

**Saint Basil**



**Catholic School**

**LCAB Bylaws**

**Saint Basil Catholic School  
Local Consultative Advisory Board  
Bylaws**

**Mission Statement:** *Saint Basil Catholic School, in collaboration with our families, fosters strong Catholic values and academic excellence for all students in an environment filled with innovation, rigorous curriculum, social justice, and commitment to God and community.*

**Article I            Name**

- A. The name of this body shall be the Saint Basil Catholic School (SBCS) Local Consultative Advisory Board (hereinafter referred to as the “Board” or the “LCAB”).

**Article II           Purpose and Function**

- A. The SBCS LCAB operates in accordance with the Rules and Policies published by the Catholic Schools Office of the Diocese of Kalamazoo.
- B. The purpose of the LCAB is to assist and advise the principal, or school administrator, in regards to the educational mission of SBCS. The Board does not regulate the ordinary operations of the school; this task belongs to the school administrator.
- C. The LCAB exercises the following rights and duties:
1. To consult with the Diocese of Kalamazoo in the employment and evaluation of the school administrator;
  2. To develop the annual budget, with the school administrator, and present it to the parish finance board on or before the first meeting in May;
  3. To set tuition and fees annually as a part of the budgeting process;
  4. To coordinate school development and public relations; and
  5. To advise and support the school administrator regarding:
    - Student and staff recruitment;
    - Future planning;
    - Curriculum and other school programs;
    - Repair, maintenance, and improvements to the school campus; and
    - Other school-related items, as needed.

**Article III          Membership**

- A. The membership of the LCAB will consist of seven (7) members. The members will be a combination of parents of enrolled students, parents of past students, and/or parish members.
- B. The principal shall serve as a non-voting, ex officio, member.
- C. New members shall be appointed by a 2/3 majority vote of the current membership of the LCAB.
- D. A regular term shall be three years.

- E. In the event of a mid-term vacancy, a replacement will be selected to serve out the remainder of the term of the member being replaced.
- F. Members of the LCAB shall compile and distribute reports from any committees or sub-committees for which they are the chairperson, at least three (3) days prior to the LCAB meeting.
- G. All new LCAB members must attend Diocesan board training. Members shall not vote until they have attended training.
- H. Failure to attend three (3) or more regular meetings within a twelve (12) month period may result in removal from the Board, at the discretion of the Board.
- I. Because of potential conflict of interest, immediate family members of a school employee are not eligible for LCAB membership. "Immediate family member" is defined as a spouse and the parents thereof, sons and daughters and spouses thereof, parents and the spouses thereof, brothers and sisters and the spouses thereof, grandparents and grandchildren and the spouses thereof, and any individual related by blood or affinity whose close association with an LCAB member is the equivalent of a family relationship.

**Article IV      Officers and Duties**

- A. At the first meeting following the beginning of each school year, the LCAB shall elect a president, a vice-president, and secretary. Officers will serve a term of one (1) year. They may be re-elected.
- B. The president will preside at all meetings, appoint any committees, and prepare a monthly agenda with the school administrator.
- C. The vice president will assume all responsibilities of the president in the absence of the president.
- D. The secretary will keep official minutes at all meetings. Copies of the minutes will be distributed to the membership for review prior to the next meeting. A copy of the minutes shall also be forwarded to the Diocesan Superintendent of Schools.
- E. The principal shall serve as an administrative officer to the Board and shall be responsible for bringing information to the Board, including Diocesan policies and plans.
- F. All LCAB members are bound by confidentiality in regard to items discussed in closed session.

**Article V      Committees**

- A. The president of the LCAB may appoint committees or sub-committees as needed.
- B. Committees may be comprised of parents of enrolled students, parents of past students, and/or parish members, and must include at least one LCAB member.

**Article VI Meetings**

- A. Meetings shall occur at time or place that has been agreed upon by the members. The meeting schedule shall be posted on the website. Special meetings and closed sessions of the Board may be called by the president, pastor, principal, or by a majority of the members as needed.
- B. A written agenda shall be distributed to each member prior to the meeting. The usual order of business will be:
  - Opening prayer
  - Verbal/written communication
  - Approval of minutes
  - Principal report
  - Old Business
  - New Business
  - 30 day action items
  - Closing prayer and adjournment
- C. A quorum for the purpose of conducting official business shall be a simple majority of the total number of voting members.
- D. LCAB decisions may result from a process of consensus or from a majority vote.
- E. Board meetings are open to parents, guardians, parishioners, and members of the community unless designated as a closed session. Closed sessions may be called at any time by the president, pastor, principal, or by a majority vote of the members of the LCAB.

**Article VII Amendments**

- A. Bylaws may be amended following a 2/3 majority vote of the membership at any regular meeting, providing the amendment has been presented at the previous meeting of the LCAB.

Revised: January 30, 2020

Approved: