

ST. PIUS V SCHOOL BOARD

BY-LAWS

Introduction

The St. Pius V School Board [SPVSB] is established by the Pastoral Staff of St. Pius V Parish in accord with parish and archdiocesan policy. The SPVSB is consultative. A consultative board is one that cooperates in the policy making process by formulating and adapting, but never enacting policy.

Article I – Name

The name of this Board shall be the *St. Pius V School Board*.

Article II – Purpose & Function

The purpose of this Board shall be

- to advise the administration and Pastoral Staff on matters of policy and planning.
- to actively support the St. Pius V School Mission Statement, operational needs, projects and goals.

Article III – Duties

Each Board member shall

- adhere to code of ethics of the SPVSB.
- attend and participate in SPVSB meetings and St. Pius V School functions.
- serve on SPVSB standing committee(s). Standing committees are established by a consensus of the Board according to overall goals.
- participate in Board in-service.
- evaluate Board process and accomplishments annually.
- strive for ongoing development and understanding of the role of the Board in the life of the school.
- recruit and nominate future Board members.
- participate in other activities as requested by principal or chairperson/co-chairpersons.

Article IV – Membership

The SPVSB shall have a minimum of nine (9) members but not more than fifteen (15) members, excluding ex-officio membership. Membership may include school alumni, parents, parishioners and members of the Greater Lynn Community who have demonstrated support for Catholic Education. Ex-officio membership includes the St. Pius V School administrators and a designated member of the Pastoral Staff.

Each Board member shall serve a term of three (3) years, with an option to serve an additional term at the request of the principal and chairperson. The membership term shall commence with the first meeting of the new school year and end with the June meeting following three (3) years of service.

Members who miss three (3) Board meetings in a 12 month period and are unexcused may lose membership by action of the Board. The following procedure will apply: The member will be notified by the chairperson/co-chairpersons or administrator; the member shall be given opportunity to respond; the Executive Committee (See Article VIII) may act or not act as the case may indicate.

Article V – Nomination and Election

As terms of service end, current Board members are encouraged to nominate one (1) or more prospective Board members to the principal and chairperson/co-chairpersons. Prospective Board members will be given opportunity to visit a regular monthly Board meeting. The principal and chairperson shall conduct a screening process prospective Board members and provide a slate of nominees for board membership to the Board. The slate of nominees is elected to the Board by consensus of the existing Board.

To serve on the Board, a nominee must be committed to both the purpose (Article II) and duties (Article III) of the SPVSB.

Article VI – Officers

The officers of the SPVSB shall consist of the Chairperson or co-chairpersons (if so appointed) and Secretary. The chairperson is appointed by the principal. The chairperson and principal will recommend a co-chairperson and secretary.

The chairperson/co-chairpersons shall preside at all Board meetings and establish Board meeting times and agenda with the principal. The chairperson/co-chairpersons will notify Board members of meeting dates and times. The chairperson/co-chairpersons are responsible for leading all incoming Board members to understanding of the Board's function and purpose. The chairperson/co-chairpersons must be a model of Catholicity to the greater parish community.

The Secretary shall record and maintain minutes of all Board meetings. The secretary will also provide minutes to Board members and Pastoral Staff in advance of monthly meetings.

Article VII – Meetings

The Board shall meet each month. Standing committees shall meet as needed. Special Board meetings may be called by the principal and chairperson.

Article VIII – Standing Committees

To fulfill the functions listed in Article II, the St. Pius V School Board shall maintain the following standing committees: Executive, Advancement and Marketing, Finance, and Policy & Planning.

Executive Committee

The purpose of the executive committee is to insure proper procedural functioning of the SPVSB. The members of the executive committee are the Pastoral Staff designee, principal and chairperson/co-chairpersons of the Board.

Policy and Planning Committee

The purpose of the policy and planning committee is to perform strategic planning; propose and create new policy and amend existing policy. The policy and planning committee may ask that members of each of the standing committees assist in the planning/policy writing process.

Advancement and Marketing Committee

The purpose of the Advance/Marketing committee is to establish, maintain and review financial pathways that support the financial viability of St. Pius V School; promote the programs of St. Pius V School via public relations; and coordinate activities to initiate and actively support events, programs, and procedures aimed at retaining and increasing student enrollment. This includes staying apprised of any initiatives beyond the local parish to retain enrollments in Catholic education and assisting the pastoral staff and administration in promoting such efforts.

Finance Committee

The purpose of the finance committee is to provide ongoing review of the financial operations of St. Pius V School, recommend financial guidelines, i.e. tuition and, at the request of the principal or Board, perform fact finding and analysis regarding a specific matter.

Ad-Hoc Committees

The principal and chairperson/co-chairpersons may establish standing and ad hoc committees according to the needs and requirements of the Board. The Board shall support these requests to the extent possible.

Article IX – Board Evaluation

Annually, the Board shall review and evaluate its accomplishments and the accomplishments of each standing committee relative to the establishment of goals for the year.

Article X – Relationship with Other Groups

The Board will participate in ongoing communication among various groups of school community. To maintain and facilitate communication and cooperation with the St. Pius V school community, the Board shall provide a regular means of communication with the St. Pius V School Parent Guild, the St. Pius V Parish Council, St. Pius V Parish Advancement Council, the St. Pius V Parish Finance Committee, and the St. Pius V School Student Council. The principal will provide regular communication of the Board's activities to the faculty.

Article XI – Amendments

The By-Laws may be amended by consensus of the Board and/or by vote of two-thirds (2/3) of the membership of the Board and with the approval of the principal and pastoral staff designee.

Article XII – Rules of Order

Ordinarily, decisions regarding policy matters and other major issues are not made at the "first reading" that is for information and clarification. The "second reading" of the policy occurs after additional consultation and clarification. At the time, the Board begins its decision-making process. The Board will come to consensus for the purpose of advising the Pastoral Staff and administration of St. Pius V School. In order to make the best decision, the consensus method to reach a decision should be used. When the Board is unable to reach consensus, a vote should be taken and the minutes should reflect the different positions and appropriate reasons. In cases involving voting and business procedures, Robert's Rules of Order, Revised will be used.