

BY-LAWS
OF ST. STEPHEN THE MARTYR SCHOOL BOARD

ARTICLE I
Rationale

Canons 796 through 806 of the CODE OF CANON LAW remind us that schools provide the support for families to raise their children with catechesis and formation resources provided by the Church. One vehicle for the collaboration between Catholic schools and parents to accomplish this is through school advisory boards. This is stated in THE CODE OF CANON LAW: TEXT AND COMMENTARY, "School boards embody the principle of shared responsibility for the church's teaching office"

ARTICLE II
Title

The name of this body shall be the St. Stephen the Martyr School Advisory Board.

ARTICLE III
Nature and Function

Section 1. Nature:

This School Board is established by St. Stephen the Martyr Parish, a non-profit corporation under the Statutes of the State of Nebraska (hereafter "the Corporation") and under the ecclesiastical jurisdiction of the Catholic Archbishop of Omaha.

The School Board operates as a committee of the Corporation, and is advisory to the Principal and ultimately to the Pastor.

Section 2. Function and Duties

The school board assists the Corporation in the governance of the school by fulfilling the following responsibilities and duties:

1. Assessing and providing for the Catholic identity and academic excellence of the school;
2. Establishing general policies for the control, operation, maintenance and expansion of the school; (Implementation of policies is ordinarily the responsibility of the Principal of the school.)
3. Assuring the financial viability of the school.

4. A partial list of the duties of the school board includes:
 - a) Reviewing and evaluating the philosophy and goals of the school and recommending approval of such to the Principal and Pastor;
 - b) Reviewing the annual school budget.
 - c) Recommending to the Pastor, candidate(s) for appointment as Principal of the school;
 - d) Recommending to the Pastor, renewal, non-renewal, or termination, of the contract for the Principal;
 - e) Reviewing these bylaws and submitting, for approval by the Pastor, any recommended changes;
 - f) Ensuring development and implementation of a comprehensive plan for the school.

ARTICLE IV Relationship with Other Governance/Auxiliary Bodies

Section 1. St. Stephen the Martyr Parish (“the Corporation”).

The St. Stephen the Martyr School Advisory Board serves as an advisory committee of the Corporation and in accord with the procedures, duties and functions approved by the Corporation’s Board of Directors.

Section 2. Auxiliary Organizations

The school board requests and receives from organizations auxiliary to the school, regular reports of their activities and financial operations.

ARTICLE V Membership

Section 1. Qualifications

Members shall be committed to the beliefs of the Catholic Church and committed to promoting the excellence and financial viability of the school.

Section 2. Number and Composition

The number of board members exclusive of ex-officio members shall be no fewer than five and no greater than fifteen. The Principal of the school serves, ex-officio, and is a non-voting member.

The President(s) of the Home and School Association serves as ex-officio, non-voting member.

The Pastor is not a voting member, but reserves the right to attend any meeting at any time.

ARTICLE VI Nomination, Appointment and Terms of Members, and Vacancies/Removal

Section 1. Nomination/Approval

The nomination committee of the school board shall recommend new members to the Pastor for approval.

Section 2. Terms

Members serve a first term of three years, with the possibility of serving a second term of one to three years if approved by the board. Individuals may be eligible to return as Members after a three-year absence from the board.

Section 3. Vacancies/Resignations/Removal

The school board shall fill vacancies on the board by June of each year.

Any member choosing to resign shall submit a written resignation to the President who shall communicate it to the school board and Pastor.

The board may request the resignation of a member whose attendance rate is less than 80% of the meetings held from August through July.

The Pastor may remove a member at any time.

ARTICLE VII

Officers

Section 1. The officers of the school board are President, Vice President, and the Secretary. Officers' terms shall be for one year. The President and Vice-President shall be elected by the Board at the first regular meeting in April.

Once an Officer completes one year of service, he/she will be eligible to serve an additional one year of service. After two years of service, he/she will not be eligible to serve as an officer for a period of two years.

Section 2. President
The President shall:

- a. Conduct all meetings of The School Advisory Board.
- b. Choose to be a member of at least one Board committee.
- c. Appoint, with Board approval, the chairperson of each committee.
- d. Perform such other duties as the Board may from time to time direct, consistent with that office.
- e. Be responsible for assuring participation of all members in Board deliberations and decision making.
- f. Be responsible to publish in the Parish Bulletin or Parish Websites notice of meetings.
- g. Provide updates to the Constitution or any Bylaws.

Section 3. Vice-President
The Vice-President shall:

- a. Assume all duties of the President in his or her absence.
- b. Be fully informed about all Board activities. Perform such other duties as the President of the Board may direct, consistent with that office.
- c. Choose to be a member of at least one Board committee.

Section 4. Secretary
The Secretary shall:

- a. Keep an accurate record of all Board correspondence, minutes, and other communications.
- b. Provide a copy of the previous meeting's minutes and the forthcoming agenda to all members at least one week prior to the next scheduled meeting.
- c. Keep an accurate record of all those attending the meetings.

- d. Publish approved meeting minutes on the Parish website.
- e. Perform such other duties as the President of the Board may direct, consistent with that office.
- f. Choose to be a member of at least one Board committee.

ARTICLE VIII- Committees

Section 1. Executive Committee

The Executive Committee shall be comprised of the President, Vice-President, and Secretary. The Executive Committee shall: 1) transact necessary business between board meetings and in cases of emergency, 2) call special meetings if needed.

Section 2. Standing Committees

Each Board member will serve on one or more standing committees and may be joined by members of the Executive Committee and parent/parish volunteers. A chair for each committee will be designated by the President with the approval of the Board.

Mission and Catholic Identity

Oversees: 1) Community building, 2) Promotion of school's mission, 3) Installation of vision for each stakeholder

Governance and Leadership

Oversees: 1) School Strategic plan 2) Board Policy and By-Laws, 3) Board membership, 4) Recruitment and retention of school staff

Academic Excellence

Oversees: 1) Curriculum and instructional practices, 2) Student progress, 3) Accreditation, 4) Teacher recognition

Operational Vitality

Oversees: 1) Enrollment, 2) School budget, 3) Facilities, 4) Marketing, 5) Technology, 6) Endowments

ARTICLE IX- Meetings

Section 1. Regular Meetings

The school board meets three or four times annually, in accord with the schedule

determined by the board. The agenda for regular board meetings shall be set by the Executive Committee and mailed to members at least one week prior to the meeting. The agenda for Special Meetings shall be communicated to members to the extent possible given the circumstances.

Section 2. Agenda

The agenda shall be decided upon in advance by the Executive Committee and a copy of the agenda will be distributed to the members prior to the meeting.

Section 3. Special Meetings

Special meetings may be called by the President at any time with the approval of the Pastor or by the written request of over 50% of the Board members.

Section 4. Quorum

Two-thirds of the voting members constitute the quorum required for transaction of board affairs. Robert's Rules of Order shall be used when appropriate. However, to foster a spirit of complete involvement by all Board members, the consensus method of decision making should be used as much as possible commensurate with the importance of the decision.

Section 5. Prayer

Prayer shall be an integral part of all meetings. Proper time and preparation should be provided for this significant part of the proceedings.

Section 6. Open Meetings

Visitors are welcome to attend any School Advisory Board meeting; however, the Board reserves the right to excuse the visitors in cases when the Board calls an Executive Session. Visitors must make arrangement to be placed on the agenda one month prior to the School Advisory Board meeting. Visitors are asked not to participate in the discussion unless invited.

Section 7. Conduct

Ordinarily, the school board President shall preside over meetings. Formal actions of the board shall be in accord with the quorum and majority requirements designated in these bylaws.

Section 8. Voting

Voting procedures may normally follow these rules:

- a. Each voting member will have one vote.
- b. A simple majority vote of the School Advisory Board will suffice to decide issues which lend themselves to a voting procedure.
- c. There will be no voting by proxy.

Consensus and discernment should be sought whenever possible in areas of significant concern to the Parish. The board should be well informed as to the desires of the parishioners before voting on any matter of general interest and concern to the Parish community.

ARTICLE X
Amendments

Section 1. These By-laws may be amended with a 2/3 majority vote of the board and subsequent approval by the Pastor in consultation with the Superintendent of Catholic Schools. They may also be amended by a directive of the Pastor in consultation with the Superintendent of Catholic Schools.

Bylaws Approved by: St. Stephen the Martyr

Signature: _____
_____, Pastor

Date: _____