

# **The Constitution and By-Laws of St. Gabriel the Archangel School Board**

## **Article I: Name and Mission**

The name of the body shall be St. Gabriel the Archangel School Board, here after referred to as the "Board".

The mission of the Board is to support quality Catholic Education for all children of St. Gabriel School. This will be done in accordance to guidelines and regulations that proceed from the Archdiocese of Louisville and Kentucky state regulation.

## **Article II: Purposes and Functions**

The Board is established by the pastor, in accord with diocesan policy, to assist him and the principal in the governance of the parish school. When the Board meets as pastor, principal and members and agrees on a policy matter, the decision is effective and binding on all. The Board is consultative in the following sense: the members cannot act apart from the pastor and principal and cannot make decisions binding on the parish school without the approval of the pastor and principal.

Consultation also means that decisions will not be made in major matters until and unless the School Board has been consulted. The areas in which the Board has responsibility and will be consulted are:

- A. Planning
- B. Policy development and formation
- C. Public relations and communication of school programs
- D. Assist pastor in selection of the principal
- E. Review, revision, and implementation of the Archdiocesan Long Range Plan
- F. Marketing and enrollment management

## **Article III: Membership/Eligibility/Selection**

### **Section 1. Membership**

- A. Membership will consist of nine (9) members of the parish. Each such member shall be a voting member of the board, and
- B. The Pastor, Principal, Assistant Principal and one (1) faculty representative, all of whom shall be ex-officio and non-voting members.

- C. Each selected member shall serve a three (3) year term. Members serving interim terms of one (1) to two (2) years shall be eligible for reselection to only one (1) additional full three (3) year term. Members may not serve more than six (6) consecutive years, but are eligible for reselection following a one (1) year absence from the Board. To limit the amount of turnover on the Board, a board member may be asked to fulfill an existing member's term. In that case the above term restrictions may not apply.

## **Section 2. Eligibility/Ineligibility**

- A. All Board members must meet the following criteria:
  - 1. Be 21 years of age and an active member of the parish, and/or parents/guardians of students of St. Gabriel School;
  - 2. Have an interest in and commitment to Catholic education and St. Gabriel School's philosophy and mission;
  - 3. Be available to attend meetings and periodic in-service programs and participate in committee work;
  - 4. Maintain high levels of integrity and confidentiality;
  - 5. Deal with situations as they relate to the good of the entire school community;
  - 6. Be a credible witness of the Catholic faith (or of their own religion) to the school community and beyond;
  - 7. Will attend a one-time in service workshop entitled, "The Roles and Responsibilities of School Board Members", if available.
- B. Ineligibility
  - 1. Full or part time faculty members are ineligible for Board membership with the exception of the faculty representative.
  - 2. A paid employee or spouse of a paid employee of St. Gabriel School or Parish is ineligible for membership.
  - 3. Members of Finance Committee or Parish Council and their spouses are ineligible to serve on the School Board.
  - 4. Members who fail to maintain the eligibility criteria or have three (3) unexcused absences from meetings in a twelve (12) month period, may lose membership by action of the Board. The following procedure will

apply:

- a) The member will be notified by the chairperson
- b) The member shall be given an opportunity to respond
- c) The Board may act or not act as the case may indicate

### **Section 3. Selection**

- A. Notice of School Board openings will be announced in the parish bulletin, under “Did You Know” section.
- B. Selection will be made ordinarily on a Sunday in April during Mass.
- C. To fill a vacancy on the Board the Principal or the Chairperson shall select a replacement from the previous year's eligible candidates. The new member shall serve out the remainder of the term.
- D. Newly selected members will be invited to attend the May meeting as observing guests. Their first meeting as participating members will be in August.
- E. Selected members will be nominated through the stewardship process.

### **Article IV: Officers**

#### **Section 1. Officer Selection**

- A. In April officers are selected by the Board and serve one-year renewable terms. Their duties are those ordinarily performed by such officers.
- B. The officers of the School Board shall be as follows:

Chairperson  
Vice Chairperson  
Secretary

- C. The Chairperson shall:
  - 1. Preside at all meetings of the School Board;
  - 2. Call all regular and special meetings;
  - 3. Direct the functions and goals of the School Board;
  - 4. Respond to correspondence as needed;

5. Enforce the by-laws and perform any and all duties incident to the Office of Chairperson;
6. Plan the agenda for the regular board meetings.

D. The Vice-Chairperson shall:

1. Preside at all meetings in the absence of the Chairperson;
2. Plan and organize the yearly in-service required for all newly selected Board Members.

E. The Secretary shall:

1. Record and maintain minutes of all regular and special meetings;
2. Submit copies of these minutes to a permanent file.

#### **Article V: Meetings**

The full Board meets monthly from August to May as needed. Committees meet as needed. Special Board meetings can be called by the Pastor, Principal and/or Chairperson. A non-member who wishes to attend a Board meeting should notify the Board Chairman who will schedule a time not to exceed 15 minutes on the meeting agenda. If Board meetings are attended by non-members, the board will go into executive session whenever the issues involve personnel or other confidential matters. Six (6) selected members constitute a quorum and either the Pastor, Principal or Vice Principal needs to be in attendance for the meeting to be official.

#### **Article VI: Amendments**

These By-Laws may be amended by consensus of the Board provided that the Amendment has been presented one month prior to discussion.

#### **Article VI: Rules of Order**

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

In order to make the best decision, the consensus method of decision-making should be used. In those matters in which the Board has jurisdiction, the decision should be implemented. In those matters in which the pastor has reserved his decision, the Board should present its recommendations and rationale. The decision should not be implemented until the Pastor renders a decision in writing.