

ST. HUBERT CATHOLIC SCHOOL

SCHOOL ADVISORY BOARD BYLAWS

Revised: September 2009

Article I – Name

No Bylaws

Article II – Purpose and Duties

- A. The School Advisory Board President shall appoint a Committee to research, develop, and write policy as needed. Policy shall be presented at a meeting of the School Advisory Board for discussion and possible revisions. The Board shall vote on the Policy at its next regular Board meeting.
 - 1. Veto power is held by the Pastor only.
 - 2. The Principal is responsible for policy implementation.
- B. The Principal shall present his/her goals for the school year to the School Advisory Board. The Principal shall keep the Board updated on goal implementation.
- C. The Budget and Finance Committee shall conduct an annual review of the major revenue and expense items of the school budget. The Committee will consult with the Principal as needed.
 - 1. The Budget and Finance Committee will review the budget proposal(s) with the Board, which will include any anticipated tuition increase if needed. The budget will be discussed. A two-thirds (2/3) majority vote of the Board members will be taken at the next regular Board meeting to forward this budget proposal(s) to the Pastor with Board recommendation for approval.

Article III – Membership of the Board

- A. An Election Committee shall be appointed by the President. Its purpose shall be to obtain nominations for the regular School Advisory Board May elections and to conduct the election.
- B. Nominations for Board vacancies shall be obtained in March and April through the Parish Bulletin, the weekly school newsletter, and personal Board contact.
 - 1. The Election Committee shall request that nominees complete and return an application.
 - 2. The slate of nominees shall be submitted to the Pastor for review.
 - 3. The slate of nominees shall be announced to the Parish Community through the Parish Bulletin and the weekly school newsletter two weeks prior to the election.
- C. The election shall be held the third weekend of May following all Parish Masses. Both parents of children enrolled in the school and registered members of the Parish eighteen (18) years of age and older with no children in school are eligible to vote for the School

Advisory Board. Absentee ballots will be available in the Parish office the week prior to the election.

1. Votes shall be tallied by the Election Committee on the day of the election.
 2. The Election Committee shall first notify the Pastor, then the candidates, then the remaining Board members and the Principal.
 3. The current Leadership Manual for School Advisory Board Members (Office of Catholic Schools) should be consulted for further guidelines.
- D. All Board members have the right to seek re-election. No Board member shall be eligible to serve more than two (2) consecutive three (3) year terms.
- E. Vacancies on the Board occurring during a Board member's term, defined as August to August with no regular Board meeting in July, shall be filled within thirty (30) days. The Board shall compile a list of possible successors.
1. The Board will ask the listed individuals in order of the preference of the Board until a successor is found to fill the Board vacancy.
 2. The successor will serve the balance of the vacated Board member's term.
- F. Any member of the Board shall have the right to resign his/her membership on the Board.
- G. In order to retain membership on the Board, attendance at regular Board meetings is expected. Any Board member who has three (3) consecutive unexcused absences at regular Board meetings throughout the school year will be asked by the President to resign his/her position on the Board. If there are extenuating circumstances that have precluded attendance, a two-thirds (2/3) majority vote by the remaining Board members shall be taken to determine if this article shall be overridden and membership status be reinstated.

Article IV – Officers

- A. Officers shall be elected at the regular June meeting. An outgoing Board member appointed by the President will form a Nominating Committee and shall ask all Board members if they wish to volunteer to be or nominate another Board member to be an officer. Each nominee must be nominated by a Board member.
1. The slate of officer nominees shall be presented to current Board members for election at the June meeting. Nominations from the floor from current Board members will be accepted and added to the slate of officer nominees. The Board member being nominated from the floor must be present at the June meeting.
 2. Each officer shall be considered separately. In the event of a tie, a run-off election of the individuals who tied shall be held. Balloting shall be secret. In the case of a second tie, the election shall be determined by lot. All officers assume duty after elections are held.
- B. Duties of the Officers are:
1. President
 - a. Preside at all meetings of the Board.
 - b. Appoint all Standing and Ad Hoc/Special Committees and act as ex-officio member of those committees.
 - c. As part of the Executive Committee with the Principal, develop Board meeting agendas the week prior to the regular Board meeting.

- d. Assign Board members to serve as liaison to various organizations and Parish committees as necessary, such as Parents' Club.
 - e. Prepare and submit an annual summary to the Board.
 - f. Represent Board at other Parish ministries.
 - g. Oversee School Advisory Board May elections.
 - h. Chair the Board Standing Committee of Public Relations and Marketing.
 - i. Chair the Board Standing Committee of Budget and Finance with the Board Vice President.
2. Vice President
- a. Perform duties of President in his/her absence, and in his/her absence preside over regular meetings of the Board.
 - b. Maintain and ensure Board compliance to the School Advisory Board Code of Ethics, Constitution, and Bylaws, and when applicable the current Office of Catholic Schools School Advisory Board Leadership Manual.
 - c. Chair the Board Standing Committee of Communications.
 - d. Chair the Board Standing Committee of Budget and Finance with the Board President.
3. Secretary
- a. Ensure that a written record of all actions of the Board be maintained through monthly meeting minutes and school year end summary.
 - b. Preserve all reports and documents committed to his/her care.
 - c. Handle all Board correspondence as directed.
 - d. Perform duties of President/Vice President in his/her absence.
 - e. Relinquish meeting minutes and all records to the Principal at the end of term.
 - f. Announce monthly Board meeting in Parish Bulletin and weekly school newsletter.
- C. An individual without voting power could be appointed to serve as "secretary of the board". The "appointed secretary of the board" does not participate in the Board meetings. This allows all Board members to fully participate in the meeting's agenda.

Article V – Authority and Responsibility

No Bylaws

Article VI – Meetings

- A. The regular Board meeting shall be held on alternating months, generally the second Thursday. When this date falls on a holiday, holy day or other special day, the meeting will be held at the earliest possible time.
 - 1. All meetings dates shall be set online at the St. Hubert School webpage.
 - 2. Members shall be reminded of the upcoming meeting by receiving a copy for their review of the previous meeting's minutes in the week prior to the upcoming meeting.
- B. The rules of parliamentary procedure as contained in "Robert's Rules of Order" will govern meetings of the Board.
- C. The Agenda of the Board meeting shall be posted in the school office and may include:

1. Call to Order
 2. Approval of Meeting Agenda
 3. Approval of Meeting Minutes
 4. Committee Reports and Other Reports as required
 5. Review of Old Business
 6. Address of New Business
 7. School Advisory Board sharing
 8. Visitor Comments
 9. Adjournment
- D. Members of the St. Hubert Parish and School community may ask to address the Board at a regular Board meeting. A written request must be made to the Board President at least one (1) week prior to the Board meeting in order to be placed on the agenda. The time limit for this address of the Board is no longer than five (5) minutes.
- E. Voting shall normally be conducted by simple voice vote or show of hands. However, voting may be taken by secret ballot if a Board member so requests. Such a request for a secret ballot must be approved by a two-thirds (2/3) majority of the Board members present.
- F. The Board shall meet in Executive Session in order to deal with sensitive issues that may not necessarily be shared with the public. The meeting minutes note an Executive Session was held, if applicable. The decision, topic, issue or concern discussed in Executive Session is not published.

Article VII – Committees of the Board

- A. The Board shall function through Committees when practical. Committees need not be composed entirely of members of the Board, but a Board member must be the chairperson of the Committee. The President and Principal serve as ex-officio members of all Committees. All Committees continue to function until they have either completed their assigned task(s) or until new chairperson reappointments are made.

Standing Committees will include:

Executive (Board President and School Principal)
Public Relations and Marketing (Board President)
Budget and Finance (Board President and Board Vice President)
Communications (Board Vice President)
Development Core Team
School Improvement (Building) (Long Term)
Development (Financial)
Legislative Action
Grant Research/Writing

The President will appoint Ad Hoc/Special Committees as needed which will be, but not limited to:

Constitution and Bylaws (Board Vice President)
Election (Board Secretary)
Principal Search (Board President)
Policy Development

Reporting Committees will include:

Parents' Club
Parish Pastoral Council
Parish Finance Council
Parish Education Commission
Parish Welcoming Ministry
Athletic Board

- B. Committee chairpersons shall submit their written goals in report form for the upcoming year to the Board at the regular August Board meeting. The Committee chairpersons shall submit a written report/summary of their work and any recommendations they have at the regular May Board meeting. The Board President will keep these reports on file.
1. A cumulative Committee file shall be maintained during the year and passed to the Committee for the next year at the regular June Board meeting.

Article VIII – Amendments

No Bylaws