By-Laws for St. Gerald Parish School Advisory Board

Adopted: April 28, 1987

Revised: March 13, 2024

Article I Policy

A. Any Board member, including ex-officio members may present, in writing, policy recommendations to the Board at or before a regular scheduled Board meeting.
B. The policy may not be voted upon until the meeting following the one at which the policy was presented. Policy recommendations must be approved by a simple majority of those present with the Pastor having the right to final approval.
C. All policies shall be evaluated as circumstances warrant at least every three years and revised as necessary.

Article II Code of Ethics

The **Code of Ethics for Advisory Board Members**[1] delineates the expectations inherent in the purpose of the board. Members, by accepting the position to serve on the advisory board, ascribe to this code. Periodic review of the code reminds members that they are working together for the common goal: to promote the mission and purpose of Catholic education. The Code of Ethics addresses the following: *conflict of interest, confidentiality, objectivity, justice, fairness, and maintenance of unity.*

Conflict of Interest:

Advisory board members shall avoid situations that present actual, perceived or potential conflict between their interest and the interest of the school.

Confidentiality:

Members of the advisory board are responsible to keep matters discussed in executive/closed sessions in confidence. Official information/business discussed in such sessions cannot be shared with non-board members, even with one's spouse.

Objectivity:

Since total objectivity is impossible for anyone to achieve, members are asked to identify and manage their own personal biases. It is important that members see situations from multiple points of view rather than solely from their own perceptions, assumptions, feelings and perspectives of others.

Justice and Fairness:

Decisions made by the advisory board and approved by the pastor should be the result of honest and open discussion by all members: pastor, principal and parent/parishioner membership.

Consideration of the good of the total parish/school community should be integral to the decision-making process. Every member shall uphold decisions. When decisions will affect various constituencies, those constituencies should be informed at the same time through an agreed upon vehicle of communication.

Maintenance of Unity:

In achieving its objectives within the faith community of the parish/school, the advisory board is to do all it can to avoid creating factions, sides or other divisive groupings in the parish and school community. Members should function within the framework of the total leadership of the parish and strive to cooperate with other leadership groups in the local faith community.

Article III Hiring the Principal

A. When the position of the Principal is vacant, a Search Committee shall be established which shall consist of the Pastor, two Board members, and two faculty representatives.
B. Qualified religious or lay candidates, whose credentials have been accepted by the Archdiocesan School Office, will be considered.

Article IV Budget

A. The Principal shall prepare the Annual School Budget.
B. The proposed budget shall be presented to the Board for review at a regular or special meeting during the month of February.
C. The Board shall adopt the budget at the March meeting or the next scheduled meeting with a majority vote, subject to the approval of the Pastor.

Article V Membership

A. Annual Election

The annual election for membership shall be held in May of each year.

B. Board Election Committee

An Election Committee, consisting of the President and Board Members appointed by the President, carry out the duties necessary for the election. The Principal and Pastor serve on this committee ex-officio, and participate in the election process through support and counsel.

C. Method of Nomination

1. The President and entire Board shall publicize the vacancies on the Board during the months of March and April and invite those deemed as potential candidates to consider serving on the Board. Canvassing for qualified prospective candidates is through personal invitation, networking through the parish and school community, and various methods of communication developed by the committee and approved by the Board.

2. Board members shall invite each potential candidate during the months of March and April and provide an application to be submitted to the Board. They shall inform the potential candidates of the responsibilities as members of the Board.

3. The names of all qualified candidates shall be presented to the entire Board in Executive Session for discussion and comment during this time frame.

D. Election Procedure

1. A date and time shall be established for the election, and all candidates shall be notified.
2. At the final School Advisory Board Meeting in May, all present attendees and members will vote on potential new board members.
3. The candidates selected to fill the Board vacancies shall be announced through the same means previously mentioned in these by-laws.

E. Resignations and Terminations

1. A Board Member may submit a letter of resignation to the President of the Board or to the Pastor.
2. In the event that a Board member misses three consecutive meetings in a given year, action may be taken by the Board to terminate his/her membership.
3. In the event that a Board member fails to fulfill his/her obligations and responsibilities and/or fails to adhere to the "Code of Ethics for Board Members" as set forth by the Archdiocese, appropriate action may be taken by the Board.

F. Filling of Vacancies

1. Vacancies of elected members of the Board, for reasons other than expired term of office, shall be filled by action of the Board, Pastor and Principal for the rest of the unexpired term of office.
2. These vacancies will be filled by reviewing previous nominations. One candidate will be selected by the Board for approval by the Pastor. Upon approval, the candidate will be appointed to the Board.
3. Vacancies should be filled within thirty days of termination or resignation.

G. Length of Service

1. Board members are asked to serve a three-year term; with permission from the Pastor, Principal and Board, they can serve an additional year term. Officers are asked to serve a two-year term.

Article VI Officers

A. NOMINATIONS AND ELECTION OF OFFICERS

1. In April, the President shall canvass members to determine those members interested in holding office.
2. The ballot of candidates shall be presented to all current Board members for voting at the May meeting.
3. Voting shall be private and in writing.
4. New officers shall take office at the conclusion of the May meeting.

B. DUTIES OF THE PRESIDENT

1. To preside over all meetings.
2. To develop the agenda for the regular monthly meetings with the Principal.
3. To assign additional duties to members.

C. DUTIES OF THE VICE PRESIDENT

1. To perform the duties of the President in his/her absence.
2. To perform other duties assigned by the President.

D. DUTIES OF THE SECRETARY

1. To maintain a written record or minutes of all School Board meetings.
    a. All minutes shall be delivered to the entire board via email within one week of the monthly board meeting.
2. To be responsible for all correspondence.
3. To maintain a permanent file of all official Board reports and documents.
4. To perform other duties assigned by the President.

Article VII Meetings

A. Board meetings shall be held monthly at a fixed date and time during the school year at a designated location on the Parish Campus. The day of the regular meeting shall be decided upon by a majority of the current Board prior to the start of the school year.
B. Special meetings of the Board may be called by the President, Pastor, and/or Principal.
C. Regular meetings shall be open to all parishioners.
D. The procedure of all regular Board meetings shall be governed by Robert's Rules of Order.
E. All regular meetings of the Board shall be conducted in accordance with the following order of business:

1. Call to order
2. Opening prayer
3. Principal's report
4. Pastor's report
5. Report of Standing Committees
6. Old business & approval of minutes
7. New business
8. Announcements
9. Comments from the floor
10. Motion to adjourn
11. Closing prayer

Article VIII Committees of the Board

A. The President may appoint with Board approval, such committees that are necessary to promote the policies and purposes of the Board. The functions of all committees are fact finding and advisory, never administrative. Recommendations by any committee shall be subject to Board approval.
B. The standing committees of the Board and their duties are as following, but not limited to:

1. Budget and Finance

a. With the Pastor and Principal, review the annual budget for the following school year.
b. Present the budget to the Board for explanation, analysis and approval. Approval should take place at the regular March meeting.
c. Final approval resides with the Pastor.
d. Work with the entire Board, administration, school and parish community to develop the necessary financial resources to meet expenses.

2. Marketing and Development

a. Stimulate Parish and community interest in the school.
b. Help to maintain continuous communication to the Parish community about Board policies and school activities.
c. Present a report at Board meetings when appropriate.
d. Offer support, direction and vision to the Development Office.
e. Research and suggest new resources and funding opportunities.
f. Develop liaison and networking with Alumnae.
g. Report to the entire Board on issues and plans involving fund-raising and financial and material resources

3. Building and Technology Committee

a. Assess manageable maintenance needs and projects within the school interior and exterior.
c. Communicate with the Board for recommendations and suggested priorities.
d. Report on completed projects and solicit feedback and suggestions.
e. Establish a representative group from staff, parents and/or volunteers to advance the school's technology mission with a yearly plan and goals.
f. Recommend to the Board necessary maintenance and purchase of equipment.
g. Research ways the present technology can be integrated into our school's mission.
h. Report to the Board on new developments, products and suggested ways to enhance the school's competence and effectiveness.

4. Safety & Security

a. Monitors school safety and security practices to identify risks and opportunities for improved security.
b. Immediately notifies administration of any security incidents or eminent threats to the safety of our students, faculty or staff.
c. Participates in incident response seminars and training exercises along with the administration.
d. Researches best practices in physical security and online safety and recommends to the Board any changes to current policy or procedures that may enhance the safety of our students, faculty and staff.
e. Coordinates with the administration and local law enforcement to effectively address security incidents and potential threats to the safety of our community.

Article IX Amendments

A. Amendments the Constitution and By-Laws may be initiated at any regular meeting.

B. In order to be acted upon, proposed amendments must be presented in writing to the Board membership at a regular meeting for voting at the next meeting.

C. Amendments are passed with the approval of seven Board members.

These documents, the St. Gerald School Advisory Board Constitution and By-Laws are officially approved by the following present members of the Board.

Date: 5-14-24

Ex- officio members

Pastor

Principal