

By-laws of St. Gregory Barbarigo School Advisory Board

Revision November 15, 2018

Article 1 – Name

- 1.1 The name of this body shall be St. Gregory Barbarigo School Advisory Board

Article 2 –Jurisdiction and Duties

- 2.1 **Jurisdiction:** this board is an advisory body to the Principal, Pastor and Parish Council of St. Gregory Barbarigo Parish School. The Board is subject to such regulations that might precede from the Ordinary of the Diocese, the Diocesan Superintendent of Schools, and/or the Diocesan Board of Education.
- 2.2 **Duties and Functions:** The Board has the responsibility to advise and consult with the principal and pastor on the following matters including those outlined in the Catholic School Office Administrative Manual Section 120.4:
- 2.2.1 **Planning:** Establish the framework necessary for the efficient functioning of the educational programs of the school by developing goals with the principal and the staff, serve as a planning, operating and maintenance of facilities, and suggest policies relating to the planning, operating, and maintenance of facilities. Specific duties include an annual updating of the five year plan.
- 2.2.2 **Policy Formulation and Adaptation:** Identify, study, and formulate policies to ensure that goals are met. Such policies might include, but are not limited to, relationships with public schools, financial reports to school community, use of school facilities, personnel benefits, purchasing procedures, study groups, tuition payments, admissions criteria, discipline, and other matters pertaining to the school program.
- 2.2.3 **Finance:** In consultation with the Business Manager, review and approve annual budgeted school expenditures, balance the budget, present requests, statements, and special financing requirements to the Parish Finance Committee for approval, review budget variances at intervals throughout the year, and make recommendations for the financial operation of the school.
- 2.2.4 **Public Relations/Development:** Initiate programs designed to promote the growth of St. Gregory Barbarigo School and communicate the ideals and role of the school within the Parish and the community, including endowment, public relations, recruitment and marketing.
- 2.2.5 **Evaluation:** Participate Annually in the following;
- 1) School goals and plans including the 5-year plan
 - 2)Board effectiveness as a body
 - 3)Principals relationship with the board
 - 4)Review of Diocesan Evaluation of Principal

Article 3 – Organization

- 3.1 St. Gregory Barbarigo School Advisory Board shall consist of seven to nine lay members.
- 3.2 The Pastor of St. Gregory Barbarigo Church shall be ex-officio (non-voting) member of the Board and shall be the final governing authority on all matters after full consultation with the Board's recommendations and the school principal.
- 3.3 The principal of St. Gregory Barbarigo School shall also be ex-officio (non-voting) member of the Board.
- 3.4 All other visitors or diocesan staff and leadership shall be ex-officio (non-voting members).
- 3.5 Each lay member shall serve a term of three years and is eligible to serve two consecutive terms. If a member is unable to complete his or her term of office, another member will be recommended to the Pastor by the Board to fill the term. The Board President shall preside over the recommendation process.
- 3.6 An election will be held when needed, and the Board will submit a list of eligible candidates to be placed on the ballot. Nominations for new members shall be made before the April meeting of the Board. Elections are to be held before the June meeting. Applications for School Advisory positions are available in the school office. Elections will take place in a manner that gives every school family the opportunity to vote. Parishioners with no children attending St. Gregory Barbarigo School will be given the opportunity to vote by requesting a ballot. Terms shall expire at the end of the June board meeting each year.
- 3.7 Board members must be 21 years of age, and either have a child enrolled in St. Gregory School at the time of election or be a registered member of the parish.
- 3.8 New members will be installed at the end of the regular June business meeting. After the installation, the principal shall oversee the election of officers.
- 3.9 The President of the Board in conjunction with the principal, pastor and diocese, will coordinate orientation for new Board members, following the election. Amongst other elements, orientation will include review and discussion of these by-laws.

Article 4 – Duties of Officers

- 4.1 The officers of the Board shall consist of President, Vice President, and a Secretary.
- 4.2 Any lay member of the Board is eligible for any office.
- 4.3 President
 - 4.3.1 Prepare the agenda in coordination with input from all board members, the principal, and the pastor.
 - 4.3.2 Communicate the agenda and packet to all members, the principal and pastor within 48 hours prior to the meeting.

- 4.3.3 Preside and Direct all activities at regular and special meetings of the board.
- 4.3.4 Appoint members to special/ and or standing committees.
- 4.3.5 Coordinate with the principal to establish monthly report expectations to the board.

4.4 Vice President

- 4.4.1 Perform all duties of the president in the president's absence.
- 4.4.2 Maintain the time for the meeting.

4.5 Secretary

- 4.5.1 Maintain a written record of all acts of the board and shall conduct, receive, and dispose of all correspondence as directed.
- 4.5.1 Provide Previous Meeting Minutes for approval to the President one (1) week before the scheduled meeting to be approved at.
- 4.5.2 Upon approval of minutes, ensure records are communicated in school correspondence monthly, parish archives and copied to the secretary's record.

Article 5 – Procedures

5.1 The ordinary of the order of the meeting shall be:

- Call to Order
- Prayer
- Approval of previous meeting minutes
- Approval of agenda
- Unfinished business
- Principal's report and/or report of committees
- Approval of reports
- Communication and petitions
- New business
- Executive session (if needed)
- Prayer
- Adjournment

5.2 Length of meetings: All regular and special meetings of the Board shall not exceed 2 ½ hours in length. A vote must be taken to extend for each ½ hour period, with the total meeting time not to exceed 3 ½ hours.

5.3 Persons wishing an item to be placed on the agenda must submit a request to the Principal or President of the Board ten days prior to the meeting date. Two or more Board members may present last minute emergency items for the agenda.

5.4 Minutes:

- 5.4.1 Minutes of the previous meetings shall be prepared and e-mailed or delivered to the members before the next meeting.
- 5.4.2 The reading of the minutes will be dispensed with at meetings, and the president may call for their approval immediately after opening prayer.

- 5.4.3 The minutes shall constitute the official record of the proceedings of the Board and shall be open to public inspection after Board approval. Copies of approved minutes shall be placed in one or more of the following locations: parish archives, posted in church gathering space, posted in school office and summarized for school newsletter and/or website.
- 5.5 Policy: The following procedure will be utilized in setting and/or amending school policy.
1. Determine the need
 2. Identify the issues involved and facts surrounding them
 3. Gather relevant data
 4. Draft the policy; attach anticipated consequences for those affected by it and a rationale for the position taken
 5. **First reading** (presentation, clarification)
 6. Consultation if/as appropriate
 7. **Second reading** (discussion and consensus) Acceptance, amendment and acceptance, table it, defeat it, or send it back for reworking
 8. **Approval** (by the appropriate authority)
 9. Promulgate
 10. Follow-up

Article 6 – Standing Committees

- 6.1 The School Advisory Board may choose to form an ad hoc committee as needs arise and may choose to fill positions from members and external resources.

Article 7 – Adoption and Amendment of Bylaws

- 7.1 The Bylaws may be amended at any regular meeting of the Board by a two-thirds vote of those present, provided notice was given the previous meeting.
- 7.2 The Bylaws will be reviewed and revised (if needed) annually by the St. Gregory Barbarigo School Board.
- 7.3 Bylaws will be recorded with last review and revision date annually.