



# MODEL BYLAWS FOR HIGH SCHOOL BOARDS

## ARTICLE I

### Name

The name of this body shall be the \_\_\_\_\_ School Board of \_\_\_\_\_  
Town  
herein after referred to as the “ \_\_\_\_\_ School Board.”

## ARTICLE II

### Mission

In conjunction with the Office of Education, Evangelization and Catechesis, the mission of the \_\_\_\_\_ School Board is to further the advancement of excellence in Catholic school education for students at \_\_\_\_\_ School, in the town of \_\_\_\_\_ by providing leadership, direction, and support.

## ARTICLE III

### Purpose and Function of the \_\_\_\_\_ School Board

**Section 1. Purpose:** The \_\_\_\_\_ School Board is established by the Archbishop for \_\_\_\_\_ School to be consultative to him, the Vicar and Superintendent, and the Head of School/President. It shall make its recommendations after adequate hearing as determined by the Chair of the School Board and shall submit those recommendations in writing to the Provost and Superintendent and Head of School/President for approval.

**Section 2. Function:** The functions of the \_\_\_\_\_ School Board are to:

- Be consultative to the Archbishop, Vicar and Superintendent, and Head of School/ President on policies, programs, services, and strategic planning for \_\_\_\_\_ School.
- Conduct special studies and assignments as requested by the Vicar and Superintendent and Head of School/President.
- Present Catholic schools to the public, to civic authorities, and to the Catholic community, as schools imparting quality Catholic education in all aspects of living: spiritual, intellectual, cultural, physical, social, and civic.

## ARTICLE IV

### Membership

**Section 1. General Eligibility:** Each member of the School Board shall

- The Chair of the Board must be Catholic.
- Be at least 21 years of age
- Have a genuine interest in Catholic school education
- Be a credible witness of the Catholic faith; a member of a parish; or if non-Catholic, not be opposed to the tenets of the Catholic faith.

- Have the ability to work with others to achieve consensus
- Have the ability to make the time commitment for meetings, committee work, and in-services
- Willing to maintain confidentiality and high level of integrity
- Willing to support school philosophy and mission
- Have a professional and personal life that is reflective of the teachings of the Catholic Church
- Not be a member of the school staff, or the spouse, child, sibling, or parent of a staff member.

**Section 2. Number of Members and Representation:** The School Board shall consist of no fewer than seven (7) members and no more than nine (9) members. No more than one third of the members shall be parents of students currently enrolled in the school.

**Section 3. Appointment:** A member of the School Board shall be nominated by the board and appointed by the Archbishop with recommendation from the Vicar and Superintendent for a term of three (3) years and may not serve for more than two (2) consecutive terms. The appointments shall be staggered equally over a period of three (3) years to provide for continuity of a majority of the membership from year to year. After a lapse of one year, a former member may then be reappointed. Any member of the School Board who cannot fulfill his/her obligation of office shall submit a letter of resignation to the Head of School/President through the Chair.

**Section 4. Removal:** The School Board may vote to recommend to the Head of School/President that a member be removed from the board for absences without advance notice. The Vicar and Superintendent or the Head of School/President may also remove an individual School Board member for cause.

## ARTICLE V

### Code of Ethics and Conduct

The Code of Ethics for School Board Members delineates the expectations inherent in the purpose of the Board. Members, by accepting the position to serve on the Board, ascribe to this code. Periodic review of the code reminds members that they are working together for the common goal: to promote the mission and purpose of Catholic school education. The Code of Ethics addresses the following: conflict of interest, confidentiality, objectivity, culture of mercy, and maintenance of unity.

**Section 1. Conflict of Interest:** School Board members shall avoid situations that present actual, perceived or potential conflict between their interest and the interest of the school.

**Section 2. Confidentiality:** Members of the School Board are responsible to keep matters discussed in executive sessions in confidence. Official information/business discussed in such sessions cannot be shared with non-Board members, even with one's spouse.

**Section 3. Objectivity:** As total objectivity is impossible for anyone to achieve, members are asked to identify and manage their own personal biases. It is important that members see situations from multiple points of view rather than solely from their own perceptions, assumptions and feelings.

**Section 4. Culture of Mercy:** Decisions made by the School Board and approved on the parish school level by the Pastor and on the secondary level by the Head of School/President and the Vicar and Superintendent, should be the result of honest and open discussion by all members: pastor, principal/high school head of school/president, parent, parishioner, and general membership. Consideration of the good of the total parish/school community should be integral to the decision-making process. Every member shall uphold decisions. When decisions will affect various constituencies, those constituencies should be informed at the same time through an agreed upon vehicle of communication.

**Section 5. Maintenance of Unity:** In achieving its objectives within the faith community of the parish/school, the Board is to do all it can to avoid creating factions, sides or other divisive groupings in the parish or school community. Members should function within the framework of the total leadership of the parish/school and strive to cooperate with other leadership groups in the local faith community.

## ARTICLE VI

### Officers

**Section 1. Officers:** The officers of the School Board will be the Chair, Vice Chair, and Secretary.

**Section 2. Chair:** The Chair shall preside at all meetings of the School Board, shall make all committee appointments, shall prepare the agenda for all meetings of the School Board with the Head of School/President; and, in general, shall perform all duties pertaining to the office of Chair.

**Section 3. Vice Chair:** The Vice Chair, in the absence of the Chair, or at his/her request, shall perform the duties and exercise the functions of the Chair and, when so acting, shall have the authority of the Chair and shall perform such other duties as are delegated by the Chair.

**Section 4. Secretary:** Secretary maintains written record of all acts of school board; handles all correspondence for board; preserves reports and documents; notifies members of date and time of meetings; distributes meeting agendas and committee reports at least seven (7) days in advance; distributes minutes following each meeting.

**Section 5. Minutes:** Minutes of all School Board meetings shall be prepared and filed at the School and forwarded to all board members.

**Section 6. Election and Term of Office:** Officers of the School Board shall be elected at the annual meeting and appointed by the Head of School/President for a term of one year. No officer may hold the same office for more than two consecutive years.

## ARTICLE VII

### Meetings

**Section 1. Meetings:** Regular business meetings shall be held at least four times per year from September to June or as otherwise decided by the School Board.

**Section 2. Conduct of Meetings:** The School Board shall operate in a spirit of collegiality, shall seek consensus, and shall conduct its business using "Roberts Rules of Order."

**Section 3. Quorum:** A majority of the full membership of the School Board shall constitute a quorum. Unless otherwise provided, when a vote is taken upon any measure before the Board, a quorum being present, a majority of the members voting on the measure shall determine the outcome thereof.

**Section 4. Policy Actions:** The School Board shall not vote on recommendations regarding the adoption, modification, or rescission of a School policy at the meeting at which such policy adoption, modification, or rescission is introduced.

**Section 5. Nominations:** The Nominating Committee shall recommend nominees for the School Board to the board, which shall vote and make nominee recommendations to the Archbishop through the Provost and Superintendent for approval and appointment.

**Section 6. Annual Meeting:** The Annual Meeting of the School Board shall be held in June. That meeting shall constitute a planning meeting and shall include on its agenda the election of officers for the ensuing year and the recognition of those members whose terms have expired.

**Section 7. Resignation:** In the event of the resignation of a member(s), the Nominating Committee shall meet to propose nominees from which the full Board shall make recommendations for appointment by the Pastor.

**Section 8. Special Meetings:** Special meetings of the School Board may be called at the discretion of the Chair, in conjunction with the Head of School/President, or, if the Chair is unable or refuses to act, by a majority of the members of the Board.

**Section 9. Agenda:** An agenda shall be distributed seven (7) days prior to the meeting. If any person, other than a Board member, wishes to present a matter to the School Board, that person must obtain the approval of the Chair prior to the meeting in order to place the matter on the agenda. The request for inclusion of a matter on the agenda must be submitted in writing (2) two weeks ahead and accompanied by an explanation of the item.

**Section 10. Consensus:** After agreement on the wording of a motion is reached through consensus, a simple majority of those voting on a motion at a meeting at which a quorum is present shall constitute Board action on that motion.

## ARTICLE VIII

### Committees

**Section 1. Committee Membership:** All School Board members are expected to serve on a standing committee. Each standing committee shall have such authority and shall perform such duties as may be assigned to it by the School Board Chair. The Chair shall assign committee memberships, including committee chairs, after consultation with the full Board.

**Section 2.** The School Board shall have the following Standing Committees:

**A. Strategic Planning Committee.** The Strategic Planning Committee shall:  
Assist in the development and annual updating of the long-range strategic plans and goals of the school.

**B. Advancement Committee.** The Advancement Committee shall:

Assist in the formulation and implementation of an advancement program, including public relations and marketing, fund development, alumni and constituency relations, and enrollment management.

**C. Finance Committee.** The Finance Committee shall:

Assist in developing the plans and means to finance the on-going educational program (i.e. setting the tuition, negotiating the parish subsidy with the Pastor and parish finance council, developing the annual operating budget) according to the Archdiocesan format.

**D. Nominating Committee.** The Nominating Committee shall:

- Recruit new members and develop a slate of eligible candidates, given to the board Chair for discussion and consensus by the board, and submitted for appointment by the Archbishop with the recommendation of the Vicar and Superintendent.
- Orientate new members to the Board
- Facilitate election of officers
- Provide ongoing education for Board members

**Section 3. Ad Hoc Committees:** The School Board may appoint such ad-hoc committees as it deems advisable and may discontinue the same at its discretion.

## ARTICLE IX

### Periodic Review of Bylaws

**Section 1.** At least once every five years, or more often if determined by the School Board, a review of the current Bylaws shall take place.

## ARTICLE X

### Amendments to Bylaws

**Section 1. Amendments:** These Bylaws may be amended by a simple majority of the authorized voting members of the Board and upon approval by the Head of School/President, provided, that any proposed amendments shall have been presented in writing to the Board at the regular meeting preceding the meeting at which such a vote will be taken. The Head of School/President and School Board Chair will sign the amendments.

\_\_\_\_\_  
Head's of School/President's Signature

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Head's of School/President's Name  
(Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Board Chair's Signature

\_\_\_\_\_  
School Board Chair's Name (Printed)

\_\_\_\_\_  
Date