

St. Mary Catholic School
School Board By-Laws
October 19, 2018

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1. Purpose

The St. Mary Catholic School School Board, hereafter referred to as “the Board”, is formed to serve as advisors to the St. Mary Catholic School principal and the pastor of St. Mary Parish. The Board shall act as liaisons between the principal/pastor and the parents 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.

2. Duties and Responsibilities

The Board is responsible for working with the principal to develop the school’s growth, advise the principal on policy when requested, and to review the school’s financials. No school personnel issues are discussed at board meetings.

3. Board Member Qualifications

Members of the Board shall be registered parishioners of a Catholic parish. There shall not be more than one board member per family. Members of the Board must abide by the School Board By-Laws.

4. Election of Board Members

Candidates wishing to serve on the Board must complete and submit The Diocese of Joliet's Statement of Candidacy by October 1st. Board members wishing to serve a second consecutive term shall notify the principal by October 1st. The list of candidates will be reviewed by the principal/pastor and then presented to the Board before the October school board meeting. At the October school board meeting, the Board shall vote on new members. The election results are then presented to the principal/pastor for final approval. Newly elected board members shall begin their term at the following February school board meeting. The principal/pastor have the authority to remove members from the Board at their discretion. The principal/pastor can appoint members to the Board when a vacancy occurs for a reason other than an expiring term.

5. Composition

The Board shall consist of 7-9 members. At least 2/3^{rds} of the Board's members must have at least one child enrolled in the 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.

6. Terms

Terms shall commence at the February board meeting and shall last for three calendar years (15 meetings). The terms of board members who begin their term at a meeting other than in February shall last for 15 meetings. Members of the Board are limited to serving no more than two consecutive terms. Further service is at the sole discretion of the principal/pastor.

7. Officers

The Board shall elect a Chairperson and a Secretary. The election shall be made each February and 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.

8. 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. At either the June or the August school board meeting, the Board shall determine its goals for the upcoming school year. The committees can be altered 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 regularly scheduled board meetings. These committee meetings are encouraged to occur during the months in which the Board does not meet.

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.

9. Budget

The Board reviews the school's budget. The school's fiscal year runs July 1 – June 30. The St. Mary Parish business manager will present the final budget to the Board by the August meeting.

10. Meetings

Meetings occur during the months of February, April, June, August, and October. These typically occur on the 3rd Thursday of the month from 6:30-8:00 pm in the school library. At the October school board meeting, the decision to add a December board meeting can be discussed. Meetings can be cancelled due to acts of nature or an inability to field a quorum (at least 50%). Upon a board member's 3rd missed meeting in a calendar year, he/she will be immediately removed from the Board.

11. 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 Board meeting at which the concern(s) was/were presented.

12.Meeting Management and Decision Making

Board meetings shall be conducted using Robert's Rules of Order.

13.Amendments

These by-laws may be amended, supplemented, suspended, or repealed, in whole or in part, at any time by a favorable vote of two-thirds voting members of the Board. All amendments brought before the Board are to be submitted to each member of the Board in writing at least ten days before a vote is taken.

The by-laws must be approved by the Board every 3 years.

Approved: October 19, 2018.