

# **ST. MONICA ACADEMY SCHOOL BOARD BY-LAWS**

## **ARTICLE I: POLICY**

- A. Any School Board member may present a policy recommendation to the School Board. The proposed policy is presented for discussion at one meeting and may not be voted upon until the following meeting. The proposed policy recommendation must be approved by a simple majority of voting members present.
- B. Any local policy should be in line with and may not contradict the Archdiocesan Office of Catholic Schools (OCS) guidelines.
- C. All policies shall be reviewed each year and, if needed, be revised or removed.
- D. Any newly adopted policy and the regulations that flow from it shall be made known to the public.
- E. The Principle is the one who will formulate and implement policies.

## **ARTICLE II: BUDGET**

- A. The Principal, in conjunction with the School Board, shall prepare a budget proposal to be submitted to the Parish Finance Council at budget time each year in February. The budget shall follow the Archdiocesan form, directions, and guidelines supplied each year by the Diocese.
- B. The School Board shall review the proposed budget and propose the means of funding the obligation as expressed or implied by the budget. This is to include: tuition, fees, fundraising, donations, and the proposed parish grant. All budgets must be balanced as prescribed by the Archdiocesan Finance Office.
- C. The Parish Finance Committee will determine the amount of the parish grant for each fiscal year.
- D. The proposed budget and funding mechanism shall be approved by the School Board by a simple majority vote.
- E. The Principal shall present the approved budget proposal and funding mechanism to the Parish Finance Committee for final approval or for amendment. The Finance Committee has the right to reject any budget that is not balanced or fully funded.

- F. The final budget will be submitted to the School Board for approval in Executive session. This budget and funding package must be submitted in an open meeting to parents and interested persons by the School Board as soon as possible after a decision is made.
- G. Failure to approve full funding for the proposed budget shall result in the Principal amending the budget in accord with the amount of funding available.
- H. The Parish Business Manager is responsible for maintaining with the Principal, the School Board Fund Raising checking account. The Parish Business Manager shall submit a quarterly report at the regular Board meetings regarding the status of the account. A periodic report is to be submitted to the parents on the status of fund raising for the year.

### **ARTICLE III: MEMBERSHIP**

- A. The election of members shall be held each year by the first weekend of May. Two (2) members shall be elected annually for a three-year term of office, and one (1) member will be appointed annually for a three-year term of office. No elected member of the Board shall be allowed to serve a consecutive term, except in the case of having completed a vacated term of office. If the number of board vacancies is greater than the number of candidate applicants, terms of expired board members may be extended as needed with the approval of the Board and Pastor.
- B. At the February meeting each year, the President and the Pastor will appoint a nominating committee to run the elections. They will be in charge of collecting the applications, interviewing the candidates, and determining the election slate with the approval of the Pastor. The Pastor has ultimate veto power regarding membership. (Constitution A.3.S.2.1)
- C. Method of Nomination:
  - 1. The nominating committee must place a notice of the upcoming election in the Church Bulletin and the student information packets by the middle of March. This notice must inform the public of the need for an approved application, picture, and interview in order to be considered for nomination. This notice should also contain a deadline for the reception of such information.
  - 2. Active Members of the Parish (21 years of age or older) may submit their names and approved application to any member of the Nominating Committee by the published deadline.

D. Discharge from Board

1. Regular attendance at school board meetings is a requirement of board members. A board member may be discharged and replaced if the board member misses 3 consecutive meetings.
2. A board member may be discharged and replaced if the member violates the Code of Ethics for Board Members or whose actions violate the mission and purpose of Catholic education.

E. Filling Vacancies:

1. Whenever a vacancy occurs on the School Board, the vacancy shall be filled by appointment within sixty (60) days. The appointed member will complete the existing term of office created by the vacancy.
2. School Board members shall fill the vacancy mentioned above by selecting the future member from a list of candidates derived from the last election in order of most votes received.

## **ARTICLE IV: OFFICERS**

A. Selection of Officers:

The selection of the President and other offices for the following school year will take place at the May School Board meeting, after the newly elected and appointed members have taken their place on the board. In the case where there is more than one nominee for an office, an election by the committee will be held.

B. Removal of Officers:

1. The same discharge rules that apply to all members of the board as defined in By-Law Article III section D of his document, apply to officers.
2. Discharge of an officer may be performed by the Pastor or Principal per Constitution Article 4, Section 5.

C. Duties of Officers:

1. **PRESIDENT**

The President shall act as the presiding officer of the School Board. The President shall coordinate and direct the administration of the School Board and monthly meetings, develops the agenda with the

Principal, appoint committees, assigns duties to board members and periodically reviews Code of Ethics the President can request an Executive Meeting at their discretion to deal with matters of a sensitive or confidential nature. The President must have served as a Board member for at least one year prior to assuming the position of President (Article 4, Section 2 of School Board Constitution).

**2. VICE-PRESIDENT**

In the absence of the President, the Vice-President shall act as presiding officer and assume the duties as outlined for the President.

**3. SECRETARY**

The Secretary (or scribe), shall maintain a written record of minutes of each School Board meetings to be posted on the School website. All Straight Talk publications shall be approved by the President and Principal prior to distribution. The scribe shall also maintain in a permanent file all official School Board reports and documents.

**4. ENVIRONMENTAL AWARENESS REPRESENTATIVE**

The Environmental Awareness Representative will work with members of the St. Monica Academy School Board, parish staff, school administrators, teachers and parents, the Archdiocese, as well as members of the business community, and the community-at-large, to help realize our common goal of becoming responsible stewards of all of God's creation.

The person serving in this role will find ways to maximize the potential of existing school, parish, archdiocese and community resources; seek ways to support and improve current initiatives and help ensure they are consistent with our environmental mission as expressed through the S.E.E.D.S. curriculum; and develop new initiatives that support and amplify our school's environmental mission and have a positive impact on our community and our world.

**5. LEGISLATIVE ACTION POLICY REPRESENTATIVE (L.A.P)**

Researches and monitors any legislation that affects Catholic schools of the Archdiocese; coordinates phone/letter writing campaigns in support or opposition of pending legislative items.

**6. ALUMNI AND PUBLIC RELATIONS REPRESENTATIVE**

Coordinates PR events for school and work to promote SMA in the media through print, television, radio and web. Acts as liaison with the Principal to ensure open communication and stay informed of newsworthy happenings. Implement marketing plan; assists in recruitment of new students and develops a positive relationship

between board and parish/school community.

This position will work with the school to establish and maintain an alumni database in an effort to keep school alumni involved and participate in fundraising efforts.

**7. HOSPITALITY REPRESENTATIVE**

This individual is responsible for the recruitment of hospitality representatives. In addition, this person and the hospitality representatives will coordinate efforts to various hospitality events such as special teacher lunches, teacher and school employee gifts for holidays/birthdays, etc.

**8. VOLUNTEER REPRESENTATIVE**

This position is responsible for the development of volunteer resources that can be utilized to provide assistance to the school with fundraising and other school related events/activities. This individual will actively solicit parents for volunteer participation and will work to ensure background checks are completed prior to participation as a school volunteer as well as completion of the Virtus training requirements.

**9. FUNDRAISING REPRESENTATIVE(S)**

These are key positions on the school board which will have primary responsibility to coordinate all fundraising events in order to meet the budgeted fundraising goals for the school. This shall include the development and scheduling of fundraising activities and coordination of volunteers to support all fundraising events.

**10. FINANCE REPRESENTATIVE**

This position will work with the school board and principal to review funding and recommend best practices. The role helps to ensure the school remains financially viable and forward looking.

**ARTICLE V: COMMITTEES**

1. The Standing Sub-Committees of the School Board shall be as follows: Fundraising, Alumni and Public Relations, Policy Review, Hospitality, Legislative Action Person (LAP), (Rev. Oct. 2005) School Enhancement, and Volunteer (Revised Oct., 2011)
2. The President may appoint a special Ad Hoc Committee to deal with a specific task. Ad Hoc Committees shall cease to exist upon acceptance of their final report by the School Board.

3. Chairpersons of the Sub-Committees and Ad Hoc Committees are to be members of the School Board. Other membership on these committees may be filled by non-School Board members.

## **ARTICLE VI: MEETINGS**

The School Board shall have monthly meetings from September to May.

1. The School Board shall meet regularly at the day, time and place agreed upon annually by the School Board at the May meeting.
2. All regular meetings of the School Board shall be open to the public, and notice of the meetings shall be posted on school calendars and sent home in communication folders.
3. All non-members who are present for the meeting have no voice in the meetings except when designated by the order of business. Non-members have no vote.
4. Any member of the Parish may present issues to the School Board during the Open Forum. Items presented to the Board must relate to School Board matters and be limited to three (3) minutes speaking time. In the event the issue cannot be addressed immediately; the issue will be noted and a response will be made before or at the next board meeting.
5. The President shall conduct the Order of Business each meeting. In the absence of the President, the Vice-President will assume the duty of conducting the Order of Business for that meeting.
6. The ordinary Order of Business shall be:
  1. Call to order
  2. Opening Prayer
  3. Approval of minutes
  4. Principal's Report
  5. Fundraising Report
  6. Legislative Action Policy (LAP) Report
  7. Hospitality Report
  8. Public Relations Report
  9. Director of Religious Education (DRE) Report
  10. Pastor's Report
  11. Old Business
  12. New Business
  13. Visitor Comments
  14. Adjournment

The ordinary order of business may be changed, altered or modified at any meeting by a vote of members present at such meeting. (Revised Oct., 2005)

7. For the purpose of transacting any official business, it shall be necessary that a quorum of the Board be present. Each member of the Board shall have one vote, except the Principal and Director of Religious Education, who have voice but no vote. In the event that a voting member cannot be present for a valid reason, a proxy vote concerning a specific item on the agenda may be submitted to the President in writing, prior to the meeting of the Board. (Revised Oct., 2005)
8. Consensus is defined as a simple majority of members present.

**ARTICLE VII: AMENDMENT**

1. The By-Laws shall be reviewed annually.
2. Amendments to the By-Laws must be presented to the School Board at one meeting and voted upon at the next meeting. The By-Laws may be amended by a simple majority vote of members present.

Date Vote on and Approved: March 2012

Date Effective: March 2012

Date Revised: February 2012, August 2017, June 2018

**Revision History**

<b>Revision Date:</b>	<b>Summary of Changes:</b>	<b>Date Accepted by Board:</b>	<b>Date Effective:</b>
February 2012	Original document.	March, 2012	March, 2012
August 7th, 2017	Updated general information section, added Board Mission Statement, formatting updates, created Finance Representative role.		
June 14, 2018	Combined Alumni		

(v06)	Correspondent and Public Relations into a single officer role and committee.		