

**BYLAWS FOR  
ST.PATRICK'S PARISH SCHOOL BOARD  
ELKHORN, NEBRASKA  
Adopted October 9, 2012**

**Philosophy of the School Board**

The Philosophy of the School Board at St. Patrick's Catholic Elementary School is to provide an excellent educational opportunity for our youth to grow spiritually, intellectually, culturally, physically and emotionally in order that they may be prepared to live a life of Catholic service to God, community, and country.

**Article I – Name of the Organization**

The name of this organization shall be St. Patrick's Parish School Board.

**Article II – Nature, Purpose, and Functions.**

**Section 1 – Nature and Purpose**

This School Board is established by the Parish of St. Patrick's to assist the Pastor and Principal with governance tasks essential to the maintenance and welfare of St. Patrick's School. The School Board is advisory to the Pastor and the Principal. The Pastor, in accord with canonical law, has ultimate responsibility for the parish. The School Board is accountable to the Parish Pastoral Council in those matters so designated in these bylaws.

**Section 2 – Functions**

The chief functions of the Board are:

1. recommendation of policy,
2. planning to assure continued excellence and vitality.

The duties and responsibilities of the School Board, in implementing 1) and 2) Above, shall include the following:

**A-Educational Program**

1. To recommend policies regarding the improvement and growth of the School educational programs consistent with modern trends and recommendations of the school administrators.
2. To recommend policies necessary for the spiritual, moral, academic and physical welfare of all students.

3. To recommend policies concerning the qualifications for admission, retention and/or dismissal of students in the parish school.

#### **B-Personnel**

1. To recommend policies concerning faculty and staff in the area of salary, recruitment, educational qualifications, continuing education, additional benefits and other like matters.
2. To recommend policies concerning faculty and staff contracts, dismissal for cause, and procedures for hearings.

#### **C-School Plant**

1. To recommend policies for the use, care and maintenance of school buildings, school grounds and other school facilities and equipment.
2. To act in an advisory capacity on major building repairs, new buildings, sites and additions as necessary.

#### **D-Financial Policy**

1. To assist the administration in preparation of an annual school budget for submission to the Parish Pastoral Council. The School Board will coordinate its efforts with the Parish Finance Committee and school administration in the preparation of it, and also in adopting an appropriate accounting system for school expenditures and receipts.

#### **E-Community Relations**

1. To maintain a positive relationship of the parish educational programs with the total community.

#### **F-Implementation**

1. The Principal of the school shall have the authority and responsibility to implement the policies established by the School Board and approved by the Pastor.
2. The School Board shall have the authority to establish such committees as it seems necessary.
3. The Principal of the school shall update the School's profile at the end of the school year concerning school operations, administrative decisions, classroom activity and student and staff performance, etc. The report is to be submitted to the School Board for its approval and subsequently a copy is to be forwarded to the Archdiocesan Board of Education.
4. The School Board shall review standardized test results of student achievement.

## **G- Parish Pastoral Council Reports**

1. The School Board is to prepare and submit to the Parish Pastoral Council, as mutually agreed, a report of its current activities, programs, project and expenditures as the Council may require.
2. The School Board is to submit copies of the minutes on the web page.

## **Article III - Relationship with Other Governance/Auxiliary Bodies**

### **Section 1- Archdiocesan School Board**

The School Board assures consonance of school policies with Archdiocesan School Board Policies and implements those archdiocesan policies relative to local boards.

### **Section 2- Relationship with the Parish Pastoral Council**

Mission and goal statements, annual proposed budgets, and any other information or actions deemed by the Pastor as significantly impacting the parish, in addition to those set forth in Article 2, Section 2, G above, are submitted by the School Board for the Parish Pastoral Council approval.

### **Section 3- Relationship with the principal**

The School Board provides direction for the Principal through formulation of policy, assists the Principal with counsel and advice, and supports the Principal in her/his implementation of policies and exercise of responsibility for personnel, students, building, and program.

## **Article IV-Members**

### **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.

The Pastor, Assistant Pastors, and Principal shall serve as ex-officio members.

### **Section 2-Number**

The number of the School Board members shall be seven lay members of St. Patrick's Parish, elected at large. This number does not include the Pastor and Principal as ex-officio members. The seven lay members shall constitute the voting Board. The Pastor shall have the right of veto but not the right to vote, nor shall other ex-officio members have voting rights. A representative of the Pastoral Parish Council, Home and School Association, and the Religious Formation Committee are also considered ex-officio members of the School Board.

## **Article V-Election and Terms of Members**

### **Section 1 – Terms, Eligibility and Election**

1. The voting members of the School Board shall be elected for a term of three years. So that the terms can be staggered, there will not be a board election during the summer of 2000 and two positions will be available during the summer of 2001, two positions in 2002 and three positions in 2003. Thenceforth, elections will be held each year to replace those members whose terms expire that same year. The board will consist of parishioners and parents from St. Patrick's Parish/School. Every year during months prior to the school board election the school board will make every attempt to recruit non-parent parishioners as well as parents to run for the school board.
2. There shall be no limit as to the total number of terms a member may serve, except that only two terms may be served consecutively.
3. All terms of office shall begin and end on the first Sunday of June.
4. To be eligible to serve on the School Board, a candidate must be an adult envelope holder, a member of St. Patrick's Parish or a parent of a St. Patrick's Student. Paid employees of St. Patrick's Parish, religious or lay, or spouses, shall not be eligible to serve other than as ex-officio members. All members shall serve without salary. Membership is subject to the Pastor's approval.
5. An election commission, as appointed by the Parish Pastoral Council, for Council elections shall also conduct School Board elections.
6. Candidates filing for the School Board shall follow the same procedure as set forth in the Constitution of St. Patrick's Pastoral Council for candidates at large for the Parish Pastoral Council. Nomination/application procedures shall ordinarily begin on the 1st Sunday of March. The general election will ordinarily occur on the 1st Sunday of May.

### **Section 2 – Vacancies/Resignations/Removals**

1. Any member of the School Board desiring to resign from the School Board shall submit his/her resignation in writing to the Pastor, Principal, and School Board President.
2. Any vacancy among the members of the School Board shall be filled by majority vote of the remaining members of the School Board for the unexpired term of the vacancy. In the event that a member of the School Board moves

from the Parish, such member's position shall become vacant at the next meeting following his/her departure from the Parish.

3. If a member of the School Board is absent unexcused for three consecutive regular meeting or a total of four meeting during the academic year, August through May, a quorum of the School Board may declare that seat vacant. Each member is to be notified by the President after missing two consecutive meetings and/or after missing any three meetings during the academic year. A member may be removed from the School Board if it is in the best interest of the parish and/or school. This requires the approval of both a 2/3's majority of the School Board and the Pastor.

## **Article VI-Officers**

### **Section 1. Election**

The officers of the School Board shall be a President, a Vice-President, and a Secretary. Officers shall be nominated annually at the first August meeting with newly elected members with elections to be held during the first September meeting of the year. Election shall be by a simple majority. Terms shall be for one year and shall be renewable annually.

### **Section 2. Duties**

The President shall preside at all regular and special meetings of the School Board and in general shall perform duties incident to the office of President and such other duties as may be assigned by the School Board. The President shall be responsible for giving notice of meetings. The President shall make new members aware of their responsibilities through distribution of the School Board Charter and by-laws and the distribution of any publications available for the Archdiocesan Board of Education. The President, together with the Principal, and with the consultation of the School Board, shall appoint all committees unless otherwise specified by the School Board.

The Vice-President shall assume the duties of the President at the request of the President or in the absence of the President.

The Secretary shall perform duties incident to the office of Secretary and such other duties as may be assigned by the School Board. The Secretary shall maintain a written record of all actions of the School Board; receive and dispose of all correspondence as directed; preserve all reports and documents committed to his/her care which are properties of the School Board.

## **Article VII-Voting**

## **Section 1. Quorum and Voting Majority**

A majority of the total members constitute the quorum necessary for the transaction of School Board business. Given the quorum, a simple majority of those present for the meeting is sufficient to carry a motion, except in those matters which according to the bylaws, require a two-thirds majority of the board for approval. Any smaller number may open and close a meeting, compel the attendance of absent members or postpone the meeting to a specified date and time.

## **Section 2. Ex-Officio and Proxy Voting**

Ex-officio members of the School Board are non-voting members. Votes by proxy are prohibited.

## **Article VIII-meetings/Record of Meetings**

### **Section 1. Regular and Special Meetings**

The School Board shall meet in accord with the calendar of meetings established annually. The Executive Committee may call special meetings.

### **Section 2. Open and Executive Sessions**

School Board meetings will be open to the parishioners and to parents of children enrolled in St. Patrick's Parish School. Only School Board members and ex-officio members may be present during executive sessions. The President must admit any other person(s) at the executive sessions. The executive session presents an opportunity for School Board members to discuss school related issues in a private meeting.

### **Section 3. Non-member presentations**

Non-School Board members and special interest groups may present information for the School Board's consideration. The School Board President and/or those responsible for the agenda shall establish date of such presentation on advance notice. Such presentations shall be limited to three (3) minutes each.

### **Section 4. Notice of Meetings**

Every attempt is to be made to publish and distribute the agenda and all reports or information pertinent to the agenda (such as committee reports) to all School Board members at least five days prior to the scheduled Board meeting.

The President is responsible for publishing notice of a regular meeting in the Parish Bulletin and announcing such meeting anywhere else deemed appropriate for parishioner notice.

## **Section 5. Conduct of meetings**

Ordinarily, the School Board President shall preside over School Board meetings. Formal actions for the School board shall be in accord with the quorum and majority requirements designated in these bylaws. The rules of parliamentary procedure are as contained in Robert's Rules of Order, Revised, shall govern meetings of the School Board, unless superseded by procedure found within this charter.

## **Section 6. Agenda**

The President and Principal shall set the agenda for School Board meetings. If someone wishes time reserved on the School Board agenda, (s)he will need President approval one week prior to the regularly scheduled School Board meeting. The usual order of business shall be:

1. Opening Prayer
2. Call of roll/welcome visitors
3. Approval of minutes
4. Conclusion of old business
5. Items of information/awareness
6. Home and School report
7. Religious Formation report
8. Pastor's report
9. Parish Pastoral Council report
10. Committee reports
11. Principal's report
12. New business
13. Audience petitions (at discretion of president)
14. Executive session (at discretion of the board)
15. Adjournment
16. Closing prayer

## **Section 7. Minutes**

Responsibility for the recording of minutes is delegated to the Secretary of the School Board. An official copy of the minutes shall be kept on file in the school office. Copies of the minutes will be available on the St. Patrick's web page.

## **Article IX-Committees**

### **Section 1. Executive Committee**

The Executive Committee shall consist of those members designated by the President, Principal and Pastor, with consultation of the Board. The Executive Committee shall: Transact necessary business between School Board meeting and in case of emergency;

Call special meetings if needed. Quorum and voting majorities for executive committee actions shall be the same as for the School Board. Actions taken by the executive committee shall be reported at the next School Board meeting.

## **Section 2. Standing Committees**

The School Board established the following standing committees:

1. Principal Advisory Report Committee
2. Finance Committee
3. Technology Committee
4. Facilities/Safety Committee
5. Policy/Calendar/Communication Committee
6. School Improvement Committee
7. Recruitment Committee
8. Other Committee(s) (appointed by the board)

Standing committee chairpersons may be appointed by the School Board or elected by standing committee members, in accord with the wishes of the School Board. Committees shall keep minutes of their meetings and provide reports of their deliberations to the School Board.

## **Section 3. Other Committees**

The School Board established ad hoc committees, as it deems advisable. Ad hoc committees shall operate in the same manner as standing committees for the length of time determined by the Board.

## **Article X-Amendments**

### **Section 1**

Proposed amendments must be presented in written format at a regular meeting. Proposed amendments may not be voted upon sooner than seven days from the day the amendment is proposed.

### **Section 2**

Upon receipt of proposed amendments to these bylaws, the Secretary of the School Board shall see that proposed amendment copies are available to parishioners before the School Board meeting at which the vote will be taken.

### **Section 3**

Proposed amendments to these bylaws shall be adopted by a majority vote of the School Board and submitted to the St. Patrick's Parish Pastoral Council and the

Archdiocese for approval. These bylaws may also be amended by directive of the Archbishop.

These bylaws have been approved by the School Board in accordance with the requirements herein and further approved by:

Msgr. James E. Gulg  
Superintendent of Schools

October 5, 2012  
Date

Don Ridder  
Principal of School

October 5, 2012  
Date

Rev. James O'Rourke  
Pastor of St. Patrick's Parish

October 10, 2012  
Date

[Signature]  
School Board President

October 10, 2012  
Date