

Saint Francis de Sales Catholic School

By -Laws of the School Board

ARTICLE I

NAME OF THE ORGANIZATION

The name of this body shall be the Saint Francis de Sales Catholic School Board.

ARTICLE II

PURPOSES AND FUNCTIONS

The board is established by the pastor, in accord with diocesan policy, to assist him and the principal in the governance of the parish school. When the board meets and agrees on a policy matter, the decision is immediately effective and binding on all members. The board, however, is *consultative*, and cannot act independently from the principal and the pastor to make decisions binding on the parish school. All decisions that have direct bearing on the operations of the school must be made with the initial approval of the principal and the final approval of the pastor.

Consistent with its primary responsibilities, the board will be consulted on major matters related to the interests and operation of the school. The areas in which the board has primary responsibilities and will be consulted are:

- A. Planning
- B. Policy formulation and development
- C. Financing, including budgeting and policies for financial management
- D. Public relations
- E. Selection of the Principal
- F. Major curriculum changes, particularly education in human sexuality and religious education.

ARTICLE III

MEMBERSHIP

Section 1.

- a. The voting membership of the parish school board will consist of seven to eleven members, in addition to the principal and the pastor. The principal, pastor, and the director of religious education are *ex-officio*, non-voting members.
- b. The principal is the chief administrative officer of the school and shall carry out the policies established by the board. The principal will cooperate with the Christian Formation Committee to maintain close communication and rapport.
- c. The president of the Home/School Association and the Athletic Association are also *ex-officio* voting members of the board.

Section 2.

- a. The term of office of all elected voting members of the board shall be three years. Voting members may serve two consecutive terms. No voting member shall be eligible for reelection until at least one year has elapsed after the termination of the term of office, except in those cases where a person has filled an unexpired term of less than one year.
- b. All terms shall commence July 1st, following election, and terminate June 30th.
- c. The *ex-officio* members are not subject to the two-term limitation.
- d. All nominations are subject to the pastor's approval.

Section 3.

The expectations and qualifications for members of the Parish School Board are listed below. Board members are required to:

- a. Be members of the parish and demonstrate a deep interest and commitment to Catholic school education.
- b. Be eighteen years of age or older.
- c. Be able to make time commitments for meetings and related board activities.
- d. Work and communicate with others to achieve consensus.
- e. Support all board decisions even when not in agreement.
- f. Maintain a high level of integrity and confidentiality in matters pertaining to the board, the school, and the parish.
- g. Carefully review and take appropriate action in matters that relate to the good of the entire school community.

- h. Be credible witnesses of the Catholic faith to the school community and beyond.

ARTICLE IV

NOMINATIONS, ELECTIONS AND MEMBERSHIP RESPONSIBILITIES

Section 1.

An elections committee consisting of the president, the principal and another board member will prepare a list of prospective nominees for board membership. The nominees must meet the qualifications for membership indicated in Article three, section three of this document. All nominations for board membership are subject to the approval of the pastor.

Section 2.

During the spring, members of the school board will invite parishioners to place their names in nomination for elected board positions. The elections committee will have ballots prepared with names of nominees listed in alphabetical order. Additional nominations from the board may be made at the time of voting. In cases where more than one candidate is recommended to fill a membership opening, the board will vote by secret ballot. Secret ballot voting will be conducted and documented by the president.

Section 3.

If specific appointments to the board are warranted, the elections committee should prepare a list of possible appointees. The appointees should meet the stated criteria for membership (Section three, article three above). The special or specific needs of the board may also be considered. Special appointments by the pastor should be made by the spring nomination process.

Section 4.

Prior to beginning their terms of office, all new members of the board are expected to attend the May board meeting for orientation purposes.

Section 5.

- a. A member who misses more than 50% of meetings in a 12 month period may lose membership by action of the board through the following procedure: the member will be notified by the president and given an opportunity to respond. The president will share that response with the board for their consideration and deliberation. With the concurrence of the board and approval of the pastor, the president may appoint a replacement for the remainder of the school year.
- b. Members may be removed from the board for behavior or conduct that is contradictory to the nature and mission of the board.

Section 6.

Board members may resign at any time. A written resignation should be given to the pastor and the board president.

ARTICLE V

OFFICERS

Section 1.

The officers of the school board are the president, the vice-president, and the secretary. Together with the pastor, they constitute the executive committee. The board will elect these members annually. Elections will be held at the first board meeting in the fall. The member who is elected president must have had at least one year's service on the board immediately preceding the election. The president shall be elected at the final meeting.

Section 2.

The duties of the officers will be as follows:

- a. The **president** will preside at all regular and special meetings of the board and will appoint committees and chairpersons of committees as needed. The president has the responsibility to direct the board's efforts to accomplish established objectives.
- b. In the absence of the president, the **vice-president** will perform the duties of the president. The vice-president may also perform such duties as may from time to time be assigned by the board, the executive committee, or the president.
- c. The **secretary** shall record, maintain and disseminate the minutes of all regular and special meetings and make copies available to all board members at least one week prior to the next regular meeting. The secretary shall be the custodian of the By-Laws, and shall preserve all relevant documents and reports.

ARTICLE VI

MEETINGS

Section 1.

- a. The board will meet at least four times during the school year in closed session. Guests who are specifically invited may also attend, with the approval of the president.
- b. The dates for the meetings shall be set by consensus of the board.
- c. Committees of the board shall meet as needed.
- d. The pastor, principal, or president may call special board meetings.

- e. The president will notify board members of all regular and special meetings.

Section 2.

- a. A simple majority of voting members shall constitute a quorum for the transaction of business in any special or regular meetings.

ARTICLE VII

RULES OF ORDER

Section 1.

- a. Following review and deliberation of matters within the purview of the board as they are presented in **Article II, Purposes and Function** , decisions will be reached either by clear consensus or, if a consensus is not evident, by a vote. In the case of a vote, a simple majority will prevail.
- b. When a vote is taken, the minutes should clearly indicate the opposing positions in appropriate detail.
- c. At the discretion of the president, **Roberts Rules of Order** may be implemented to facilitate discussion and voting.
- d. All decisions reached by the board will require official approval and notification by the pastor before they are implemented.

ARTICLE VIII

AMENDMENT OF THE BY-LAWS

These by-laws may be amended by consensus of the board or by a two thirds majority vote. Amendments to the by-laws must be approved by the pastor.

REVISION OF BY-LAWS INSTITUTED in 2015

