

BY-LAWS of
St. Mary's School Board
Buffalo Grove, Illinois
Last update: 1/7/2015

A. POLICY AND BOARD RESPONSIBILITIES

1. The School Board is responsible to the Pastor for:
 - a. Action planning based upon principles articulated in Genesis
 - b. Formulation of school policies to help guide:
 - i. Ministry effectiveness
 - ii. Fiscal management
 - iii. Institutional advancement
 - c. Evaluation of effectiveness of:
 - i. The Board's operations
 - ii. School policies (within Board's specified domain)
 - iii. The school's ministry
 - d. Oversight of:
 - i. Fiscal management
 - ii. The school's physical resources
 - iii. Institutional advancement (development, communication, marketing and enrollment)
2. The Pastor, the Principal, or any School Board member may present a policy recommendation to the Board. The policy recommendation must be presented in writing to all Board members at or before a regularly scheduled Board meeting.
3. The policy may not be voted upon until the meeting following the one at which the policy was presented. Policy recommendations must be approved by a majority vote. The Pastor reserves the right of final approval of any policy adopted by the Board.
4. Any newly adopted policy will be communicated to the respective stakeholders.
5. All policies are subject to an annual review, at the end of every school year, and will be revised or removed as deemed necessary by the Board.

B. HIRING THE PRINCIPAL

1. The process of hiring the Principal will be governed by the policies of the Archdiocesan Office of Catholic Education and directed by the guidelines set in the "Principal Selection Process." A search committee will be headed by the Pastor and will include at least three voting Board members appointed by the President. The purpose of this committee will be to identify qualified candidates whose credentials have been accepted by the Archdiocesan Office of Catholic Education and to recommend to the Board those whom the committee deems suitable for the position.
2. Recommended candidates will be interviewed by a Sub-committee of the Board, (unless the majority of the Board members or the Pastor requests all Board members be involved in the interview process), and one will be recommended to the Pastor. The pastor has the ultimate decision making authority.
3. The announcement of the new Principal will be made not later than the next regularly scheduled Board meeting.

C. EVALUATION OF THE PRINCIPAL

1. The process for evaluating the Principal will be governed by the policies and guidelines of the Archdiocese.

D. BUDGET

1. The Principal will prepare the Annual School Budget.
2. The proposed budget will be presented to the School Board for its consideration no later than the regularly scheduled February School Board meeting.
3. The Board will review the proposed expenses for the budget year together with the subsidy from the Parish and determine the level of tuition and fees.
4. The preliminary approval of the budget by the Board will take place no later than the regularly scheduled March meeting.
5. Final approval of the school budget resides with the Pastor.

E. SCHOOL LONG RANGE PLANNING

The Board will be involved with the Pastor and Principal in the development of a three year plan for the School. The long range plan and progress towards achieving this plan will be presented annually at the State of the School meeting. The long range plan will include the following areas if applicable:

1. Institutional Advancement (including development, communication, marketing and enrollment)
2. Technology
3. Maintenance
4. Fiscal Management (including both finances and physical resources)
5. Alignment with the long term goals of the Parish

F. MEMBERSHIP

1. ELIGIBILITY AND COMPOSITION OF THE BOARD

- a) Board members shall be at least 21 years of age. No employee of the local school and no member of the immediate family of an employee shall be eligible for membership. The term immediate family shall be defined as spouse, child, parent, brother, sister or in-laws. Membership is limited to one person per household.
- b) No person on the school board, or their spouse, shall serve in a top leadership role on another parish or school committee.
- c) The Board will consist of 9-12 members. A term will consist of 3 years. No Board member shall serve more than 2 consecutive terms for a maximum term limit of 6 years.
- d) Ideally, at least 25% of the Board should consist of individuals who do not currently have a child enrolled in the school.

2. METHOD OF NOMINATION

- a) Parishioners may submit a name, either their own, or another candidate's with his/her permission, prior to the March Meeting.
- b) All applicants will be required to complete a letter of intent, outlining their qualifications, and submit it to any one of the Pastor, Principal or School Board President.
- c) The Nomination/Election committee will consist of five members - three Board members, (at least one should be a Board member who does not currently have a child enrolled in the school) the Pastor and the Principal. The Nomination/Election committee will present all Candidates to the Board, along with their nomination list which will be based on the current needs of the Board, at the regularly scheduled March meeting.

3. RESIGNATIONS AND TERMINATIONS

- a) Any member may resign by tendering a written notice of such resignation to the School Board President or Pastor. If possible, resignation notice should be submitted by 12/31 (for the following school year), so as to allow the Board adequate time to identify replacement candidates.
- b) If any School Board member misses two consecutive regular monthly meetings without notifying the Board, a letter will be sent asking for reasons for their absence and a statement of the member's desire for continued service. If the member does not appear at the next meeting or does not respond to the letter by the next meeting, this will be considered as termination of membership.
- c) Any member or officer may be removed from the Board or Office for cause by a two-thirds vote of all other voting members. This member/officer will be notified in writing of a pending vote on his removal, and the reasons, at least two weeks prior to the vote. The member/officer will be afforded a reasonable opportunity to present his position or to submit his resignation.

4. SCHOOL BOARD VACANCIES

- a) If Board membership falls below 9 members, the Board will make every attempt to identify replacement candidates as soon as possible.

G. OFFICERS

1. Election of Officers

- a) Officers will be elected at the last regularly scheduled (June) Board meeting of each board year, by current (to include outgoing) Board members. Board members interested in an Officer position should make their interest known at the March Board meeting. New officers will take office at the conclusion of the June meeting.
- b) The President of the Board must be a parent of a currently enrolled St. Mary Student.

2. Duties of Officers

- a) The President will preside at all meetings, develop a monthly agenda with the Principal and Pastor, form and appoint committees, serve as representative of the Board on any Parish Council/Committee, assign additional duties to School Board members and execute other duties as designated by the Board.
- b) The Vice-President will perform all the duties of the President in his absence, assist in developing the monthly agenda and all other duties as assigned by the President.
- c) The Secretary will maintain a written record of minutes of School Board meetings, manage all correspondence, distribute to all members previous meeting minutes and any other material necessary for regular meetings in advance of the meeting.
- d) Officers will be elected every year, and no individual will serve more than three 1 year terms. No individual shall be eligible to serve as President of the Board without having completed two years of service on the Board.

H. MEETINGS

1. The School Board will have regular monthly open meetings from September through May and an executive session for orientation in August .
 - a) The School Board will meet regularly on the day, time and place agreed upon by the School Board.
 - b) All regular meetings of the School Board will be open to the public and notice of meetings will be posted in the church bulletin.
2. The School Board meeting will last no more than two hours where practicable.
3. Special meetings may be called by the President, Principal, Pastor or four of the School Board members petitioning the President. Members will be given at least twenty-four hours notice of such meetings and

will be informed of the matters to be discussed. Only these matters will be considered at the meeting. Special meetings will be open unless declared an executive session.

4. Any Parishioner wishing to propose an agenda item must submit the request in writing 10 days prior to the next meeting to any Board member. The President will moderate time spent on such issues.
5. Non-Board members who wish to speak at a Board meeting will be given an opportunity to do so at the beginning of the meeting. The President has the authority to moderate time spent to a reasonable length. These comments will be addressed to the Board in general and not specific members. Topics brought up at this time will not be discussed or decided upon at this meeting.
6. At the beginning of each semester, representatives from FSO and SMAA will attend the Board meeting and provide updates on their activities. At times, representatives from these groups may also be requested by the Board to attend other regularly scheduled Board meetings.
7. The rules of Parliamentary procedure as contained in *Robert's Rules of Order* will govern the meetings of the School Board.
8. The ordinary order of business will be:
 - a) Call to order
 - b) Opening Prayer
 - c) Approval of Minutes
 - d) Non-members Comments/Questions from the floor
 - e) Old Business
 - f) New Business
 - g) Pastor's Report
 - h) Principal's Report
 - i) President's Report
 - j) Committee Reports
 - k) Liaison Reports
 - l) Closing Prayer and Adjournment

I. COMMITTEES

1. The President may appoint such committees as are necessary to promote the policies and procedures of the Board. Committee functions are fact finding and advisory, never administrative. Committee recommendations will be subject to Board approval.
2. The standing Committees of the Board and their duties are as follows:
 - a) Finance Committee
 - i. Review the annual budget for the following school year with the Pastor and Principal.
 - ii. Present the budget to the Board for consideration and preliminary approval.
 - b) Planning
 - i. Research and advise in planning for both short and long term goals.
 - c) Nomination/Election
 - i. Seek out, inform and review candidates for the School Board.
 - ii. Inform those not selected by a personal letter.
 - d) Executive
 - i. Sets monthly meeting agenda with the Principal.

J. AMENDMENTS

1. An amendment will be presented in writing to each Board member prior to its introduction at a regular or special Board meeting.
2. Amendments will be voted upon no sooner than the next regular School Board meeting.
3. Amendments are passed with approval of two-thirds majority vote.