



Constitution and By-Laws

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St. Raphael Catholic School

St. Petersburg, FL

Home and School Association

St. Raphael's School Mission Statement

Christ is the cornerstone of St. Raphael Catholic School, where we empower all to strive for academic excellence, provide faith-filled service to others, reflect Catholic values, and become responsible leaders of the Church and community.

Our Beliefs

- Each student is a unique child of God in his or her social, emotional and academic needs.
- Families create the foundation of academic and faith formation.
- We expand our Catholic identity, values, spiritual growth and social justice.

Students become the Living Presence of Jesus to others by participating in liturgies, devotions, and Catholic traditions.

- Students should demonstrate problem solving and critical thinking skills.
- Our learning environment cultivates individual responsibility and accountability.
- We create an emotionally and physically safe environment based on mutual respect and cooperation.
- We promote physical well-being through a healthy lifestyle.
- Students have the opportunity to experience, develop and apply leadership skills. We encourage each student to become a life-long learner.

GENERAL POLICY STATEMENTS

The following policy statements should assist the Home and School Association (hereinafter referred to as the “Association”) members to see their service as a form of ministry. Foremost in the minds of the Association members should be the understanding of their role as evangelizers, bearers of the Good News of Jesus, and their call to reflect on the challenges of the Gospel. By joining with other representatives of the parish community and school, together they are witnesses to the power of the Holy Spirit at work in the entire Church community.

- The Association shall function with “limited jurisdiction”.
- The Association must be concerned with the faith formation of the school community and the educational mission of the school.
- The Association must understand and support the diocesan educational mission.
- The Association leadership has the responsibility to provide initial formation and continual training to its Association members.
- Every non-student organization or association connected with the school is subordinate to the Association.
- The Association must respect the distinction between policy and administrative decisions.
- As a coordinating and unifying structure for the school, the Association must work to foster partnership with parents and to involve the parish community in the Association’s mission.
- The Association must communicate regularly with the entire parish and with the civic community of which it is a part.
- The Association must have a formal and visible structure with a Constitution and Bylaws that align to standards established by the Catholic Schools Office of the Diocese of St. Petersburg.

CONSTITUTION AND BYLAWS

(effective 05/18/2018)

ST. RAPHAEL HOME AND SCHOOL ASSOCIATION

DIOCESE OF ST. PETERSBURG

ARTICLE I – NAME

The name of this organization shall be ST. RAPHAEL HOME AND SCHOOL ASSOCIATION (hereafter referred to as the “Association”).

ARTICLE II – PURPOSE AND FUNCTION

1. To serve as one of the primary fundraising bodies for the School.
2. To assist the Pastor, Principal, Faculty and Staff of St. Raphael Catholic School in organizing, implementing and facilitating volunteerism of school parents at fundraising, social, and outreach events in our parish faith family.
3. To provide a forum for open communication between school administration/faculty and students/parents (including the entire Catholic community). The Association is structured so that parents may share their values and express their preferences regarding the school policies, procedures and programs. These values and preferences may then be communicated to the School Advisory Council (hereinafter referred to as “SAC”).

ARTICLE III – DUTIES AND RESPONSIBILITIES

1. To help promote Catholic education;
2. To provide assistance to the Pastor, Principal, and Faculty;

3. To encourage high standards through parental education and involvement;
4. Support and implement fundraising activities for the school and provide input for the disbursement of the funds raised;
5. Administer the Volunteer Hour Program as defined by the Proposed Standing Rules;
6. Encourage family involvement in school, parish and community activities;
7. Understand the financial health of the school including the review of the annual Association budget and performance plan;
8. Identify and plan for additional sources of funding for the following:
 - a. Property improvements and maintenance recognizing that all school facilities belong to the parish and that all capital improvements, regardless of who is providing the funding, must be coordinated with and approved by the Pastor of the parish; and
 - b. Educational programs and other improvements/additions to the school's programs or resources including, but not limited to, technology, security and educational resources, acknowledging that the decision-making power regarding the acquisition or implementation of such educational programs and improvements belongs to the Principal and/or Pastor of the parish and must be coordinated with and approved by the Principal and/or Pastor of the parish.

ARTICLE IV – AUTHORITY

This Association shall function under the guidance of the Pastor and shall be directly responsible to the Principal.

ARTICLE V – MEMBERSHIP

The Association membership shall include all parents, guardians, faculty and staff of the school (hereinafter referred to as the “membership”). General meetings shall be open to all parents and guardians who have students in the school, faculty and staff of the school, and any other members of the parish and their guests.

ARTICLE VI – EXECUTIVE BOARD

1. The administrative body of this Association shall be known as the Executive Board (hereinafter referred to as the “Board”). The Board shall consist of a Pastor (representative of the parish); the Association’s President, Vice President, Secretary, Treasurer, and at least six (6) representative members-at-large of the Board; and the Principal.
2. All matters of the Association shall be vested in the Board.
3. For voting purposes, a quorum of the Board shall be a majority of the members thereof (i.e., six of the ten voting members present).
4. All meetings of the Board shall be held at the call of the President or any three members of the Board, or the Principal.
5. The Board shall have the right to fill temporarily any vacancies among the officers of the Association.
6. The Board shall have the right to appoint or delete permanent committees, and the President shall have the power to designate the chairperson of said committees.
7. The President of the Board shall be an ex-officio, non-voting member of SAC for St. Raphael School.
8. The Pastor and Principal shall be ex-officio non-voting members of the Board.

ARTICLE VII – OFFICERS OF THE BOARD

The Board shall establish and define officer roles as a core part of the Board structure. The officers will be elected from the Association voting membership and hold responsibility for Association operations, goal setting and communication. Voting members of the Association are eligible for any office. The President will be elected by the Association members at the election meeting. It is preferred that the President has served on the Board for at least one full year in any capacity.

1. The officers of this Association shall be the President, Vice President, Secretary, Treasurer, at least six elected representatives who shall constitute members-at-large of the Board, and a

teacher representative which can include the Principal or other faculty members. All officer positions may be occupied by two individuals simultaneously and jointly (i.e., Co-Presidents, Co-Treasurers, etc.).

2. The President shall preside at all meetings of the Association and of the Board. He/she shall perform all of the duties pertaining to the office, shall appoint special committees, shall be an ex-officio member of committees appointed by the Association, except the nominating committee, and shall receive notices of all meetings. The President shall enforce the Constitution and Bylaws of the Association.

3. The Vice President shall perform the duties of the President in his/her absence, and shall assume the duties of the office until the next annual election if the office of President becomes vacant. Should the Board President resign or be removed from the position the Vice President shall immediately become President and call for an election to fill the vacant Vice President office.

4. The Secretary shall take attendance in addition to recording and maintaining minutes of all regular and special meetings of this Association, including Board meetings, and shall send notices of regular meetings to members prior to said meetings (including notices of Board meetings to the Board members with the meeting Agenda). He/she shall handle such correspondence as the President or Board shall direct and shall perform such further duties as the Board shall designate.

5. The Treasurer shall have the right to receive all dues and other monies, and shall make disbursements only as directed by the Board with the approval of the Pastor and Principal, and the funds of the Association shall be deposited in such financial institution as the Board shall designate. No funds shall be withdrawn except upon the check of such persons designated by the Board and countersigned by either the Pastor, Association President or Principal. The Treasurer shall make a written annual report which shall be examined and approved by the Pastor, Principal and the Board. All funds handled by the Association shall be appropriately shown in the financial budgets of the school.

6. Terms of Office: The President, Vice President, Treasurer and Secretary shall each serve for one year in office, however, a term of two years in office is ideal and encouraged. A Board member holding an Executive Officer must serve for a continuous term of two years on the Board whether as an Executive Officer or as a member-at-large (i.e., one year as President and one year as a member-at-large, or two years as President, etc.). The members-at-large shall each serve for a continuous term of two years, however, one of those two years may be served as an Executive Officer of the Board. At least three current members-at-large shall return to serve another year on the Board to provide support and guidance to the newly elected members-at-large while the remaining members-at-large may resign and be replaced. Each designated term of office shall be held for the fiscal year beginning the day after the last day of school through the last calendar day of school the following year.

ARTICLE VIII – ELECTION

The election meeting shall be held at the last H&S Association Meeting of the school year. Nominations for officers shall be made either by the Board, or by a nominating committee of at least three Board members appointed by the President of the Board. The current President, or the nominating committee, shall report at this meeting the names of the candidates for each office to be filled. Additional nominations may be made from the floor at the election meeting. The consent of all nominees must have been obtained prior to nomination by the Board, nominating committee or from the floor.

ARTICLE IX – MEETINGS

1. General Membership Meetings

- a. The General Membership Meetings shall be referred to as the H&S Association Meetings.
- b. There shall be at least three H&S Association Meetings scheduled at fixed times during the year. Additional meetings may be called by the Executive Board.
- c. H&S Association Meeting dates and times will be established annually at the summer planning meeting. The dates, times and location will be posted in the school calendar on the school website.
- d. The election meeting shall take place at the last H&S Association Meeting of the organizational year.

2. Executive and Closed Sessions
 - a. The Board shall meet monthly from August through May.
 - b. Special meetings may be called at the discretion of the President, Principal or Pastor, or upon the request of four Board members with seven days prior notice.
 - c. Regular Board meeting dates and times will be established annually at the summer planning meeting. The dates, times and location will be posted in the school calendar on the school website.
 - d. Regular meetings should be scheduled for a minimum of one hour.
 - e. In the event that a meeting must be canceled or changed, notice will be provided by the Secretary when possible to the following:
 - i. parish office, and
 - ii. school community.
3. Meeting procedure
 - a. Board meetings are to be open to parents, guardians and members of the community unless designated by the President, Principal or Pastor as closed or executive session.
 - b. At H&S Association Meetings and any specially called meetings of the Association, those present shall constitute a quorum; a simple majority of votes rule, except for the two-thirds majority vote of the Association membership necessary to amend these Bylaws.
 - c. In the event someone outside of the Association desires to address the Association as part of the H&S Association Meeting agenda, a request must be made to the President, Principal or Pastor at least five days prior to the meeting.
 - i. Presentations are to be limited to ten minutes unless otherwise approved by the President.
 - ii. The President presiding over the meeting shall determine if time allows for public comment.
 - d. Non-Board Association members attending a monthly Board meeting must submit requested agenda items to the President at least seven days prior to the Board meeting. If agenda items are not submitted to the President within the seven days, then it is the President's discretion whether or not the agenda item will be addressed at the current meeting or the next month's Board meeting.
 - e. The Agenda

- i. At least three days prior to the regularly scheduled monthly Board meeting, the Secretary shall request items to be included in the agenda from the Board President.
 - ii. The Secretary shall provide a copy of the agenda to the Principal at least two days prior to the Board meeting.
 - iii. Board members, including committee chairpersons, shall submit all agenda requests to the President at least three days prior to the Board meeting.
 - iv. Non-Board Association members must submit all agenda requests to the President at least seven days prior to the Board meeting.
 - v. The Secretary shall provide copies of the agenda and the minutes from the previous Board meeting to all of the Board members at each Board meeting.
- f. Executive sessions may be called by the President, Principal or Pastor or through an approved motion by any Board member during a regular meeting.
- i. Executive sessions should be called to discuss any sensitive topics or to enable the Board to engage in dialogue for the development of a clear position.
 - ii. Executive or Closed session meeting decisions are not official until they are approved/endorsed during an open session of the Board.

ARTICLE X – AMENDMENTS

1. Proposed amendments to these Bylaws approved and voted on by the Board shall be served by written notice on all members of the Association at least thirty days prior to the voting meeting. The proposed amendments must be made available to Association members upon request. The vote on proposed Amendments may be held at a specially called voting meeting or at the regularly scheduled H&S Association Meeting. A two-thirds vote of the membership attending the meeting shall be necessary to amend the bylaws.

2. Amendments to these bylaws shall immediately take effect at the conclusion of the general or specially called meeting in which the majority of the eligible (voting) members present approved the amendment.

ARTICLE XI - FINANCES

1. The fiscal year of this Association for record keeping purposes shall run concurrent to the terms of office for the Treasurer.
2. A tentative calendar and budget shall be drafted by the Board and recommended for approval by a majority vote of Board members to present to the Principal, Pastor and SAC for final approval before June 30th.
3. The Treasurer shall keep accurate records of any disbursement, income and bank account information.
4. The Board shall approve all expenses of the organization.
5. Upon dissolution of the organization, any remaining funds shall be used to pay any outstanding bills. Any remaining funds will be transferred to the school.

ARTICLE XII – RECORDS

1. The Records of the Association (hereinafter referred to as the “Records”) shall consist of the Constitution and Bylaws and minutes from all Association and Board meetings of the current school year.
2. The Records shall be maintained by the Secretary and the custodianship of the Records shall remain with the School Administration or Principal.
3. Any Association member may request to review the Records. A request to review the Records must be submitted to the Secretary with at least seven days notice.
4. The Records may be maintained electronically or in a paper file.

PROPOSED STANDING RULES

1. These are standing rules adopted on matters of the Association operations. These may be changed from time to time by the Board without notice to the Association.
2. Dues shall be \$10.00 annually, per school family, and shall be built into the registration costs. This shall be payable on or before October 15th of each year. Payment of dues entitles each membership family to the privileges of membership in the Association including, but not limited, to voting.
3. Program expenses shall be authorized upon recommendation of the President without Board approval up to an amount of \$300.00 annually.
4. Copies of the Treasurer's report shall be given to the Pastor and Principal two days prior to each meeting.
5. No fundraising activities shall be undertaken without the consent and approval of the Pastor, President and/or Principal.
6. The Association shall administer the Volunteer Hour Program. Each family must volunteer twenty hours per year. Volunteer hours are not transferable. Of the twenty hours required, at least ten must be used for fundraising activities. For those hours not volunteered, the family will be billed \$30.00 per hour. Failure to submit full payment may result in the delay of a report card.
7. Although it is strongly suggested that a family member attend all three of the H&S Association Meetings each school year and any specially called Association meetings, it is required that a family member attend at least two H&S Association Meetings each year. Families failing to meet this requirement may be fined five additional fundraising hours at \$30 per hour.

Approved by order of the Board this 18th day of May, 2018