

**SAINT ANNE'S SCHOOL
BY-LAWS OF THE SCHOOL BOARD**

Article I

Name

The body shall be named the Saint Anne's School Board, the parish school of Saint Anne's Parish.

Article II

Purpose & General Function

The Board shall act in an advisory capacity to the Pastor of Saint Anne's Parish and to the Principal of the School. It shall advise upon all matters presented to it by the Principal, the Pastor, the Finance Committee or the Home School Association concerning the operation of the School in the areas of physical plant, tuition, budget, spiritual development and academic advancement.

Article III

Responsibilities & Objectives

The Board shall maintain a continuing concern and review of the School's role in the work of the parish to provide the best quality of education and personal formation. Specific areas of concern and review shall include the welfare of the school's curriculum, faculty, physical plant, and financial management. Financial management shall include budget preparation and implementation, setting tuition, and preparations for institutional advancement. The Board shall recommend goals and policies in these areas as they relate to providing for the needs of the children in the School and the mission of the Parish and shall suggest procedure to implement these goals and policies. The Board shall maintain channels of communication with the Home School Association of the School, the Principal of the School, the Pastor and Finance Committee of St. Anne's Parish and other educational and Church entities relating to the work of the School.

Article IV

Membership

Any active member of either the Parish or School Community, with or without children in the School, may participate on a school board committee. Members can be recommended or volunteer.

The School Board will be comprised of the following:

Members, ex officio:

Pastor of the Parish

Principal of the School

President of the Home School Association

Five to seven members elected by school families.

The President of the School Board or a designate will represent the parish school at the Parish Finance Committee Meetings.

Article V

Officers

A President and Secretary of the board shall be appointed by the Pastor.

The President shall preside at all regular and special meetings of the board.

The Secretary shall maintain a written record of all acts of the Board.

Article VI

Terms

A board member shall serve a term of three years. Board Members may serve two terms for a total of six years and then must be off the Board for one full term before being eligible again. The term of the office begins with the first meeting of the next school year.

Article VII

Meetings

The Board shall meet bimonthly. A written record will be kept of all business transacted at each meeting. The agenda of the meeting shall be prepared jointly by the President and the Principal.

The Chairperson of each Committee shall call regular meetings during the school year at a mutually agreeable time, date and place.

Board members are obligated to attend all meetings except when excused by the President or Principal. The President may remove from the Board any member who has three unexcused absences during the year.

Each School year one open meeting will be held.

Article VIII

Amendments

Amendments to the Bylaws shall be made by an affirmative vote of 75% of the voting members of the Board. Amendments to the Bylaws must be presented to the Board at least one meeting prior to voting.

All changes in the Bylaws must be presented to and approved by the Pastor and Principal.

In keeping with diocesan guidelines for Catholic elementary school board members, there shall be Committees of the Board.

From "Guidelines for Catholic elementary school board members", Diocese of Rockville Centre

The committee structure of the Board contributes to the efficient operation of the board. It is impossible to address all of the work of the board without using the committee structure. The committee structure is also a way to recruit new members to the board and provide opportunities for members of the school community to become involved in the work of the board. Committees provide and organize needed information so that the board can take action on a particular issue. Committee members may include both non-board members and board members as well. The chair of each committee should be a board member.

Committee members are selected because they are knowledgeable, interested in serving and possess an expertise needed by the board. Committee members should receive in-service about the function of the board, the roles and responsibilities of the members as well as those of the committee. In addition, they should be familiar with the policies, procedures and practices of the local Catholic school.

The board's by-laws should list the committees of the board. The chair assigns board members to lead various committees to do the "work of the board." The committee is accountable to the board for their work and gives progress reports to the board. Time is also allocated on the board agenda for the committee to give reports. Copies of the written reports become part of the board's minutes.

The school board's agenda is designed to allow time for the members to discuss topics, receive information and give input on issues and make recommendations. Since the optimal time allocated for board meetings is two hours, committee work is prepared outside of the meeting. As part of the board's agenda, each committee chair gives a brief report to the board on the progress of the committees' work. The committee chair may also use this time to seek the board's approval or input on some aspect of the committee's work. The committee chair may also invite a committee member (or two) to assist in presenting a report to the board. (Some committees may not find it necessary to give a report at each board meeting.)

There are two types of committees, **standing** and **ad hoc**. The **standing committee** provides continuity for the ongoing operation of the board. The **ad hoc** committee is established to meet a specific objective at a given time. Some examples of the board's **Standing Committees** and a brief description of their responsibilities are:

Executive Committee

Consists of the principal and the chair of the board who meet regularly to plan the agenda for the regular board meeting. They see that board members receive a copy of the agenda with the minutes of the previous meeting and any other information to be distributed to the board in preparation for the upcoming meeting.

Public Relations and Marketing Committee

Implements the plan for marketing the school to the parish community and to the local area, assists in recruitment of students to the school.

Ad Hoc Committees may be formed for a particular purpose. Examples of ad hoc committees may be the **Elections Committee**, or a **Policy Development Committee**.

Elections Committee

This committee develops and implements the election procedures to fill vacancies on the board. They announce the timeline for elections, seek nominees to fill vacancies and conduct the election of new members to the board.

Policy Development Committee

When a new policy is being developed, a committee may be appointed as the "writing committee." This committee submits draft copies to the board and makes appropriate corrections, per the discussion of the board.