

**By-Laws**  
**St. Leo School Advisory Board**

- I. **Purpose:** The St. Leo School Board is a consultative and advisory body which provides assistance to the school administration.\* It shall recommend to the Pastor and Principal long and short range programs or policies aimed at assisting in the growth, development, and utilization of resources of St. Leo School. The School Board shall be responsible to follow the Mission for Catholic Schools, adopted by the Diocesan Board of Education.
- II. **Membership:** Members will be selected from the St. Leo School parent community and will serve a three year term. School employees are ineligible.
- A. Five members shall be selected from the St. Leo K-8 school parent community
  - B. Representative members are appointed, serve a one year term and are non-voting members. Members are: 1. Vice President of PTO, 2. Athletic Director, 3. Faculty Representative, 4. Development/Marketing Chairperson, 5. Parish Council representative
  - C. Other non-voting members: school or parish accountant to advise Board on financial matters. The Pastor and Principal are non-voting members, but have veto authority and tie breaking votes.
- Each three year term member shall serve no more than two consecutive terms.

Membership requires attendance at all regular meetings of the board. Any member absent from two consecutive meetings, unless excused by the action of the board, shall cease to be a member and another person may be appointed to complete his/her term by the Pastor or Principal.

- III. **Nominations:**
- A. Nominations shall be filed with the secretary of the School Board by a designated date.
  - B. At the regular January/February meeting the Chairperson shall appoint a nominating committee which shall submit a list of nominees at the regular April/May meeting.
    - 1. Notice for nominees shall be run in the parish bulletin and the school Newsletter for two consecutive weeks prior to the designated date.
    - 2. Nominations may come from any St. Leo School stakeholder (parents, staff, administrator)
    - 3. A short biographical sketch (1 page or less) should be submitted to the nominating committee for each nominee that is filed with the board secretary.
    - 4. Nominees will then be selected by the Pastor and Principal to insure that the nominees are in good standing and possess the necessary expertise for the board.
  - C. The annual selection of members of the School Board shall be by consensus of current school board and subject to approval by principal and pastor. The nominating committee shall conduct this selection in May.
  - D. Board vacancies shall be filled by appointment of the Pastor and principal until remainder of said term has expired.
- IV. **Officers:** Elected officers of the Board shall consist of Chairperson, Vice-chairperson and Recording Secretary
- A. Three year term members only are eligible for office.
  - B. Prior to serving as Chairperson, member must serve on the board for at least one year.

- C. Officers shall be elected at the last meeting of each school year. All voting and non-voting members are eligible to participate in the election of officers. No person shall serve in the same office for more than two consecutive terms. Term for officers is one year.
- D. In the event of any officer being unable to complete the duties of his/her office, he/she will be replaced by election at the first regular meeting of the Board following such notification.
- E. Duties of Officers:
  - 1. Chairperson presides at all regular and special meetings, consults with the Principal regarding meetings and agendas, appoints committee chairpersons and oversees business affairs of the board.
  - 2. The Vice chairperson assumes the duties of the Chairperson in his/her absence.
  - 3. The Secretary composes minutes, records of actions and decisions, and corresponds with outside parties regarding affairs of the Board.
  
- V. **Committees:** The Chairperson shall appoint all standing committees for terms of one year. Standing committees of the Board shall be in the areas of Finance, Development, Policy & Planning, and Spiritual Life. Committee chairs shall be three year Board members. Committee members need not be Board members. The chairperson shall appoint ad hoc committees for a term which will be determined at that time.
  
- VI. **Meetings:** the Board shall meet regularly on a bi-monthly schedule during the course of the school year. Special executive meetings may be called by the Principal, Pastor, or Chairperson.
  - A. For the purpose of transacting official business, the voting members present at regular meetings shall constitute a quorum (provided the number of voting members present represents a simple majority of eligible voting members). At a special meeting, it shall be necessary that a majority of the total members be present.
  - B. Meetings are closed. School Stakeholders wishing to have a particular subject matter discussed at a meeting must contact the chairperson or principal one week prior to the meeting to have the subject matter considered for placement on the agenda.
  
- VII. **Amendments:** These By-Laws may be amended by a vote of the total voting membership, subject to approval of the Principal and Pastor. Amendments must be presented to the Board at one regular meeting and voted on at the next regular meeting at which at least three fifths of the total membership is present.
  
- VIII. **Conflict of Interest Clause:** Board/Commission members shall be alert to situations which have the appearance of a conflict of interest and avoid actions that embarrass themselves or the board. Conflicts of interest can arise when a board member will derive a private benefit from Board or Commission decisions. The Board/Commission member will disclose any real or potential conflict of interest and the Board/commission will determine if there is a conflict and what action, if any, the Board/commission member should take.

\* NCEA accepted school advisory board roles and parent organization roles are assumed by the St. Leo School Advisory Board – refer to page 3

***\*NCEA Descriptions of Role of School Advisory Board***

The School Advisory Board members serve a school by offering time and talent to enable that school to pursue its mission of education in the Catholic Church. The Parish and School community can expect the Board to

- suggest areas where policy would be helpful
- recommend means to finance a viable Catholic School
- assist in the search for a new Principal when necessary
- recommend policy through the Principal to the Pastor
- develop marketing strategies
- participate in the recruitment of new Board members
- provide for on-going education of Board members
- provide direction to parent organizations (PTO/ Athletics/Scrip) especially fund raising issues

The Board provides: vision, diversity, information, service, support enthusiasm.

***\*NCEA Description of Role of Parent Organizations***

Parent organizations reinforce the principle that parents are the primary educators. They entrust their children to the school community to assist in the total development of their child. Parent organizations function best when they

- serve as a vehicle for bringing parents and teachers together on a regular basis to meet and discuss academic objectives and to review the performance of the child
- serve as a local catalyst in building a Faith Community
- serve as a vehicle for information exchange on a regular basis
- provide an opportunity for parents to share their ideas and dreams
- unify parents in an effort to raise funds
- provide information which can be used to communicate with public officials at the local, state, and national levels

The Parent Organizations provide: common goals, unification, channels of communication, service, support and enthusiasm.