

By-Laws for the Consultative Board Of St. Patrick School

Adopted February 22, 2010

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 Consultative 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 St. 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 consultative 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 – Members

The Consultative Board shall be limited to fourteen (14) members.

Pastor and Principal. The then-serving pastor of Saint Patrick Parish and the then-serving principal of Saint Patrick School shall, by virtue of their positions, be members of the Consultative Board. The pastor and the principal are ex-officio, non-voting, members of the Consultative Board.

Elected Members. There shall be six (6) members elected at large from the parents of the students attending Saint Patrick School. Each year three (3) vacancies shall occur among those six (6) and those elected to fill those positions shall serve for two (2) years, their term

commencing with the June meeting of the year elected. Elected or appointed members may serve no more than six (6) consecutive years. If a vacancy occurs prior to the completion of an elected member's term of office, the individual next on the most recent election list will fill the vacancy for the balance of the unexpired term. Should there be no individual next on the most recent election list, an individual may be chosen by the principal and pastor. Elected members shall be entitled to vote on matters before the Consultative Board, as provided below.

Members from School Organizations. The duly elected President of the Mothers' Club, the duly elected President of the 1000 Club and the duly elected President of the Parent Teacher's Organization (PTO) shall serve as members of the Consultative Board. Members from school organizations shall serve on the Consultative 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. Members from school organizations shall be entitled to vote on matters before the Consultative Board, as provided below.

Members Appointed by Pastor. The pastor may appoint up to three (3) additional board members with expertise in specific areas to the Board at his discretion. Appointed members of the Board shall serve for a term of two (2) years and may be re-appointed by the pastor for an additional term or terms, provided, however, that an appointed member may serve for a maximum of six (6) consecutive years. Members appointed by the Pastor shall be entitled to vote on matters before the Consultative Board, as provided below.

Attendance at Meetings as a Condition of Membership. A member who has two (2) unexcused absences from meetings of the Consultative Board is subject to removal from the Consultative Board by a vote of the Executive Committee.

Article IV – Nominations of Elected Members

Nominations may be submitted by any parent who has a child attending Saint Patrick School. However, only one member of a family may be nominated and elected to said Board during said term. Nomination forms will be sent out by the first Thursday in March, and returned no later than the second Thursday in March. Any person nominated must be contacted by the Consultative Board secretary to determine their desire to serve, if elected.

A parent 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 the Catholic faith (or to one's own religion) to the school community and beyond.

Article V – Elections of Elected Members

Elections of at-large members shall be held annually in March. One ballot will be sent home with the oldest child attending Saint Patrick School on the third Thursday in March, and returned no

later than the following Thursday. A family is entitled to cast one ballot. The three (3) candidates receiving the highest number of votes will be the elected candidates and shall serve for a two (2) year term. In the event of a tie between the candidates, the existing Consultative Board will, by secret ballot, cast votes to break said tie. The ballots will be destroyed. However, the secretary shall retain the election results.

Article VI – Officers

At the June meeting, the Consultative Board shall elect from the elected members, members from school organizations and appointed members, a chairperson and a secretary for the following school year. The pastor of Saint Patrick Parish and the principal of Saint Patrick School are ineligible to serve as said chairperson or secretary. The respective term of office for the chairperson and secretary shall be for one (1) year.

Those elected to office may be re-elected from year to year, but in no event may they serve for more than three (3) consecutive years in the same office. Prior service on the board is a prerequisite for election to the Chairmanship of the Board.

Article VII – Duties of Officers

The chairperson shall preside at all meetings of the Board. In addition, the chairperson, with the assistance of the secretary and the principal, shall set up 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.

In order to facilitate proceedings and allow full participation of all Board members in the conduct of business, a recording secretary will record and transcribe the proceedings of the Consultative Board meetings. The recording secretary will not be a member of the Board and is not allowed to vote or to participate in discussions other than for purposes of clarification. Serving as recording secretary of the Consultative Board shall be recognized as a Service Hour commitment.

Article VIII – Meetings

The full Board meets monthly from September through June. Standing committees meet as needed. Special board meetings can be called by the pastor, principal, and chairperson in consultation with the pastor and/or principal. Ordinarily the meeting should be planned for one to one and one-half hours. Because regular Board meetings are open to non-members, the Board will go into executive session whenever the issues involve confidential matters. 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 IV – 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. The agenda and written committee reports should be sent to members at least one week prior to regularly scheduled Board meetings.

Article X – 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***

The Consultative Board will remain open to all member and non-member questions and concerns. Once an issue is raised, the chairperson may request that a matter for new business be submitted in writing. The chair will determine if all other appropriate measures have been taken to address the concern, prior to bringing the issue to the board. Once an item is placed on the agenda, the member or non-member should be prepared to address the board on the evening the proposal appears on the agenda. The member or non-member agrees to:

- attend in good faith, keeping the mission of our school as a guide,
- limit comments to the time designated by the chair, and to offer only relevant, factual information, including possible solutions to the issue,
- remain open to any and all discussion resulting from the proposal, as well as suggested resolutions to the issue.

These guidelines, along with the non-member participation guidelines, will be presented to all school parents in an introduction to the Consultative Board letter at the start of each school year.

Article XI – 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 newly elected or appointed members of the Consultative 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.

By-Laws should be reviewed from time to time to ensure that they are in accordance with Archdiocesan guidelines.

Article XII – Subcommittees

A subcommittee may be formed at the discretion of the Board by a majority vote. Members of

that committee may be members of the board, or appointed by a majority vote of the Board. All members of the subcommittee will have equal opportunity to discuss the subject before the Board. However, only members of the Board will vote whether to adopt the subcommittee's recommendations. The subcommittee will be in existence for a length of time to be determined by the Consultative Board.

Guidelines for Consultative Board Nominations and Elections

March _____	Calendar	Action
First Thursday:	_____ (Date)	Nomination forms sent to parents
Second Thursday:	_____ (Date)	Nominations returned to Office Nominees are notified
Third Thursday:	_____ (Date)	Ballots sent to school parents
Fourth Thursday:	_____ (Date)	Ballots due to Office

Parents will be notified of election results no later than the first week in April so as to allow the Mothers' Club nomination process to begin.