



ASSUMPTION OF THE BLESSED VIRGIN MARY SCHOOL

BOARD OF EDUCATION

BYLAWS

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BOARD OF EDUCATION BYLAWS

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INTRODUCTION AND RATIONALE

Assumption of the Blessed Virgin Mary Schools, hereinafter referred as the Schools, comprised of a Day School with Early Childhood Program and Parish School of Religion, is owned and operated by Assumption of the Blessed Virgin Mary Parish, a Roman Catholic parish of the Archdiocese of Saint Louis. The Schools are established to carry out the teaching ministry of the Catholic Church. As such, the religious and educational work shall at all times continue to be in accordance with the teachings and laws of the Roman Catholic Church and the Archdiocese of Saint Louis. At this time, it is the intention of the Pastor of Assumption of the Blessed Virgin Mary Parish to establish a Board of Education to assist him and his appointed administrators in the governance of the Schools. This Board of Education shall have as its primary concern the ministry of Catholic school education: the spiritual, intellectual, physical, emotional, and social development of the students. The Board of Education shall concern itself with policy matters pertaining to the general excellence of Catholic education at the Schools. Working in close collaboration with the Principal and Director of Religious Education, hereinafter referred to as the Administrators, and hearing its many publics, this Board of Education shall provide advice and counsel with regard to the formulation of policies that will enable the Schools to reach their agreed upon mission and goals. The mission and goals will be related to, but not limited to, the overall parish goals as established by the parish council.

ARTICLE I – ASSUMPTION OF THE BLESSED VIRGIN MARY SCHOOL

The name of this body shall be the Assumption of the Blessed Virgin Mary Board of Education, herein after referred as the Board.

ARTICLE II – PURPOSE AND FUNCTION

The Board is established to assist the Administrators and the Pastor in the following areas:

- A. Mission, Goals, Long-Term Planning
 1. Assist in formulating, reviewing, and revising the Schools mission statement and goals annually.
 2. Assist in formulating strategic goals for the long-term direction of the Schools.
 3. Annually, provide pastor feedback on performance of the Administrators.
 4. When necessary, advise pastor on hiring of new Administrators.

- B. Policy Formation
 1. Advise in the interpretation and application of Archdiocesan policies.
 2. Provide advice and counsel with regard to policies in areas determined by the Pastor and Administrators.
 3. Prior to the start of the school year, evaluate the effectiveness and implementation of policies.
 4. Provide advice and counsel with regard to communication of school policies and activities to constituencies.

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C. Financial Planning and Financial Management

1. Provide advice and counsel with regard to long-range financial planning, budget monitoring and financial reporting.
2. Endorse educational budget as prepared by administrators to be recommended to Parish Financial Council.

D. Marketing and Community Relations

1. Assist in the development of a sound plan which ensures the long-term survival and improvement of the Schools.
2. Assist in the development of a marketing plan which includes involvement by the Schools in the local municipalities.

E. Exclusions:

1. The Board has no authority for formulating policies separate from the pastor and Administrators.
2. Although the Board may advocate before the parish or finance councils, it has no responsibility with regards to the finances of the Schools. The pastor shall determine tuition rates as well as the level of parish support, usually with assistance of the finance committee or parish council.
3. The Board has no responsibility or authority with regard to school staff/personnel decisions.

ARTICLE III – MEMBERSHIP

A. Membership Defined

1. The Board shall consist of twelve (12) members serving staggered terms. Of the four (4) members to be added each year, three (3) will be elected and one (1) will be appointed by the Pastor. In addition, the following individuals shall serve as ex-officio members of the Board without voting rights: the Pastor, the Day School Principal, the Director of Religious Education (DRE), and a member of the Parish Council.
2. Each ex-officio Board member shall serve only during the time he or she serves in the position for which they were appointed to the Board.

In order to achieve the required membership in a timely manner, the Pastor shall appoint an additional member to join the Board beginning no later than June 2022 and serving a one-year term.

B. Term of Membership

1. Each elected or appointed member shall serve a term of membership which begins at the conclusion of the June meeting. Each member's term ends at the conclusion of the June meeting three years later.
2. Re-election or re-appointment to the Board shall be permitted. Board shall limit members to two (2) consecutive terms.

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C. Types of Members

Every effort shall be made to ensure the membership of the Board is distributed as follows:

1. Parents of current PSR and day school students
2. Age groups
3. Sex and racial groups
4. Occupation and income groups
5. Parishioners of Assumption of the Blessed Virgin Mary Parish or Saint Barnabas the Apostle Parish

Note: Due to potential conflicts of interest, all current paid employees of the Schools shall be excluded from consideration as an elected or appointed Board member.

D. Qualities of Members

The following is a list of qualities that should be present in each member of the board. A candidate for the parish board of education shall be:

1. eighteen years of age or older
2. a member of the parish or parent of a child in the day school or PSR
3. supportive of the parish educational programs, financially and attitudinally
4. sincerely interested in Catholic education
5. willing and able to spend the time to attend all Board and subcommittee meetings
6. capable of a broad vision and not having a specific issue to bring to the board
7. able to express himself/herself in a group
8. a good listener
9. capable of reaching consensus on issues
10. willing to be loyal to board decisions even though personally opposed to the final decision.

E. Appointment/Election of Members

1. Per the Board's Constitution, each year one (1) member is to be appointed by the Pastor and three (3) members are elected by the parish community. The nomination and election process will be overseen by an election committee which is chaired by the current Board Vice-President.
2. If there is an equal number of nominations for board seats, no election will take place.

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3. A general recommended timeline of events for the election committee is as follows:

March 1	Election committee formed
April 1-15	Nomination window. Committee will ensure publication of information in parish bulletin(s) and communicated through school means. Consolidated list of nominees submitted to Pastor.
May 1-15	Election. Upon completion, election committee notifies Pastor and Board of results.
June Board Meeting	Invitation for all newly elected or appointed members to attend. At conclusion, new Board term begins.

4. Nominations: Candidates may self-nominate or be nominated by others within the Assumption or St. Barnabas parish communities. If nominated by other than self, the election committee will ensure candidate is accepting of nomination. Nominees will provide a short bio, no more than one or two paragraphs, with photograph to be published prior to election.
5. Voting: All members of the parish are eligible to vote. Voting may occur via paper ballot submitted to the parish office or electronically as designated by the Elections Committee and the pastor. Election will be by plurality (those candidates who receive the highest number of votes shall be automatically elected) with publication of the results to the parish and Schools communities as soon as possible.

F. Resignation and Removal of Board Members

1. Resignation: Any Board member may resign at any time by giving written notice to the President of the Board. Such resignation shall take effect at the time specified therein.
2. Removal: A Board member may be removed by the Pastor if it is deemed that removal is in the best interest of the parish and Schools.

G. Vacancy

Any vacancy on the Board shall be filled by the Pastor in a timely manner.

H. Attendance

Any Board member with three consecutive absences may be removed at the discretion of the Pastor or Principal.

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ARTICLE IV – OFFICERS

A. Officers

The officers of the Board shall be the President, Vice-President/President Elect, and Secretary.

1. President- shall be a member of the Board, a practicing Catholic, and registered member of either Assumption or St. Barnabas Parish.
2. Vice-President- shall be a member of the Board, a practicing Catholic, registered member of either Assumption or St. Barnabas Parish, and have served on the Board for one year of their current term.
3. Secretary- shall be a member of the Board.

B. Election of Officers

The election of Vice-President shall take place at the May meeting and the Secretary shall be elected during the June Meeting.

C. Term

Terms of all offices become effective at the conclusion of the June Meeting. Each officer's term ends at the conclusion of the June meeting one year later.

D. Executive Committee

The Executive Committee shall consist of the Administrators, the Board President, Board Vice-President and Board Secretary.

E. Duties

The duties of the officers shall be:

1. President – The President shall preside at all regular, special, and Executive meetings of the Board. The President is responsible for preparing the Board agenda and any supporting documents needed for such meetings. The President, with Board approval, shall have authority to assign duties and responsibilities to individual Board members.
2. Vice-President – In the absence of the president, the vice-president shall perform all duties of the president. The vice-president shall also be a member of the Executive Committee. The vice-president will serve as president-elect and shall chair the Election Committee.
3. Secretary – The secretary shall be responsible for keeping accurate minutes; for keeping a record of the appointment of all committees of the Board. In the absence of the president and the vice president, the secretary shall perform all duties of the president.
4. Administrators – The Principal and Director of Religious Education shall serve as administrative officers to the Board. Either may also call meetings of the Executive Committee and shall be responsible for bringing information to the Board, including archdiocesan policies and plans.

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ARTICLE V – MEETINGS

A. Regular Meetings

Regular meetings of the Board shall be held monthly, excluding the month of July. For the purposes of conducting business, a simple majority (50% +1) of the voting members shall constitute a quorum at any regular meeting.

B. Special Meetings

Special meetings may be called by the Pastor, the President, the Principal or by written request of one third (1/3) of Board members. Written notice must be provided at least five (5) days prior to special meetings. Attendance requirements for special meetings shall be the same as regular meetings. A simple majority will constitute a quorum.

C. Meeting Protocol

1. All regular meetings of the Board shall be open to all interested parties and notice of all regular meetings shall be posted on the parish and Schools calendars.
2. Any non-member wishing to address the Board must request, in writing, and be approved by the Board President seven (7) days in advance of the next meeting. If approved, the requested topic will be placed on the meeting agenda.
 - a. Presentations will be limited to five (5) MINUTES UNLESS OTHERWISE APPROVED by the Board President. Any presentation materials must be submitted seven (7) days in advance of the next meeting to the Board President. No Board discussion follows the presentation. If deemed necessary by the Board, a written response shall be provided in a timely manner.
 - b. Appropriate topics are those that directly relate to School Policy or Procedure. The Board does NOT listen to personnel issues, student discipline issues, or other matters that are confidential. These issues are handled at the local level through teachers and then through administrators.

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ARTICLE VI – RULES OF ORDER

A. Consensus

As much as possible, the Board shall reach consensus on all actions. When voting is necessary, the Board President will determine the means by which voting shall take place.

B. Parliamentary Rules

When necessary, parliamentary rules may be employed using Robert’s Rules of Order (latest copyright) as a guide. The President shall appoint a parliamentarian when appropriate.

C. Policy Issues

Ordinarily, decisions regarding policy matters and other major issues are not made at the “first reading.” The “second reading” of the policy occurs after additional consultation and clarification. At that time, the Board begins its decision-making process.

ARTICLE VII – COMMITTEES

A. Standing Committees

The standing committees of the Board shall be:

1. Executive Committee
2. Election Committee
3. Marketing/Communications Committee
4. Policies Committee

B. Committee Charges

Specific Committee charges shall be adopted each year by the Board. Members of standing committees shall be appointed by the President of the Board if they do not volunteer. Committee chairpersons may be members of the Board, and committee members may be drawn from outside of the Board membership. The President of the Board and the administrative officers of the Board shall be ex-officio members of all standing committees. Standing committees shall meet a minimum of quarterly and be prepared to provide updates during regular Board meetings.

C. Special Ad Hoc Committees

Special or ad hoc committees shall be established by action and approval of the Board via simple majority.

ARTICLE VIII – COMPENSATION

Board members shall not receive compensation for their services. However, bona fide expenses may be reimbursed.

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ARTICLE IX – CONFLICTION/DUALITY OF INTEREST

Any Board member having an interest in a contract or other transaction coming before the Board or committee of the Board shall give prompt, full and frank disclosure of said interest to the Board President prior to the Board acting on such contract or transaction. Upon such disclosure, the Board member's interest shall be presented to the full Board. The Board shall determine, without participation by the interested member, at such time as disclosure is made to that body, whether the disclosure shows that a conflict of interest exists or can reasonably be construed to exist. If the Board determines that such a conflict is deemed to exist, such member shall not vote on, nor use personal influences on, nor participate in the discussions or deliberations with respect to such contract or transactions. For purposes of this section, a person shall be deemed to have an interest in a contract or other transaction if he or she is a party (or one of the parties) contracting or dealing with the parish, or is a director, partner, officer, or spouse of a director, partner, officer, or has a significant financial or influential interest in, the entity contracting or dealing with the school or parish.

ARTICLE X – INDEMNIFICATION

Each member shall be indemnified against all expenses actually or necessarily incurred in connection with the defense of an action, suit or proceedings to which he or she has been made a party, by reason of being or having been a Board member, except in relation to matters in which the Board member shall be adjudicated in an action, suit or proceeding to be liable for gross negligence or willful misconduct in the performance of duty.

ARTICLE XI – AMENDMENTS

Bylaws may be amended by a vote of one more than a simple majority of the members present at any regular meeting, providing there is a quorum and providing the amendment has been presented at the previous meeting of the board. Board members must receive written notice about amendments one month before the vote to amend.