

**BYLAWS OF THE SCHOOL BOARD
OF SAINT FRANCIS DE SALES CATHOLIC SCHOOL**



ARTICLE I – NAME

This organization is called the Saint Francis de Sales Parish School Board, hereafter referred to as the "Board." Saint Francis de Sales Parish School is hereafter referred to as "School."

ARTICLE II – PURPOSE

The Board, along with the Pastor and the Principal, formulates policies to enable the School to fulfill its stated purpose and reviews all policies annually to determine effectiveness and continued use. All actions of the Board are subject to review by such authorities of the Church as may be concerned with the Board's functions under Archdiocesan policy.

Section 1. Specific functions and responsibilities of the Board include:

1. Establishing goals and objectives to ensure the quality of the education process.
2. Establishing policies relating to school matters.
3. Reviewing decisions made by the administrative staff in implementing school policies.
4. Evaluating the effects of policy decisions in achieving stated goals.
5. Assisting in the preparation of the annual budget, approving the annual budget and performing periodic reviews of school financial matters.
6. Participating with the Pastor in the selection of the School Principal and providing the Pastor with an annual evaluation of the Principal's performance.

ARTICLE III – MEMBERSHIP

The Board consists of at least five members and no more than eleven members. Unless appointed by the Pastor, board members shall be elected from the parents of the students enrolled in the School ("Elected Members"). Three of the Elected Members are designated as "Finance Members." Finance Members must have knowledge and skills in the field of Finance suitable for handling the financial tasks of the Board, including holding the office of Treasurer.

In addition to the Elected Members, there are two non-elected board members; the Parish Pastor and the Principal. The Pastor shall serve as an ex officio member of the Board, and he possesses the right of approval or the right of veto in administrative decisions. Likewise, the Principal also serves as an ex officio member and school administrator for the Board.

Elected Members, the Pastor and Principal are sometimes referred to herein as “Board Member(s)”.

Section 1. Qualification

1. Candidates for the Board must be a practicing Catholic in good standing with the Catholic Church and must be a parent or legal guardian of a prekindergarten through fifth grade student enrolled in the School.
2. Candidates for the Board may not be employees of the Parish or the School, whether teaching or non-teaching personnel.
3. Candidates for the Board may not be spouses, children or siblings of employees of the Parish or School (full time or part time).
4. Multiple members of an immediate family may not be Board Members at the same time.
5. Candidates for the Board may not be officer-elect of the Saint Francis de Sales Parent Teacher Organization (PTO), the Saint Francis de Sales Booster Club or the Saint Francis de Sales School Foundation. Board Members may not serve as officers of these organizations during their term on the Board.
6. Candidates for the Board may not be current Board Members, except as exempted under Section 2 below.

Section 2. Term of Office

The term of office of each Elected Member is three years beginning with the June Board meeting of the year of discernment. Three new Elected Members, including at least one Finance Member, are discerned each year. Each Elected Member may not serve more than two terms of three years. The terms of the Elected Members should overlap so that a maximum of no more than one third are leaving the Board at any one time. If there are insufficient candidates to fill the vacating board seats, The Pastor may exempt one or more current Board Members to extend their current term by one additional year. This allows for stability and continuity of the Board.

Section 3. Discernment of New Members

The President of the Board appoints a Discernment Committee to present a slate of nominees for discernment to replace retiring members. These names must be approved by the Pastor. Elected Members are selected through discernment. Discernment is a process associated with the virtue of prudence, by which current members try to decide what God wills regarding new membership. The Board should reflect the cultural diversity of SFDS School. Parents or legal guardians of Prekindergarten through 5th grade students are eligible for Board membership. One position is designated as a Finance Member. More than one Finance Member may be discerned. Discernment to fill the positions created by expiring terms is held during the spring of each school year.

Section 4. Vacancies and Dismissals

In the event of a vacancy, the Discernment Committee will nominate a candidate to fill the vacating Elected Member's unexpired term. The new Elected Member is selected through discernment. A nominated candidate must qualify to serve as outlined in Section 1. Immediate past Elected Members may be nominated to fill a vacancy. An Elected Member of the Board may be removed from office by a vote of three-fourths of the Board Members.

ARTICLE IV - OFFICERS

The officers of the Board include the President, Vice-President, Secretary and Treasurer. These officers are elected to serve a one-year term of office and may be elected to additional terms.

Section 1. Election of officers

The officers are elected by a majority vote of the Board Members. Election of officers takes place after the installation of newly elected Board Members at the June Board meeting.

Section 2. Duties of the President

The President presides at all meetings and is the general executive officer. The President appoints the members of such committees as shall be created by the Board, acknowledges and answers all correspondence, and performs other duties as may be designated by the Board. The President shall be an ex officio member of all Committees. The President and the Principal set the agenda for the Board meetings. The President may only act or speak on behalf of the Board as the Board so designates.

Section 3. Duties of the Vice-President

The Vice-President performs the duties of the President in the absence of the President.

Section 4. Duties of the Secretary

The Secretary keeps a full and accurate record of the proceedings of all meetings. The Secretary posts all notices and carries on official correspondence of the Board at the direction of the President. The Secretary keeps an archival permanent file, including minutes, reports, copies of Bylaws and School Board Policies, committee reports, annual budget, financial statements and other material of permanent value. The current school year documents are kept in the School Library.

Section 5. Duties of the Treasurer

The Treasurer ensures the maintenance of all financial records and administers financial policies established by the Board and presents a report on the financial position of the School at regular Board meetings. The Treasurer presents a year-end financial report to the Board and the Parish. The Treasurer assists the

Principal in preparing the annual budget and makes the annual budget presentation to the Parish Finance Council. The Treasurer represents the Board at all Parish financial meetings. The Treasurer chairs the Finance Committee of the Board.

ARTICLE V – MEETINGS

Section 1. Agenda Meetings

Agenda meetings are attended by the President and the Principal to determine what will be on the agenda for regular Board meetings. All members wanting items on the agenda should turn such items in to the President prior to this meeting. The agenda and appropriate accompanying materials should be sent to the Board Members one week before the meeting. Non-members may officially address the Board by submitting a written request to the President seven days prior to the meeting requesting to be placed on the agenda.

Section 2. Regular Meetings

There will be eleven regularly scheduled meetings of the Board during the months of August through June held at such time and place as the President designates or the Board decides. All official business of the Board is transacted at regular and special meetings. Decisions are made by the collective wisdom of the entire Board. All meetings of the Board are open meetings except those dealing with personnel or other matters determined by the Board to be appropriate for consideration only in closed session.

Section 3. Special Meetings

Special meetings may be called by the President or by a majority of the Board Members for such issues as may arise. The purpose of the special meeting is indicated at the time the special meeting is called.

Section 4. Voting

Only Board Members may vote on issues that come before the Board.

Section 5. Quorum

Five Board Members constitute a quorum.

ARTICLE VI - INSERVICE TRAINING FOR BOARD MEMBERS

Each Board Member is required to attend at least one Archdiocesan Board of Education in-service session each year. It is highly recommended that newly elected Board Members attend the June session as it focuses on those that have not served previously on the School Board.

ARTICLE VII - FISCAL YEAR

The fiscal year of Saint Francis de Sales Parish School begins on July 1st and ends on June 30th.

ARTICLE VIII - PARLIAMENTARY PROCEDURE

All deliberations of the Board will be conducted in accordance with *Roberts Rule of Order, Revised* except when such rules are suspended, which may be done by a majority vote of the Board Members.

ARTICLE IX - AMENDMENTS

These Bylaws may be amended or changed at any regular or special meeting of the Board by a majority vote of the Board Members. The proposed amendment must be submitted in writing five days prior to the meeting at which the proposed amendment or change is to be considered. The notice specified above may only be waived by the unanimous consent of all Board Members.

ARTICLE X - COMPLIANCE

These Bylaws and the school board policies and regulations implemented shall not conflict with Archdiocesan policies or regulations. In such cases were a conflict arises, Archdiocesan policies or regulations shall govern.

Approved by the Saint Francis de Sales School Board on September 15th, 2011.



President, School Board

9-26-11

Date



Principal

9/20/11

Date



Pastor

9/20/11

Date