



ST. RAPHAEL CATHOLIC SCHOOL HOME AND SCHOOL ASSOCIATION

CONSTITUTION

Article I: Name

The name of the association shall be known as the St. Raphael Catholic School Home and School Association of Wake County, Diocese of Raleigh, State of North Carolina.

Article II: Objectives

The purpose of the Home and School Association shall be to provide programs, create fellowship opportunities, and generate funds, which will focus on:

- a. The advancement of Catholic education and the educational welfare of children in the parish school;
- b. The involvement of parents/guardians in the educational, cultural, social, and spiritual efforts of the school;
- c. The building of community among school families and a network of communication and cooperation among parents/guardians and teachers.

Article III: Policies

Section 1 - The welfare and educational needs of St. Raphael Catholic School shall determine the yearly projects of the Association subject to the approval of the pastor or his appointed designee and based upon the recommendation of the principal of the school. The pastor has the following reserved powers by right of his position as canonical head of the parish;

- a. To establish the philosophy of the Association;
- b. To amend its constitution and bylaws;
- c. To appoint the Executive Board of the Association;
- d. To approve the expenditures of the Association in consultation with the Executive Board of the Association;
- e. To remove an officer who acts in a way that hinders the operations of the Association;
- f. To dissolve the Association.

Section 2 - This Association shall not operate for profit. In the event of dissolution of the Association, its assets shall be conveyed to St. Raphael Catholic School by its President, in accordance with the provisions of Section 501(c) (3) of the Internal Revenue Code.

Article IV: Membership

Section 1 - Persons eligible for membership shall consist of the parents and guardians of the students of St. Raphael Catholic School and the faculty. Honorary membership shall be extended to members of the administration and clergy.

Section 2 - Membership fees

- a. Membership dues for the Association shall be determined each year by the Executive Board. The Association shall collect annual dues.
- b. All members who are present at general meetings may vote on Association business. Only members who have paid their dues may vote for Association Executive Board positions.

Article V: Monies

Section 1 – Accounting of Funds

- a. The Association is a non-profit tax-exempt organization and is an integrated auxiliary of St. Raphael parish. Therefore, it is not required to file for Federal Income Tax Form 990.
- b. All funds collected and expenses paid shall be accounted for by the Treasurer via the Home and School Association checking account; established as a sibling account to the main account for St. Raphael Catholic Church.
- c. All requests for disbursement of funds must be submitted to the Executive Board for approval. Monies disbursed by the Association shall be paid directly from the Association account.
- d. Authorization for disbursement of funds shall require the signatures of the Association President or Treasurer.
- e. The pastor or designee shall be the signatory to the Association account.
- f. At least five hundred (\$500.00) dollars shall be left in the Treasury of the Association for succeeding officers to begin the next school year.

Section 2- Annual Budget

- a. An annual budget shall be prepared by the Treasurer and Finance Committee and approved by the Executive Board.
- b. Prior to the Annual Association meeting in May, the budget for the following year shall be made available for review by all the families of St. Raphael Catholic School.
- c. The Association budget for the following year shall be submitted for approval at the Annual Association meeting in May.
- d. Any changes made to the budget during the year must be submitted to the Executive Board for approval. The Executive Board may spend up to five percent (5%) of the total budgeted annual income for non-approved expenses.

Section 3- Financial Reporting and Auditing

- a. Updated income statement and balance sheets shall be prepared by the Treasurer for the Association and presented at each regular and Executive Board meeting. These reports shall include, but not be limited to, an explanation of and accounting for Association income, expenses, and budgeted

amounts for the school year-to-date. Income and expenses for special projects or committees shall also be prepared and presented.

- b. An annual internal audit of the Association income and expenses shall be performed after the last general meeting of the current school year. The Treasurer shall present the results of the audit, first to the pastor or designee, and then to the general membership at the first meeting of the school year. The audit committee shall consist of a minimum of three persons appointed by the President and include the Treasurer and one certified public accountant.

Article VI: Officers

Section 1 - Spiritual Director – Pastor or designee.
Principal of the School.

- Section 2 - Elected Officers:
- a. President
 - b. President-Elect
 - c. Secretary
 - d. Corresponding Secretary
 - e. Treasurer-Elect
 - f. Treasurer

Article VII: Committees

Section 1- The President, with the approval of the Executive Board, shall appoint such special committees as may be deemed necessary for the proper development of the Association and its policies.

Section 2- At the Annual Association meeting in May, chairpersons for standing committees shall be appointed for the following year.

Section 3 - The committee chairperson shall prepare a written record of the committee activities.

Article VIII: The Executive Board

Section 1 - The Executive Board shall consist of the elected officers of the Association, the pastor or designee, the principal, and the designated faculty representative. The members of the Executive Board shall serve until their successors are elected or appointed. The elected board members shall retain voting rights. Activities shall be subject to final approval by pastor, designee or principal.

Section 2 - The duties of the Executive Board shall be to transact necessary business in intervals between Association meetings; to approve the plans of the work of standing committees; to present a report at the regular meetings of the Association of interim business transacted; and to approve expenditures of the Association funds.

Section 3 – Regular meetings of the Executive Board shall be held prior to the regular Association meetings during the school year. A majority shall constitute a quorum. Additional meetings of the Executive Board may be called by the Association President or by request of the principal or pastor or designee.

Article IX: Election of Officers

Section 1 - Procedure for election:

- a. In January, the President shall appoint a nominating committee, consisting of three members of the voting body.
- b. At the February Executive Board meeting, the nominating committee shall submit its reports to the pastor or designee and the Board.
- c. At the regular March Association meeting, the slate of nominees shall be presented. Additional nominations shall be accepted from the floor. Unopposed candidates shall be accepted as officers this meeting.
- d. One ballot per family eligible to vote shall be sent home in April for electing the officers of this Association.
- e. At the Annual Association meeting in May, officers shall be installed, and shall serve for a term of one (1) year. No person shall be eligible to serve for more than two (2) consecutive years in the same office.

Section 2 - Vacancies

Excluding the office of President and Treasurer, the Executive Board, voting thereon by paper ballot, for the un-expired term, shall fill a vacancy occurring in any elective office. Should the office of the President be vacated, the President-elect shall become the President for the un-expired term. Should the office of Treasurer be vacated, the Treasurer-Elect shall become the Treasurer for the un-expired term.

Section 3- Installation of President:

At the Annual Association meeting in May, the President-Elect and Treasurer-Elect shall be installed as the Association President and Treasurer, respectively, for the following year.

Article X: Meetings

Section 1 - The Association shall hold at least four (4) regular meetings.

Section 2 - The annual meeting of this Association shall be held in May.

Section 3 - The presence of one-fifth (1/5) of the membership shall constitute a quorum.

Article XI: Amendments

Section 1 - This constitution may be amended at any regular meeting by a two-thirds vote of the members present entitled to vote, provided that the pastor or designee has approved the proposed amendment and presented in writing to the membership at the preceding Association meeting. Amendment(s) shall take effect immediately upon membership acceptance by vote.

Section 2 - All amendments must be in conformity with the policy and rules of the Diocesan Catholic School Office.

Section 3 - The Executive Board shall conduct an annual review of the Constitution and By-laws.



ST. RAPHAEL CATHOLIC SCHOOL HOME AND SCHOOL ASSOCIATION

BY-LAWS

Article I: Duties of Officers

- Section 1 – **PRESIDENT:** The President is responsible for all aspects of the Home and School Association (H.S.A.). The President shall act as the H.S.A. representative to the Principal. The President is an ex-officio member of all committees, except the nominating committee, and shall perform all other duties usually pertaining to the office within the H.S.A. The President shall preside at all regular and annual meetings of this Association and of the Executive Board meetings. The Association President shall appoint a member of the Executive Board to attend each of the School Advisory meetings.
- Section 2 - **PRESIDENT-ELECT:** The President-Elect shall act as aid to the President and shall perform all the duties of the President in his/her absence. The President-Elect shall be an advocate between fund-raising committees and the H.S.A. The President-Elect shall work with the President on planning meetings and future events of the H.S.A.
- Section 3 - **RECORDING SECRETARY:** The Recording Secretary shall keep all minutes of general and annual Association and Executive Board meetings. The Recording Secretary shall distribute meeting minutes to members of the Executive Board, school principal, and the pastor or designee.
- Section 4 - **CORRESPONDING SECRETARY:** The Corresponding Secretary shall conduct all the correspondence of the Association.
- Section 5 - **TREASURER:** The Treasurer shall receive and deposit all dues and monies of the Association, maintaining an accurate account of revenue and expenses, maintaining the books related to the Association account, and shall pay bills as incurred in the name of the Association. The Treasurer shall also ensure that all disbursements have been approved. The Treasurer shall prepare reports of the Association funds and present same to the officers of the Association and the general membership. The Treasurer shall distribute copies of these reports to the principal and the pastor or his designee. The Treasurer shall participate in the annual audit of the Association account. The Treasurer shall prepare and maintain the annual Association budget.

Section 6 – **TREASURER-ELECT**: The Treasurer-Elect shall keep a current list of all members of this Association. The Treasurer-Elect shall collect all funds of the H.S.A., turn over the same to the Treasurer, and obtain receipts. The Treasurer-Elect shall notify members of their dues and receive payment of them and maintain a ledger of all funds collected. The Treasurer-Elect shall be a member of the Financial Committee. The Treasurer-Elect shall perform all duties of the Treasurer in his/her absence.

Article II: Standing Committees

Standing Committees as well as ad-hoc committees shall be appointed by the President as may be required to promote the objectives and interests of the Association. The current standing committees are Finance/Budget, Fund Raising, and Fellowship. The terms of office shall run concurrently and end with that of the appointing President.

Section 1 - Finance/Budget Committee: This committee shall establish the budget covering expenditures and fund-raising necessary for the proper funding of the Association in cooperation with the Principal. The Finance/Budget Committee shall be chaired by the Treasurer and consist of the President, Treasurer-Elect and two (2) appointed members. One member of the Finance and Budget Committee shall serve as the fund-raising coordinator. The coordinator shall maintain and manage ongoing fund-raising activities.

Section 2 - Other standing committees shall be formed as need arises.

Section 3 - Fellowship committees shall plan and schedule fun and social activities for the school community. The President-Elect shall chair this committee, which consists of all Fellowship committee chairs.

Article III: Parliamentary Procedures – Rules of Order

Section 1 – The rules contained in “Robert’s Rules of Order Revised” shall govern this Association in all cases in which they are applicable and in which they are not inconsistent with the Organization’s by-laws.

Section 2 - Unless exempted by the presiding officer, member’s speeches shall be limited to approximately three (3) minutes.

Article IV: Amendments

These by-laws may be amended at any regular meeting by a two-thirds vote of the members present and entitled to vote, provided that the proposed amendment has been approved by the pastor or designee and presented in writing to the membership at the preceding Association meeting. Amendment(s) shall take effect immediately upon membership acceptance by vote.