2 The term of all offices: President, First Vice President, Second Vice President, Secretary, Co-Treasurers, and Head Room Mother Coordinator is two years. No officer may serve more than two years in his or her position. In addition to the Presidents two-year term, she will be asked to serve a third year as an advisor to the executive board. (See addendum.)
- Sec. 3 There shall be a nominating committee established in February of each year by the Executive Board. The past President shall serve as Chairman of the nominating committee. There shall be a maximum of five members, three from the Executive Board and two from the general membership. If there is no past President, the First Vice President, and in his/her absence, the Second Vice President, shall serve as nominating chairman.
- Sec. 4 Election shall be held at the final meeting of the school year. When there is but one nominee for an office, the Secretary shall cast the elective ballot of the association for the nominee. If there more than one candidate interested in the same position, the nominating committee will vote and the candidate with the most votes will win the position.
- 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 Committee meeting on July 1.

## ARTICLE VI

### Duties of Officers

- Sec. 1 The President shall preside at general membership meetings of the

Association, Executive Committee meetings, Executive Board meetings and attend School Advisory Council meetings. The First Vice President may also attend School Advisory Council meetings.

- Sec. 2 The First Vice President, in the absence of the President, shall perform all the duties and exercise the powers of the President. The First Vice President shall be given first consideration when the nomination arises to fill the position of President. The First Vice President shall be Home & School's representative to the Parish Pastoral Council. The President may also represent Home & School to the Parish Pastoral Council.
- Sec. 3 The Second Vice President shall serve as the Program Chairman for the Association. The Second Vice President shall, in the absence of the First Vice President, assume and perform duties and responsibilities of that position. The Second Vice President shall represent the Home & School at the Technology Committee meetings. The Second Vice President shall also coordinate two to three school assemblies.
- 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 and the other for receipts. Disbursements shall be made with the approval of the Executive Board. The treasurers' account shall be examined annually by a committee appointed by the president.
- Sec. 6 The President, Accounts Payable Treasurer, Accounts Receivable Treasurer and the Parish Pastor shall all serve as co-signers on the Home & 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 Principal shall serve as the liaison between Home & School and the Association or individual members if it is in conflict with the objectives and policies of the school.
- Sec. 8 The immediate past President of the Association may serve as Advisor to the Association.

ARTICLE VII  
Executive Committee

- Sec. 1 The Executive Committee shall consist of the officers of the Association, the Chairman of the standing committees, and faculty representatives.
- Sec. 2 Committee chairmen may be appointed at the discretion of the President.
- Sec. 3 The duties of the Executive Committee 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.
- Sec. 4 The Executive Committee shall make the final decision on Association projects with the approval of the School Advisory Council.
- Sec. 5 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 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.

**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 Chairmen 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.
- Sec. 2 Outgoing chairmen shall, in the month of May, submit to the newly elected President a written report of the activities performed and suggestions for the new chairmen.

**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 Committee and Executive Board meetings.

## ARTICLE XI

### Disbursements 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 the 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.

## ADDENDUM

For the year 2007/2008 only, the office of first vice president will be a one-year term. The purpose for this one-time change is so that the role of first vice president will not be changing at the same time as that of the president. After 2007/2008, the role will again be a two-year term.