

St. Raphael School Parent Organization By-Laws  
Revised, May 2011

Article I: **NAME**

The name of the organization shall be the P.H.T. (Parents Helping Teachers) Association, hereinafter called "the Association". Association's logo is attached.

Article II: **ORGANIZATIONAL AUTHORITY**

This Association is an independent association organized exclusively for charitable, literacy, or educational purposes.

Article III: **PHILOSOPHY**

The objectives of the Association shall be:

- A. To promote open communication among parents, teachers, and administration.
- B. To provide parents and teachers with the information to aid in all aspects of education, growth, and development in a Christ centered atmosphere.
- C. To promote good will and cooperation between and among parents, faculty, administration, the parish of St. Raphael's, and the surrounding community.
- D. To foster the political action of parents as advocates regarding national, state, and local legislation that affects Catholic schools as well as the lives of students and parents.

Article IV: **MEMBERSHIP**

Membership shall consist of the parents and guardians of the students of St. Raphael's School and the faculty of St. Raphael's School.

Article V: **EXECUTIVE COMMITTEE**

The executive committee shall consist of the officers of the Association. The Executive Committee shall conduct the Association's business affairs; provide general meeting programs of interest; form committees as deemed necessary and appropriate; review all committee recommendations and report on their final disposition; review and recommend disbursements of money collected from fund raising events and contributions to the Association.

## Article VI: **OFFICERS AND DUTIES**

The officers of the Association shall consist of:

- A. Chair Couple/Person
- B. Assistant Chair Couple/Person
- C. Secretary
- D. Treasurer

The duties of the officers shall be defined as follows:

A. The Chair Couple/Person shall:

- 1. Preside at and administer all regular, special, and executive committee meetings.
- 2. Call special meetings of the Association's Executive Committee.
- 3. Perform such duties as are incumbent of this office

B. The Assistant Chair Couple/Person shall:

- 1. Assume the duties of the Chair Couple/Person in his/her/their absence.
- 2. Perform additional duties designated by the Chair Couple/Person.
- 3. Assist in the formation of all committees and serve as an ex-officio member/s.
- 4. Assure that committees meet their goals and report their results and recommendations to the Association.
- 5. Assume role of Treasurer if none is elected.

C. The Secretary shall:

- 1. Record and make available to the members all copies of the minutes of all executive committee and general meetings.
- 2. Maintain a current file of reports, records, and correspondence of the Association.
- 3. Be responsible for recording and correcting, as amended, the Bylaws of the Association.
- 4. Publicize meetings and functions in the School or the Association newsletter.
- 5. Perform additional duties designated by the Chair Couple/Person.

D. The Treasurer shall:

1. Collect and deposit all monies received through fund raising and contributions.
2. Be appointed to all fund raising committees as an ex-officio member to coordinate and to help prepare fund raising reports.
3. Maintain records of all receipts and expenditures.
4. Review and recommend payment of bills to the Chair Couple/Person.
5. Provide a written monthly cash accounting at the business meeting of all income and expenditures.
6. Perform additional duties designated by the Chair Couple/Person.

Article VII: **ELECTION AND TENURE OF OFFICERS**

- A. All officers of the Association shall be elected by the members at the May Business meeting. Where more than one nominee competes for one office, an election shall be held. If only one person/couple is nominated for a position, he/she/they shall serve in that position.
- B. The term for each office shall be one year and new offices shall assume their office at the close of the school year.

Article VIII: **MEETINGS**

- A. Business meetings of the Association shall be held monthly August through May as determined by the Chair Couple/Person of the Association.
- B. The agenda of each upcoming business meeting shall be sent to the Association Executive Officers and the school principal prior to the business meeting.
- C. The date and time of each upcoming business meeting will be placed in the school newsletter and the church bulletin.

## Article IX: **PARLIAMENTARY AUTHORITY**

- A. The proceedings of the organization shall be governed according to the rules specified in Robert, Henry M., Robert's Rules of Order, Jove Reference, and New York: The Berkley Publishing Group, 1977.
- B. For the purpose of the Association, the parliamentary authority specified in paragraph A, shall be amended as follows:
  - 1. Unless otherwise specified in these bylaws, tallies of votes taken in general, special, and executive committee meetings shall be based on the total votes cast. For example, in a meeting containing 50 members, in which 40 members vote, a count of 21 is a majority.
  - 2. Unless exempted by the presiding officer, member's speeches shall be limited to three minutes.

## Article X: **COMMITTEES AND FUNCTIONS**

All members of the Association are eligible to be members of the committees. The Chair Couple/Person of the Association shall call for volunteers for the committees to organize special projects throughout the school year. Each committee's members shall choose officers from within the committee. Each committee shall be responsible to the Chair Couple/Person.

## Article XI: **FINANCES**

Any request for Association expenditure in an amount greater than \$250.00 must be put in writing and given to a member of the Executive Committee two (2) weeks prior to the next scheduled business meeting. The intent of the two (2) week period is to give the Executive Committee time to evaluate the request and to give them the opportunity to publish the request to the Association membership.

All expenditures by the Association should be consistent with Article III of the bylaws and the money should be spent in a manner to provide the “EXTRAS” THAT WOULD NOT NORMALLY BE AVAILABLE. The funds were not designed to be used for capital expenses or as a supplement for items traditionally set up for in the school’s operating budget.

## Article XII: **DISSOLUTION**

Upon dissolution of Association, all funds and property of the Association shall become the property of St. Raphael’s School after a period of 5 years. Any remaining funds will then be expended in the spirit of the Association’s mission. In the event the Association is reconvened within that 5 year period, all funds will be available for the Associations use per prior instruction – Article XI: Finances.

## Article XIII: **AMENDMENTS**

Amendments to these bylaws can be proposed by a majority vote of the members at any monthly business meeting. Within 10 days following the meeting in which the resolution is adopted, the Chair Couple/Person shall give written notice of the proposed amendment to all the members of the Association. Final approval of the

amendment shall be made by a 2/3 majority of the members at the next monthly business meeting.