

**BY-LAWS FOR THE ADVISORY BOARD
OF SAINT PATRICK SCHOOL**

Approved January 5, 2015

The Catholic school is an expression of the educational mission of the parish with which it is associated and of the Diocese. Therefore, the Pastor is responsible to the Bishop for the administration of the total parish, including the parish school. The principal functions as chief administrator of the school and is a member of the parish staff. Regular and open communication between the pastor and the principal is essential.

Just as the parish council serves with the pastor on behalf of the total parish community, so the parish school board serves with the principal for the good of the school community. Today's Catholic school principal with the many demands which are made, needs assistance from a group of people who are committed to the Catholic school and are willing to work for the good of the school and the parish.

Article I – Name of Organization

The name of this body shall be Saint Patrick School Advisory Board.

Article II – Purpose

The Board serves as a voluntary association whose purpose is to further the general welfare of Saint Patrick School and those associated with the school. The body will strive to establish and maintain a cooperative, intelligent, and harmonious relationship between Saint Patrick School and the greater community of Saint Patrick parish. The board serves to enlighten, to advise and assist the pastor and the principal in the daily operation and maintenance of Saint Patrick School, and in planning for the future of the school. The board is advisory in the following sense: The members cannot act apart from the pastor and principal and cannot make decisions binding for the parish school without the approval of the pastor and principal.

Article III – Membership

The Board shall consist of the then-serving President of the Mothers' Club; the then-serving President of the Parent Teachers' Organization (the "PTO"); the then-serving President of the 1000 Club; and members appointed by the Pastor. The then-serving Pastor of St. Patrick Parish and the then-serving Principal of St. Patrick School, by virtue of their positions, will serve as ex-officio, non-voting members of the Board.

Voting Rights. Each member of the Board – except for the Pastor and the Principal – shall be entitled to vote on all matters before the board, as provided in Article VII.

Term. The duly elected Presidents of the Mothers' Club, the PTO and the 1000 Club shall serve on the Board for a term that is concurrent with the term for which they have been elected to serve as President of their respective school organizations. The members appointed by the Pastor shall serve for two (2) years or at the discretion of the Pastor.

Article IV – Agreement of Board Members

A member who serves on the Board agrees to:

- demonstrate an interest in and commitment to Catholic education and to this school's philosophy and mission
- attend meetings and periodic in-service programs and to participate in committee work
- maintain a high level of integrity and confidentiality
- deal with situations as they relate to the good of the entire school community
- be a credible witness of Catholic faith (or one's own religion) to the school

Article V – Officers

The officers of the School Board shall consist of a chairperson and a secretary appointed by the pastor.

Article VI – Duties of Officers

The chairperson shall preside at all Board meetings. In addition, the chairperson, with the assistance of the secretary and principal, shall prepare an agenda for each meeting. In the absence of the chairperson from a meeting, the principal shall conduct the meeting.

The secretary will be responsible for an accurate record of the minutes of all meetings. The secretary will arrange for the distribution of approved copies of said minutes to the Board members and the parents of Saint Patrick School.

Article VII – Meetings

The full Board will meet a minimum of four (4) times per year. Special Board meetings can be called by the pastor, principal, and chairperson in consultation with the pastor and/or principal. The Board will go into executive session whenever the issue involves matters of confidentiality and/or personnel. Regular business will be subject to Robert's Rules of Order and require a simple majority vote of members present, provided, however, that the pastor and the principal shall be non-voting members, and, provided further, that the chairperson will not vote unless to break a tie. The principal may request that a faculty member be present at the Board meetings for a specific reason.

Procedure for non-member participation

This board respects the opinions of non-members and recognizes its responsibility to hear their concerns on specific agenda issues in an orderly and timely manner, before coming to a consensus.

1. The chairperson will review the guidelines for non-member participation at the opening of each meeting, unless such review is waived by all persons present.
2. Board members will finish their discussion on one specific agenda item before non-members can be recognized and heard.
3. It is expected that the chairperson, pastor or principal will invite the non-members in attendance to offer comments on the specific agenda item on which the board has just completed its discussions and that the chairperson shall recognize those non-members who wish to speak on such agenda item. A non-member may not speak or offer comments unless and until recognized. Once a non-member has been recognized, only comments which are directly

related to that agenda item will be heard. If a non-member's comments begin to digress from the topic that has been opened to non-member participation, the chair may advise the speaker of the "guidelines for new business" and shall remind the non-member of the procedures for non-member participation. If a non-member's comments continue to digress from the topic that has been opened to non-member participation, the chairperson may - in his/her discretion - tell the non-member that he/she is no longer recognized to speak for the remainder of the discussion on that agenda item and/or take other reasonable steps to ensure compliance with the procedures for non-member participation.

4. A time limit of three (3) minutes per person per agenda item may be invoked at the discretion of the chairperson. This is intended to keep the meeting's pace reasonable while allowing enough time for non-members to express their thoughts.
5. Once the Board moves on to the next agenda issue, previous issues may no longer be discussed. They may be added to another month's agenda, if needed.

The role of the Board members during non-member participation time is to listen.

Article VIII – Executive Committee

The members of the Executive Committee are the pastor, principal, chairperson and secretary of the Board. The Executive Committee should meet as needed.

Article IX – Order of Business

1. Calling meeting to order
2. Prayer
3. Chair reviews participation guidelines
4. Recording members present
5. Acceptance of minutes of previous Board meeting
6. Report from Mothers' Club
7. Report from 1000 Club

8. Report from Principal
9. Report from other committees as needed (PTO, Sponsor a Student)
10. Old business
11. New business*
12. Adjourn

*** Guidelines for New Business**

Members and Non-members desiring to bring a question or concern to the Board may do so by submitting their request in writing to the chairperson. These guidelines, along with the non-member participation guidelines, will be presented to all school parents in an introduction to the Board letter at the start of each school year.

Article X – By-Laws

Any amendments to these By-Laws shall be passed by a vote of 2/3rds of the membership of the Board

Copies of the By-Laws shall be given to members of the Board prior to their attending their first Board meeting so they may familiarize themselves with said By-Laws and purposes contained therein.

These By-Laws were adopted as of the date first set forth above, and will supersede any and all By-Laws previously in existence.