



St. Edward Catholic School
Caritas + Ratio + Ministerium
School Advisory Board

BYLAWS OF THE ST. EDWARD CATHOLIC SCHOOL ADVISORY BOARD SPRING, TEXAS

ARTICLE 1: MEMBERSHIP

Section I - Selection Eligibility

1. The Board will consist of at least five (5) members and no more than eleven (11) members.
2. Each selected member of the Board shall be 23 years of age or older. If a parent or guardian of a school child is between the ages of 18 to 22 and is interested in joining the Board, they may petition for consideration.
3. Members of the Board must be registered parishioners in good standing of St. Edward Parish or parents of children enrolled in St. Edward Catholic School ("School").
4. Members should have a strong commitment to total Catholic Christian Education.
5. Selected members of the Board shall not be:
 - Employees of the School, whether teaching or non-teaching personnel;
 - Spouses, children, parents, or siblings of employees;
 - Board members of another school or school system; and
6. Only one member of an immediate family may serve on the Board at the same time.

Section II - Term of Office

1. The term of office of Board members shall be three (3) years.
2. No member shall serve more than two consecutive terms. A member having served six consecutive years shall not be eligible for re-appointment to the Board for one year after the end of his/her last term.

Section III - Nomination and Selection of Board Members

1. Each January, the Board President shall appoint a three (3) member nominating committee of Board members. The committee shall attempt to obtain at least two nominations for each vacancy on the Board and present the nominations at the April meeting. Any current Board members wishing to enter into a second term must state their intention and be confirmed by Principal and Pastor prior to nominations.
2. The committee will ensure that all nominees meet the requirements set forth in Article I, Section I of the Bylaws.
3. Nominations for Board member positions shall be in written form no later than the first week in April. Nominees will be provided with an overview of the discernment process.

All eligible nominees shall be contacted by the selection committee and invited to participate in the discernment process. Those nominees agreeing to participate in the discernment process will receive at least one week notice prior to the discernment meeting. The incoming board members will be selected during the discernment process. The persons selected through the discernment process shall be communicated to the Pastor, who shall appoint the discerned persons to the Board, unless he has a grave concern about the person's commitment to the School.

4. The newly appointed members shall be presented for installation at the May Board Meeting, for the term beginning June 1.

Section IV – Vacancies

In the event of a vacancy on the Board prior to January 1, the Pastor shall appoint a replacement and shall consider the participants in the most recent discernment process.

Section V - Dismissal and Early Termination

1. Three unreported absences shall be cause for dismissal.
2. In the case of conduct unbecoming the morals and values of the School, Board members are subject to removal by the Pastor after they have been given the opportunity to resign their position.
3. The expectation of a member of the Board is 3 full years of service. If a member of the Board chooses to terminate their term early due to life circumstances, notice must be given to the Board President and Principal prior to Discernment of the current year.

ARTICLE II: OFFICERS

The officers of the Board will include a President, Vice-President, and Secretary. Any member of the Board is eligible to hold office. The President position will be filled by a member who has at least one year on the Board. The process of discernment is recommended for the selection of officers when needed. Officers are subject to removal by the Pastor.

Section I - The Board President

The Board President presides at all regular and special meetings, works with Principal to prepare the agenda prior to all meetings and the appointment of all committees unless otherwise specified by the Board or the Pastor. Will perform all duties incident to the office of a Board President and such other duties as from time to time may be assigned to him/her by the Pastor.

Section II - The Board Vice-President

The Board Vice-President, in the absence of or at the request of the Board President, performs the duties and exercises the responsibilities of the Board President. The Board Vice-President is also responsible for any other duties assigned by the Board, Board President, Principal, or Pastor.

Section III - The Board Secretary

The Board Secretary is responsible for recording and distributing accurate minutes of meetings, posting the agenda, handling correspondence, preserving reports and documents, and working with the Principal to submit to the Superintendent a current roster of Board members. Existing or revised by-laws and/or school board constitutions should be submitted to the Archdiocesan School Superintendent for review.

ARTICLE III: COMMITTEES

Section I - General

The Board may provide for all committees as it deems necessary and may dissolve these committees upon completion of their work, or as the Board deems advisable.

1. The President shall establish all committees and appoint the chairperson with the approval of the Board.
2. Members of committees may be drawn from Board membership and from the community at large.
3. The Board President and the Principal shall be ex-officio members of all committees.

Section II - Standing Committees

A. Finance Committee

There shall be a standing Finance Committee to:

1. Ensure proper maintenance of all financial records.
2. Review the financial policies as set forth by the Board and present a general report on the financial position of the School at designated meetings.
3. Actively be involved in assisting the Principal in the role of short- and long-term planning.
4. Assist the Principal in preparing the annual school budget.
5. Assist the Principal in presenting the prepared annual school budget to the Pastor and/or Finance Council for review and approval.
6. Assist the Principal in any designated financial matters.

B. Development/Advancement Committee

There shall be a standing Development/Advancement Committee to:

1. Monitor the development/advancement of St. Edward Catholic School.
2. Actively be involved in assisting the Principal in the role of short- and long-term planning, including but not limited to continued monitoring of the Strategic Plan
3. Assist in all activities that benefit the school.
4. Assist the Principal in areas concerning the development/advancement of St. Edward Catholic School.

C. Marketing/Engagement Committee

There shall be a standing Marketing/Engagement Committee to:

1. Monitor use of local media.
2. Assist in the recruiting of new families, the retention of current families, and with increasing engagement with the Parish.
3. Assist in building a strong image in the community.
4. Actively be involved in assisting the Principal in the role of short- and long-term planning.
5. Assist the Principal in the marketing of St. Edward Catholic School.

ARTICLE IV: MEETINGS

Section I - Board Business

Advisory Board Meetings are held monthly. All Board business, unless otherwise specified, shall be conducted by consensus.

Section II - Notification

Board members shall be notified at least seven (7) days in advance of each regular, open meeting. Included with the notification shall be:

1. The agenda.
2. The minutes of the last meeting.
3. All committee reports.
4. Reports of all business to be considered at the meeting.

Section III - Public's Right to Attend and Address the Board

1. Advisory Board meetings, excluding executive sessions, are open to viewing by community members. Open attendees may listen and provide feedback when requested. Questions may be submitted to the Board following the meeting.
2. A person may address the Board provided a written request is given to the Principal and Board President ten (10) working days prior to a scheduled meeting and is accepted for inclusion on the agenda. Those addressing the Board may stay for the open meeting (following open attendee guidelines listed above) or may choose to leave following their address. The Board reserves the right to dismiss a speaker in the event of an executive session/discussion.

Section IV - Board Policy

All policies determined and voted (e.g., Bylaws) on by the Board shall be compiled and maintained in a separate listing to facilitate future use by other Boards and Administrators.

Section V - Order of Business

The ordinary order of meetings shall be:

- A. Call to Order
- B. Opening Prayer
- C. Requested Time
- D. Approval of Minutes
- E. Committee Reports
- F. Old Business
- G. New Business
- H. Next Meeting Date
- I. Proposed Agenda Items
- J. Adjournment/Closing Prayer

ARTICLE V: FISCAL POLICIES AND BUDGET

Section I - Fiscal Year

The fiscal year at St. Edward Catholic School shall begin on July 1 and terminate on June 30 of each year.

A full report of the school's accounts shall be made in August of each year by the Finance Committee for the previous fiscal year and shall be presented to the Board at its regular meeting in August of that year.

Section II - Budget

1. It shall be the responsibility of the Principal and the Finance Committee to prepare and to present the budget to the Board.
2. It shall be the responsibility of the Board to review the proposed budget and recommend its adoption to the Pastor prior to January 1 each year.
3. The Pastor reviews and approves the budget in light of the total parish budget.
4. The Pastor and/or Principal then advise the Board of approval, including all revisions in printed form.

ARTICLE VI: EVALUATIONS

1. The Pastor evaluates the Principal. Board members give input to that process.
2. The Principal will provide the Board with any professional or spiritual development opportunities or trainings provided by the Archdiocese.

ARTICLE VII: AMENDMENTS

These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted if at least thirty (30) days written notice is given of intention to alter, amend or repeal, or to adopt new Bylaws at a scheduled Board meeting.