

BY-LAWS  
OF  
ST. PATRICK'S  
SCHOOL ADVISORY BOARD

**ARTICLE I: ORGANIZATION OF THE BOARD**

Section 1: Name

The name of this organization shall be St. Patrick's School (hereinafter called the "School") Advisory Board (hereinafter called the "Board").

Section 2: Purpose

The purpose of the Board is to provide guidance and assistance and to make recommendations to the School's Administrative Team (Pastor/Pastoral Administrator and Principal) in the governance of the School. The Board fulfills its purpose and exercises its functions in accordance with the mission and goals of the parish and with the goals, policies and regulations of the Archdiocese of Washington.

Section 3: Functions

The functions of this Board are:

(a) Planning: includes goal setting for the School, consistent with the parish mission statement, and overseeing the long-range planning and development of the School.

(b) Policy: make recommendations and provide guidance on the formation of policies for the School.

(c) Financial: provide guidance on the budget, grants, fund raising (oversight), tuition policies, and planning for the long-term fiscal stability of the School.

(d) Public Relations: develop and maintain an ongoing program to project the School's image both within the parish community and to the public outside the parish.

(e) Evaluation: evaluate and monitor the overall compliance of the programs of the School with the goals established by the Board and the Board's effectiveness in accomplishing its work.

Section 4: Authority

As the Board is advisory to the Administrative Team, Board members individually and collectively do not have the authority to bind the Pastor, Principal or others in the School. However, when the Board acts together to make recommendations that are approved by the Administrative Team, the decisions shall be binding.

**ARTICLE II: MEMBERSHIP OF THE BOARD**

Section 1: Membership and Composition of the Board

The Board shall be composed of no less than eight (8) and no more than fifteen (15) members, including the St. Patrick's Home and School Association Co-Chairs (representing one position), appointed, and *ex officio* members. *Ex officio* members include:

- (1) the Pastor, who has the title of President of the Board;
- (2) the Principal, who is the Executive Secretary of the Board;
- (3) a representative of the Parish Finance Council or of the Parish at-Large (at the discretion of the President) ; and
- (4) a faculty member/s chosen by the faculty.

Representatives from various parish committees may attend meetings as guests, as determined by the Administrative Team and the Chairperson of the Board.

## Section 2: Voting

Only appointed Board members and the elected Co-Chairs of the St. Patrick's Home and School Association are eligible to vote. The HSA Co-Chairs will only have one vote representing their Position, not one vote each.

There shall be no proxy voting.

## Section 3: Qualifications of Members

Candidates for the Board must be parents of children in the School. Ordinarily, members should also be registered members of the Parish, although non-parishioners with children enrolled in the School are eligible for membership. Members must be willing and able to make a substantial time commitment to the work of the Board. All Board members and officers serve as volunteers.

## Section 4: Selection of Board Members

Candidates for the Board shall be nominated by the Board to the Administrative Team for appointment. The nomination process will be handled by the Nominations Committee, which shall consist of the Board Chairperson, Vice-Chairperson, and Secretary and shall include the following steps:

(a) Notification by current Board Members to the Administrative Team of their intent to return the following year to serve their term at least three (3) months prior to the submission of final recommendations to the Administrative Team;

(b) Notification of Board vacancies to School parents, at least two-(2) months prior to the submission of final recommendations. Notifications shall request interested individuals to submit their names to the Nominations Committee. The Nominations Committee shall include among the group of candidates for consideration by the Board all qualified individuals who request to be considered either by volunteering directly or after nomination by another Board member;

(c) Screening of each candidate one (1) month prior to the submission of final recommendations to the Board, which shall include a confirmation of interest,

acceptance of the nomination, submission of supporting resume, and an interview of each such candidate by the Nominations Committee. The screening process will be used to determine the candidate's ability to best enable the Board to fulfill its purposes and functions as set forth in these By-Laws; and

(d) Submission of an oral report to the full Board that summarizes the results of its recruitment, screening and interviewing activities and that identifies all the qualified candidates.

After receiving the report of the Nominations Committee, but no later than the April meeting of each year, the Board shall determine, by a majority vote of members present, its final recommendations to the Administrative Team for approval.

#### Section 5: Term of Office

The following requirements shall apply to members of the Board:

(a) Each member shall serve for a term of three (3) years. No member may serve more than two (2) consecutive terms.

(b) Terms of the members shall be staggered so that ordinarily not more than three (3) of the members shall be replaced each year.

(c) In the event a vacancy occurs on the Board, the Board may submit a recommendation to the Administrative Team for a replacement for the remainder of the unexpired term, at the first regular meeting after the vacancy occurs.

### **ARTICLE III: OFFICERS**

#### Section 1: Roles and Responsibilities

The Board shall have a Chairperson, Vice-Chairperson and a Secretary, who shall constitute the Executive Committee, along with the Pastor and the Principal.

The Chairperson presides at all meetings of the Board and is responsible for developing the Board's agenda in conjunction with the Principal (the Executive Secretary of the Board).

The Vice-Chairperson presides in the absence of the Chairperson and performs other duties as required.

The Secretary is responsible for taking the minutes of each meeting and performs other duties as assigned. The minutes of each meeting shall be provided to each member of the Board prior to the next meeting.

The committee shall also evaluate and monitor the Board's effectiveness in accomplishing its work as well as the overall compliance of the programs of the School with the goals established by the Board.

## Section 2: Selection Procedures and Term of Office

Officers of the Board are elected for one (1) year terms by the Board. Nominees for such offices shall ordinarily be elected at the May meeting of the Board for the following academic year. Officers shall not serve more than two (2) consecutive one (1) year terms in the same office.

## **ARTICLE IV: COMMITTEES**

### Section 1: Standing Committees

Standing Committees of the Board typically report to the whole Board on a monthly basis and these include:

(a) Executive Committee: The Executive Committee shall consist of the Chairperson, Vice-Chairperson, Secretary, the Pastor, and the Principal. Meetings of the Executive Committee may be held at the discretion of the Chairperson or the Administrative Team.

(b) Policy and Planning: The Policy and Planning Committee shall provide guidance and recommendations on School policies to the Administrative Team and

the Board. The Policy and Planning Committee shall also assist in recommending and reviewing the short- and long-range goals and strategic plans for the School in consultation with the Administrative Team and assist in any School appraisal/evaluation projects as needed.

(c) Finance: The Finance Committee shall plan for and oversee the fiscal stability of the School. The Finance Committee shall provide advice and oversight on the School's budget, tuition and financial assistance policies, fund-raising activities, sources of revenue, grant applications, and other long-term financial goals.

(d) Marketing: The Marketing Committee shall have primary responsibility communicating to members of the School, the Parish, and the community at large on the activities that the School and its students are engaging in that further the mission of the School and the Archdiocese of Washington.

(e) Facilities and Technology: The Facilities and Technology Committee shall assist in recommending long-range goals and strategic plans for the School's physical plant, systems and grounds, as well as academic equipment and technology in consultation with the Administrative Team, to include oversight of and planning for physical plant maintenance, identifying long-term capital expenses, implementing ongoing technology reviews and updates, and making recommendations to the Parish regarding the physical plant needs of the School.

(f) Nominations: The Nominations Committee shall identify and recruit qualified members of the School community to serve as Board members, and nominate a slate of candidates to the Administrative Team consistent with the provisions of these By-Laws.

## Section 2: Appointments

The Chairperson of the Board shall appoint the members of the standing committees and the Chair of each committee. Non-Board members may serve on any of the above committees, except the Executive Committee and the Nominations Committee.

### Section 3: Ad Hoc Committees

The Chairperson may appoint *ad hoc* committees as necessary, whose members need not be members of the Board. A member of the Board appointed by the Chairperson shall be the Chair of any *ad hoc* committee.

## **ARTICLE V: MEETINGS**

### Section 1: Frequency of Meetings

The Board will meet once every month of the academic year. At least one of such meetings shall be an open meeting. Additional meetings may be called by the Administrative Team or Chairperson as necessary.

### Section 2: Quorum

For the purpose of transacting official business, it shall be necessary that a majority of the total voting members be present. A simple majority of those present and voting shall carry the motion unless otherwise specified in the By-Laws.

### Section 3: Decision-Making Process

The consensus method of decision-making shall be the process used by the Board. When agreement cannot be reached, a vote may be taken.

## **ARTICLE VI: AMENDMENT OF BY-LAWS**

These By-Laws may be amended by action of the Board consistent with the provisions of Article I, Section 4 hereof. Amendments must be presented to the Board in writing, at least one month prior to action on such amendments.