

School Board Bylaws & Diocesan Policy

BY-LAWS

OF

SAINT JOSEPH HIGH SCHOOL

BOARD OF EDUCATION

ARTICLE I: NAME

Section 1. The name of the organization shall be Saint Joseph High School (hereinafter, the "School") Board of Education (hereinafter referred to as the "School Board" or "Board").

ARTICLE II: PURPOSE

Section 1. The purpose of the School Board is to provide a representative body for identifying and articulating the School's educational needs and aspirations with the primary responsibility of providing input for defining the mission and policies that govern the School in accordance with the teachings of the Catholic Church and the Diocese of Fort Wayne-South Bend.

Section 2. The School Board shall act in an advisory capacity to the Principal, the Superintendent of Schools, and to the Bishop of Fort Wayne-South Bend (hereinafter, the "Bishop") with respect to the School's operations, programs and activities. The School Board shall monitor the implementation of the policies and further evaluate the School's educational programs and policy objectives.

ARTICLE III: SCHOOL BOARD MEMBERSHIP

Section 1. The number of the voting members of the School Board shall not be less than eight (8), and no more than twelve (12). All School Board members shall be appointed by the Bishop based upon the recommendation of the Principal. Recommendations to the Bishop shall include a summary of current Board membership, current parish representation, and a paragraph on why the nominee should be considered. Recommendations of members to the Bishop shall include a letter from the pastor indicating that he recommends the candidate and that the candidate is a Catholic in good standing and active in practicing the faith. In recommending Board members for appointment, the Principal should take into consideration the following criteria and the following categories of individuals:

Criteria:

- A. Interest in and commitment to Catholic education in general, and a specific commitment to the mission and philosophy of the School;
- B. Availability to attend meetings and periodic in-service programs and to participate in committee work and activities;
- C. Ability to maintain high levels of integrity and confidentiality;
- D. Ability to deal with situations as they relate to the good of the School; and
- E. Capacity to give witness to Catholic moral values within the School community.

Categories:

- A. Parents of the High School Students;
- B. Alumni and parents of Alumni;
- C. Leaders within the church, civic, business, and professional communities;
and
- D. Feeder school principals, parents and area Pastors.

Employees of the School and members of their immediate family may not be Board members. [Those current members affected by this provision which became effective *February 8, 2016* may be grandfathered until their term expires].

Section 2. Each Board member shall serve for a term of three (3) years. Board members may serve consecutive terms; however, in agreeing to serve consecutive terms each Board member recognizes that the reappointment is based on the recommendation of the Principal and subject to the approval of the Bishop in a similar manner as the Board member's original appointment.

Section 3. Members shall be replaced as their term expires. A member who fails to attend three (3) consecutive School Board meetings without a reasonable excuse may have his or her Board position declared vacant by the Principal. A member may otherwise be removed by the Bishop after consultation with the Principal, the Secretary for Catholic Education, and the Superintendent of Schools. A Board member may also resign at any time upon written notice to the Principal, the President or the Secretary of the Board.

Section 4. The Bishop, upon recommendation of the Principal, shall fill any vacancy of an appointed member caused by resignation, removal from office or death. The term of the member so named shall be for the remainder of the unexpired term of the vacating member.

Section 5. The Principal is a non-voting ex-officio member of the School Board, as are the Principal's designees, which may include the Assistant Principal(s), the Development Director, the Business Manager, and other such persons of similar standing in the School.

Section 6. The Principal may appoint a Faculty advisor to the Board as well as a student representative. Both positions are non-voting and may be established by the Principal for the sole purpose of providing advice and insight regarding faculty and student affairs as well as the overall needs of the School community.

ARTICLE IV: SCHOOL BOARD DUTIES

Section 1. Recognizing that the Principal is responsible for the proper operation of the School, the Board's duties shall be to generally advise the Principal pertaining to financial, administrative, and academic matters. The Board's specific duties shall include, but not be limited to, providing advice on the following:

- A. Formulating, defining, recommending and reviewing School policies consistent with the mission(s) of the Catholic Church and the Diocese, as well as monitoring the implementation of the policies;
- B. Reviewing and approving the annual operating and capital budgets subject to final approval by the Bishop (or his designee);

- C. Development and Fundraising, including the implementation and maintenance of an effective public relations and marketing strategy consistent with Diocesan policies;
- D. The review and evaluation of the School's facility and capital improvement needs;
- E. Monitoring the effective implementation of Diocesan academic, religious, staffing, financial, and budgetary policies;
- F. Providing support to the Principal, faculty and staff.
- G. Providing a regular and structured open forum for dialogue with the Principal;
- H. Developing and implementing effective strategic plans and long-term goals for the School; and
- I. Other matters brought before the Board by the Principal.

Section 2. The School Board's duties shall also include advising the Bishop (or his designee), in conjunction with the Superintendent of Schools, on any matter regarding the School when requested. At the Bishop's discretion, the requested advice may include the following subject areas:

- A. Evaluation of the Principal - the Board provides input to the Superintendent of Schools by a written summary of the principal's performance. The appointment or reappointment of the Principal, however, rests solely with the Bishop. At the discretion of the Bishop, Board members may also be requested to serve on an advisory principal search committee. All contractual arrangements between the Principal and the Diocese and/or the School shall be the sole responsibility of the Bishop;
- B. Financial, administrative, and academic matters; and
- C. Maintenance and development of a capital asset program.

ARTICLE V: MEETINGS OF MEMBERS

Section 1. The "Board Meeting Year" shall coincide with the School's academic school year and therefore commence in August, at the beginning of each school year, and end in the following May or June, after the end of the school year, whatever the case may be.

Section 2. The annual meeting, which shall be the first regular meeting of the School Board, shall be held on a date and time established by the President, in consultation with the Principal, in the month of August of each year to coincide with the start of the school year. The annual meeting shall be held for the purpose of electing officers as well as conducting any other business. Once the new officers are elected for the Board year, the regular meeting shall immediately follow and be conducted by the new President.

Section 3. There shall be at least six (6) regular meetings of the School Board each year. Additional regular meetings may be held at the discretion of the Principal or the President. The Board President, in consultation with the Principal, shall establish a standard date, time, and place for conducting regular meetings.

Section 4. Special meetings of the School Board may be called by or at the request of the Principal, the School Board President, or a majority of the voting members. The person or persons calling a special meeting may fix the date, time, and purpose of the holdings of such special meeting provided that the principal is available to attend.

Section 5. Any notice stating the place, day and time of any meeting, and in the case of a special meeting, the purpose for which the meeting is called, shall be given personally, electronically (i.e., email) or by regular mail to each Board member at least two (2) days before the meeting.

Section 6. Procedure at all School Board meetings shall generally be in accordance with the Catholic Church's teaching that such matter, if possible, shall be by consensus. When consensus cannot be attained, the Robert's Rule of Order shall govern. Voting by proxy may be permitted, however, the proxy vote must be submitted in advance of the meeting to the principal. Each voting Board member present in person shall be entitled to one vote on each matter submitted to a vote of the members.

Section 7. The Principal (or the Principal's designee) shall be present at all meetings, except at the time the Principal's evaluation is being addressed. The Principal may participate in any discussion but shall not have a vote.

Section 8. A majority of the voting members of the Board shall constitute a quorum. The act of a majority of the Board members present at a meeting at which a quorum is present shall be the act of the Board.

Section 9. Any action required or permitted to be taken at any meeting of the Board or of any committee thereof may be taken without a meeting, if prior to such action a written consent to such action is signed by all members of the Board or of such committee as the case may be, and such written consent is filed with the minutes of proceedings of the Board or committee.

ARTICLE VI: OFFICERS

Section 1. The officers of the School Board shall be a president, a vice-president, treasurer and a secretary. Officers shall be selected from among the voting members of the School Board, and shall not be employees of the School.

Section 2. While not an officer, the Principal shall serve as the administrative officer to the Board and provide executive support to the officers.

Section 3. The officers shall be elected by the voting members of the School Board at the annual meeting of the Board in August of each year. Election of the officers shall be by voice vote or ballot as determined by a majority of School Board members. In the event of a vacancy of an officer, such vacancy shall be filled by a majority vote of the School Board. The term of the officer so elected shall be for the remainder of the unexpired term of the vacating officer.

Section 4. The officer shall serve for a term of one (1) year or until their successors are elected. It is recommended that the President serve two (2) consecutive terms. Any officer may be removed with cause, by a majority vote of the School Board. An officer may also resign at any time by delivering notice to either the President or the Principal.

Section 5. The President of the School Board shall, as the executive officer of the School Board: manage the business affairs of the School Board; ensure that the resolutions and directives of the School Board are acted upon, and; in general, discharge all duties prescribed by the School Board. The President shall likewise appoint chairpersons and members of committees and shall be an ex-officio member of all committees.

Section 6. The Vice-President of the School Board shall assist the President in the discharge of duties as from time to time may be assigned by the President. In absence of the President or in the event of the President's inability or refusal to act, the Vice-President shall perform the duties of the President.

Section 7. The Secretary of the School Board shall: record, distribute, and maintain the minutes of the School Board; forward a copy of the minutes of the meeting of the School Board to the Superintendent of Schools and the Bishop or his designee; ensure that the minutes of the previous meeting are distributed to all members prior to the next regular meeting of the School Board; keep a register of the address, telephone number, e-mail addresses, and other such contact information of each member; prepare and submit reports on activities of the School Board as directed, and; perform other duties as assigned by the President of the School Board.

Section 8. The Treasurer shall serve as the committee chair for all committees whose concern is related to the School's finance, budget, fundraising, or other financial matters. The Treasurer shall work with the School business office on a periodic basis and make certain that the Business Manager and the Principal provide to the Board, at regular meetings, or whenever they may require it, an appropriate accounting and financial information pertaining to the School's financial condition. The Treasurer shall further consult with the Business Manager and the Principal regarding the annual audit of the School's financial books and records.

Section 9. The Principal, being responsible for all areas of school administration, including spiritual leadership, finances, policy, and academics, shall: regularly meet with the School Board President to develop meeting agendas and to apprise the President of school developments as appropriate; inform the School Board of progress and areas for concern regarding the school's policies; inform the School Board of student and faculty achievement; inform the School Board of academic and extracurricular program development; collaborate with the Business Manager to inform the School Board of the School's financial health; and keep the School Board timely informed of circumstances that might cause complaints to, or inquires of Board members. Concerns about individual faculty or staff members and discussion of individual student discipline situations shall not be topics at any school board meeting.

ARTICLE VII: COMMITTEES

Section 1. Standing and Ad-Hoc committees may be established as necessary to carry out the work of the Board. The standing committees of the School Board may include the following: Finance, Building and Grounds, Technology, Catholic Identity, Policy, Strategic Planning, Development, Curriculum, Public Relations, Marketing, Principal Evaluation, and others as designated by the President in consultation with the Principal.

Section 2. Committee chairpersons shall be members of the School Board. Appointments of any chairperson shall be made by the President, in consultation with the Principal, and shall be subject to review by the School Board. With the approval of the President, non-board members may be appointed to serve on committees. The President is an ex-officio member of all committees.

Section 3. The Board shall also have power to appoint an executive committee. The executive committee shall consist of the present officers of the School Board. The executive committee shall work closely with the Principal, when requested by the Principal, to provide any advice on extraordinary administrative issues faced by the Principal; provided, however,

this committee shall not be involved in the daily operations of the School or any decision making as it relates to the School. The executive committee will also be available to prepare recommendations to the Board on issues not assigned to another committee. The Principal, the Superintendant of Schools, and the Bishop shall be non-voting members of the executive committee.

Section 4. The committees of the School Board shall meet regularly under the direction of the President and chairpersons, and shall provide a full report of their activities at each regular board meeting.

ARTICLE VIII: AMENDMENT

Section 1. These By-Laws may be amended only by the Bishop.

ARTICLE IX: AUTHORIZATION

Section 1. The existence of the School Board shall be in accordance with the customs, policies and practices of the School and the Diocese of Fort Wayne-South Bend.

Section 2. The School Board does not hold real or personal property, and does not have authority to contract. All such assets and authority are vested with the Diocese of Fort Wayne-South Bend and its duly appointed designees.

ARTICLE X: INDEMNIFICATION

Each Board member shall be indemnified against all liability, costs and reasonable expense, including attorney's fees, that may be incurred by him or her in connection with or resulting from any claim, action, suit or proceeding to which he or she may or shall become subject or made a party by reason of serving as a Board member (or an officer of the Board) or necessarily incurred in connection with the defense of any action, suit or proceeding to which he or she has been made a party by reason of being or having been a Board member (or an officer of the Board), 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. The School shall provide and maintain, at no cost to the Board member, Director's and Officer's Liability Insurance.

ENACTMENT AND WITNESS

The Principal and the President of the School Board and the Bishop of Fort Wayne-South Bend have caused these By-Laws of the School Board to be duly executed, all in accordance with and pursuant to due authority vested in them by the authority of their position.

Susan Richter
PRINCIPAL
Name

3-7-16
Date

[Signature]
PRESIDENT
SCHOOL BOARD
Name

2/2/16
Date

+ Kevin C. Rhoades
BISHOP OF FORT WAYNE-SOUTH BEND
Name

2-8-16
Date

Diocese of Fort Wayne-South Bend

School Administration

Local School Advisory Boards

Each school shall operate with assistance from an advisory school board.

I. Elementary Schools

The elementary school board is consultative to the pastor and the principal and does not have decision-making authority.

Each elementary school board shall adopt and operate under written statutes and bylaws. All such statutes and bylaws must be based on and consistent with Diocesan guidelines.

II. High Schools

The high school board is consultative to the principal, Superintendent of Schools, and the Diocesan Bishop. Each high school board shall adopt and operate under written statutes and bylaws. The statutes and bylaws must be based on and consistent with Diocesan guidelines and a copy must be on file in the Catholic Schools Office and in the Office of the Diocesan Bishop. The local school board statutes and bylaws and proposed revisions must be reviewed and approved by the Superintendent of Schools, after consultation with the Diocesan School Board, and must be on file in the Office of Catholic Education. Board appointments are to be reviewed and approved by the Diocesan Bishop.

III. Local School Board In-Service

In conjunction with the Diocesan School Board, the Catholic Schools Office will facilitate an orientation for local school board members. All local school board members shall attend one of these meetings annually. Pastors and principals are invited and encouraged to attend. The dates will be announced well in advance so that members may plan accordingly.

Recommended: May 8, 2014
Ratified: July 23, 2014

Diocesan School Board
Diocesan Bishop