

St. Mary Catholic School
School Board By-Laws (Approved 04-28-2022)

Purpose

The school board for St. Mary Catholic School, hereafter referred to as “the Board”, is formed to serve as advisors to the St. Mary Catholic School Principal and St. Mary Parish Pastor. The Board shall act as liaisons between the school’s families and the principal/pastor to foster a positive public relations climate for the school. Members of the Board agree to support the curriculum and policies of the Diocese of Joliet, St. Mary Parish and St. Mary Catholic School.

Duties

The Board is responsible for working with the principal/pastor to ensure the school’s vitality and to advise the principal/pastor on school policy and the budget when requested. The school’s fiscal year runs July 1 – June 30. The St. Mary Parish Business Manager traditionally presents the budget at the August board meeting. No personnel issues are discussed at board meetings.

Composition

The Board shall consist of 7-9 members. At least 2/3rds of the Board’s members must have a child enrolled in St. Mary Catholic School. The St. Mary Parish Pastor, the St. Mary Parish Business Manager and the St. Mary Catholic School Principal shall serve as ex-officio members.

Meetings

Board meetings occur in February, April, June, August and October. Meetings typically occur the 3rd Thursday of the month from 6-7:30 pm in the school. In October, the decision to add a December meeting is put to a vote. Meetings can be cancelled due to acts of nature or the inability to field a quorum (at least 50% of the Board). Upon a board member’s 3rd missed meeting in a calendar year, he/she will be immediately removed from the Board.

Visitors

Meetings of the Board shall be open to all parents of children currently attending the school. The right to address the Board shall be limited to those whose written petition has been approved by the principal and chairperson for inclusion on the agenda in advance (5 days) of the meeting. Visitors will be provided no more than 10 minutes to present their concern(s) to the Board. The Board reserves the right to confer in closed session at the discretion of the chairperson or a majority vote of the Board. No individuals other than board members shall be allowed to attend closed sessions of the Board except at the express invitation of the

principal/pastor. No decisions are made at the meeting at which the concern(s) was/were presented.

Board Member Qualifications

- Eighteen years of age or older
- Genuine interest in Catholic school education
- A credible witness of the Catholic faith; a member of a parish; or if non-Catholic, not opposed to the tenets of the Catholic faith
- Ability to work with others to achieve consensus
- Ability to make time commitment for meetings, committee work and in-services
- Willing to maintain confidentiality and high level of integrity
- Willing to support the school philosophy and mission
- Have a professional and personal life that is reflective of the teaching of the Catholic Church

Members of the school or parish staff or their spouses, children, siblings or parents shall **not** be eligible for board membership. There shall not be more than one board member per family. Members of the Board must abide by these by-laws.

Election of Board Members

- Candidates wishing to serve on the Board must complete and submit to the principal by October 1st:
 - The Diocese of Joliet's *Statement of Candidacy*
 - The Diocese of Joliet's *Pastor's Approval Form*
 - In lieu of completing the *Pastor's Approval Form*, a candidate may schedule a face-to-face meeting with the pastor of St. Mary Parish
- The list of candidates will be reviewed by the principal/pastor. If approved, the candidates are then shared with the Board before its October meeting.
- At the October meeting, the Board shall vote on its new members. Newly elected board members shall begin their terms at the subsequent school board meeting.
- Board members wishing to serve a second consecutive term must notify the principal by October 1st.
- The principal/pastor have the authority to remove members from the Board at their discretion as well as appoint members to the Board if there is a vacancy.

Terms

Board members are elected to three-year terms, renewable for a second three-year term. A seventh consecutive year of service is at the sole discretion of the principal/pastor. After the

second term, there must be a one-year interval before an individual is again eligible for board membership (unless this is waived by the principal/pastor).

Officers

The Board shall elect a Chairperson and a Secretary each February. Those appointed shall serve for one year. The chairperson is responsible for coordinating and conducting the meetings. In the absence of the secretary, a recorder will be appointed by the chairperson to take the meeting's minutes. The secretary is responsible for taking and sending out the minutes within 2 weeks of each meeting. The secretary is also responsible for conducting meetings when the chairperson is absent.

Committees

The Board shall consist of the following committees: Catholic School Culture, Community Development and Marketing. Members of the Board can also assist with campus improvements and fundraising. Over the summer, the Board shall determine its goals for the upcoming school year. The committees can be adjusted as needed to correspond with the goals of the Board. Committees are to provide reports at all board meetings. The Diocese of Joliet's *School Board Committee Report Form* can be used for this purpose. Committees are to meet at least once between board meetings. These committee meetings are encouraged to occur during the months in which the Board does not meet. The principal/pastor are to be invited to all committee meetings.

Catholic School Culture = To promote and expand activities and programs related to vocations, devotional practices and family based prayer.

Community Development = To enhance and encourage the religious, educational and social environment of St. Mary Catholic School by providing opportunities for parents, teachers, students and members of the community to learn, socialize, communicate and grow in fellowship.

Marketing Committee = To develop and execute a marketing plan for St. Mary Catholic School.

Amendments

The by-laws must be approved by the Board every 5 years. All amendments to the by-laws must be submitted to each member of the Board in writing at least ten days before a vote is taken. A two-thirds vote is required to approve any changes to the by-laws.