



BY-LAWS OF ST. THERESA SCHOOL BOARD (MEMORIAL PARK)

INTRODUCTION AND RATIONALE

The Catholic school is an expression of the education mission of the parish with which it is associated and of the Archdiocese. Therefore, the pastor is responsible to the bishop for the administration of the total parish, including the parish school. The principal functions as the chief administrator of the school and is a member of the parish staff. Regular and open communication between the pastor and the principal is essential.

Just as the parish council serves with the pastor on behalf of the parish community, so the parish school board serves with the principal for the good of the school community. Today's Catholic principal, with the many demands which are made, needs assistance from a group of people who are committed to the Catholic school and are willing to work for the good of the school and parish.

ARTICLE I NAME OF THE ORGANIZATION

The name of this body shall be St. Theresa School Board.

ARTICLE II PURPOSES AND FUNCTIONS

The purpose of a parish school board is to assist the pastor, as the parish leader in identifying and articulating the educational needs and aspirations of the Christian community.

The board is established by the pastor, in accord with archdiocesan policy, to assist him and the principal in the governance of the parish school. The board is an advisory body which consults with the Pastor in developing policies and addressing the needs in matters of education for the parish.

When the board meets a pastor, principal, and members and agrees on a policy matter, the decision is effective and binding on all. The board is consultative in the following sense:

the members cannot act apart from the pastor and principal and cannot make decisions binding on the parish school without the approval of the pastor and principal.

Consultation (cf. Canons 495-501) also means that decisions will not be made in major matters until and unless the school board has been consulted. The areas in which the board has shared responsibility and will be consulted are:

- A. Planning
- B. Policy development and formulation
- C. Financing (including budgeting and policies for financial management)
- D. Public relations
- E. Selection of the principal
- F. Evaluation of the principal's relationship with the board
- G. Major curriculum changes.

ARTILCE III RELATIONS WITH THE OTHER GROUPS

The St. Theresa School Board seeks to provide unity, direction, and stability for the education efforts of the parish school through on going communication with:

- A. Parish
- B. Pastoral Council
- C. Parish Finance Council
- D. Home & School Association
- E. Archdiocese

ARTICLE IV MEMBERSHIP

The membership of the parish school board will consist of seven to twelve voting members. In addition, non-voting members of St. Theresa School Board include pastor, principal, and a representative of the Home & School Association. The pastor, at his discretion, may appoint members to the school board.

Elected members serve a three year term beginning in May and are eligible for election to an additional consecutive three term year. Appointed members will serve a one year term. The term of school board members will be staggered with three new members being elected each year. Members who miss three board meetings in a 12-month period and are unexcused may lose membership by action of the board. The following procedure will apply: the member will be notified by the chairperson or principal; the member shall be given opportunity to respond; the school board may appoint a replacement for the remainder of the school year.

ELIGIBILITY:

The Board Development committee consisting of the principal, the pastor, the president of the board and at least one other voting school board member shall recommend to the pastor a slate of prospective board member nominees for discernment at the school board meeting in February of each year. Such prospective school board nominees shall meet at least one of the following criteria:

- Are members of the parish and/or parents/guardians of students of St. Theresa School;
- Are alumni of St. Theresa School
- Have interest in and commitment to Catholic education and to St. Theresa School's philosophy and mission;
- Are available to attend meeting and periodic in-service programs and to participate in committee work;
- Maintain high levels of integrity and confidentiality;
- Deal with situations as they relate to the good of the entire school community;
- Be a credible witness of the Catholic faith (or to one's own religion) to the school community and beyond.

Nominees for the school board must have, or will by the beginning of the term of office, completed Archdiocese approved Child Safe Environment training.

INEGILIBILITY

Persons in the following categories may NOT be considered as candidates for the Board: as voting members:

- Employees of the parish and school, whether teaching or non-teaching personnel;
- Spouses, children or siblings of employees of the parish/school;
- More than one member of an immediate family at a time;
- Board members or professional educators of another school or school system.

DISCERNMENT

During February, the Board Development committee will nominate eligible individuals to discern for board positions. Discernment shall take place in March. All new members are expected to attend the April school board meeting for orientation purposed prior to beginning their term in May.

ARTICLE V OFFICERS

At the May meeting, officers are elected by the board and serve one-year renewable terms. Their duties are those ordinarily performed by such officers:

- A. The officers of the school board shall be as follows:
 1. President
 2. Vice President
 3. Secretary
- B. The President shall: preside at all meetings of the school board; conduct internal elections; call all regular and special meetings; assist in preparing the budget; direct the functions and goals of the school board; enforce the by-laws and perform any and all duties incident to the office of President.
- C. The Vice President shall preside at all meetings on the Chairperson's absence and perform all duties incident to the office of Vice President.
- D. The Secretary shall: record and maintain minutes of all regular and special meetings; be the custodian of the by-laws; present the minutes and other material as required at the meetings; answer correspondence; and perform all duties incident to the office of Secretary. The Secretary shall maintain all records for each year and shall deposit said records in the school office by June 30.

ARTICLE VI MEETINGS

The full board meets on the second Thursday of each month except in the month of July. Special board meetings can be called by the pastor, principal and/or chairperson. If board meetings are attended by non-members, the board will go into executive session whenever the issues involve personnel or other confidential matters. Four (4) voting members shall constitute a quorum for the transaction of business in any special or regular meeting.

ARTICLE VII COMMITTEES

All committee members do not need to be a board member, but a board member must be the chair of each committee. All committee members must be approved by the board. Chairperson of each committee will report as needed at any regular or special meeting.

- EXECUTIVE COMMITTEE – The members of the Executive Committee are the pastor, principal and chairperson of the board. Members of the Executive Committee will plan the agenda for the regular board meeting.
- BOARD DEVELOPMENT COMMITTEE- The members of the Board Development Committee are the pastor, principal, chairperson and vice-

chairperson responsible for identifying and recommending eligible individuals to discern for board membership.

- STRATEGIC PLANNING COMMITTEE- The function of this committee is to coordinate: (1) the development of a strategic or long-range plan; (2) the establishment of an enrollment or marketing strategy; (3) the identification and perusal of grants, gifts, endowments, etc.
- PUBLIC RELATIONS COMMITTEE- The function of this committee will be to institute a comprehensive public relations program.
- FINANCE COMMITTEE- This committee will consist of the pastor, the principal, president of the board, and vice-president of the board. This committee may assist in the preparation of the budget, may assist in the allocation of financial aid, and may perform other duties related to the financial operation of the school
- PROGRAMS COMMITTEE – This committee will focus on current and future programs and services being offered and to be offered by the school. The committee will assist in implementing and coordinating such services and programs with principal and other school and parish organizations.
- POLICIES AND PROCEDURES COMMITTEE - This committee shall assist the principal and pastor in developing and enacting policies and procedures as well as assisting in evaluating the adequacy of school policies and the effectiveness of their implementation.
- SURVEYS COMMITTEE - This committee will establish and implement procedures for periodically surveying the opinions of parents and conducting exit interviews of families.

Additional committees of the board may be established and appointed as needed.

ARTICLE VIII AMENDMENTS

These by-laws may be amended by consensus of the board and/or by vote of 2/3 of the membership of the board. The Home & School Association shall be informed of any amendments to these by-laws.

ARTICLE IX RULES OF ORDER

Ordinarily, decisions regarding policy matters and other major issues may require several readings prior to the start of the board's decision-making process.

In order to make the best decisions, the consensus method of decision-making should be used. When the board is unable to reach a consensus, a vote may be taken. As necessary, the minutes should reflect the different positions and appropriate reasons. In cases involving voting and business procedures, Robert's Rules of Order, Revised should be used.

In those matters in which the board has jurisdiction, the board's decisions should be implemented. However, in those matters in which the pastor has reserved his decision, the board should present its decision in the form of a recommendation of the pastor.

These by-laws and all subsequent amendments shall be effective upon approval and adoption by the St. Theresa School Board.

Adopted: _____ (Date)

Signatures:

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_____	_____	_____
_____	_____	_____
_____	_____	_____