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# 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, hereafter 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 as long as the local policy is not in conflict with archdiocesan policy. 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.

Governance is divided into two parts: policy and administration. The board's responsibilities are in policy matters. The board is not responsible for administration or the details of administration. Administration is the responsibility of the administrative team (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 (to include but not limited to handbook policies, admission policies, and tuition policies);

C. The process of public relations and communication of school programs;

D. Assist pastor in selection of the principal;

E. Review, revision, and implementation of long-range plans as they pertain to the school;

F. Marketing and enrollment management; and

G. Major curriculum changes, especially in the area of religious education.

## Article Ill: Membership/Eligibility/Selection

### Section 1. Membership

A. Membership will consist of nine (9) members of the St. Gabriel parish and/or school community. Each such member shall be a voting member of the board, and

B. The Pastor, Principal, Assistant Principal, one (1) faculty representative, and one (1) student 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. Abide by the Catholic School Board Member Code of Ethics.

6. Deal with situations as they relate to the good of the entire school community.

7. Be a credible witness of the Catholic faith (or of their own religion) to the school community and beyond.

8. Will attend a one-time in-service workshop related to the roles and responsibilities of a Catholic School Board member.

B. Ineligibility

1. Paid employees of St. Gabriel School or Parish are ineligible for membership with the exception of the faculty representative.

2. Members of Finance Committee or Parish Council are ineligible to serve on the School Board.

3. Members who fail to maintain the eligibility criteria or have three (3) unexcused absences from meetings during a school year, 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

4. Members who violate the Catholic School Board Member Code of Ethics as determined by voting members 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 will meet without the member in violation and vote (with a 2/3 majority) to 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, at mass, in the school parent newsletter and any other pertinent communication channels.

B. Interested parties will be asked to complete a questionnaire stating the reason for their interest in joining the Board.

C. The Executive Committee of the Board and the Pastor shall review the candidate's questionnaire to determine eligibility and/or recommendation for selection. The Pastor has final authority for eligibility of candidates.

D. Once a slate of eligible candidates has been proposed, the Pastor and Executive Committee shall select members for the School Board via a draw in April.

E. 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.

F. In the event that no replacement candidates are available, the School Board shall announce a call of opening for new candidates to the School Board in January following the April selection.

G. Newly selected members from the April selection will be invited to attend the May meeting as observing guests. Their first meeting as participating members will be in August. Any newly selected members from the January selection will

be invited to attend the January meeting as an observing guest, with their first meeting as a participating member in February.

## Article IV: Officers

### Section 1. Officer Selection

A. In April officers are selected by the Board and serve one-year renewable terms. Nominations for officers will be taken during the May meeting and a blind vote of voting members will be taken with majority rule.

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 address the Board 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 confidential matters as determined by the Pastor, Principal, or Board Chairperson.

Six (6) selected members or ⅔ of current membership 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 recommendation making process.

In order to make the best recommendation, the consensus method of decision-making should be used.

Updated and Approved 01/27/2025

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