

BY-LAWS OF THE HOLY ROSARY SCHOOL BOARD
(Amended 22 February, 2010, 23 May, 2011, and 29 August, 2011)

ARTICLE I – NAME

The name of this organization shall be the Holy Rosary School Board.

ARTICLE II – MEMBERSHIP

- Section 1 The Board shall consist of twelve members: The Pastor, School Principal, a Teacher representative elected annually by the faculty, a Parish representative, and eight parents of current Holy Rosary schoolchildren.
- Section 2 The Board shall have an Executive Committee comprised of the Pastor, the Principal, and the Chairperson of the School Board.
- Section 3 All members of the Board are full voting members. The Pastor and the Principal are ex officio members of the Board.
- Section 4 No less than five of the eight parent members of the Board shall be active parishioners of the Holy Rosary parish.
- Section 5 Each parent member shall be invited to serve a term of four years, while his or her child is enrolled in the school. Terms of office shall be organized initially so that a rotation is established with no more than three members leaving or joining the Board in a given year.
- Section 6 The Parish representative shall serve a one year term and may serve up to three consecutive terms.
- Section 7 The nominations of members of the Board shall be made by the Executive Committee. Annual nominations for new members shall occur by June 15th with elections occurring at the June meeting. Terms of office shall begin on July 1.
- Section 8 An orientation meeting shall be held before the August meeting of the Holy Rosary School Board to bring together the Principal, the Board chairperson, the Pastor, and the newly elected board members.
- Section 8.1 The new members would be given copies of the School Board's By-Laws and a read through of the text would be led by the chairperson, with explanatory comments provided as needed.

Section 8.2 The chairperson shall introduce the new members to the operating procedures of the Board.

Notes: The Board usually meets once each month. It is customary that no meeting be scheduled during July to facilitate vacations. Attendance at all meetings of the Board is obligatory: the business of the School is far too important for Board members to absent themselves without a very serious reason. Absence from a meeting should be communicated to and discussed with the Board chairperson. Two or more absences without, in the chairperson's judgment, adequate reason may result in removal from the Board according to the procedure specified in the By-Laws. Board members should make every effort to arrive at meetings on time.

Section 8.3 The new members shall be given copies of the most recent monthly School financial report. The report is explained by the Principal who identifies revenue and expense categories, while stressing the importance of operating the school within a balanced budget. The new members are shown the difference between tuition revenues and the total annual expense of operating the School, thereby introducing the members to the importance and necessity of fundraising. The Pastor would identify for the new members the funds being treated as an endowment for the School: their origin, their location, and their management.

Section 8.4 The new members shall receive copies of the Principal's contract, without particulars of his/her salary benefits. This would help the members to understand the Principal's duties and responsibilities.

Section 8.5 The new members shall receive the Student Handbook and a document identifying all teachers: names, classes assigned, and educational background.

Section 8.6 The new members shall receive copies of the school's accreditation report, identifying the School's strengths and weaknesses, as well as the current plan of action for improving the School.

Section 8.7 The new members shall receive copies of Robert's Rules of Order. The chairperson would explain the usefulness of the Rules: members seek permission from the Chair to speak; members do not interrupt other members who are speaking; members stick to the topic at hand and do not arbitrarily switch to a different topic, etc.

Section 9 A Board member can be removed for sufficient cause by a simple majority vote of the full Board. In the event of the removal of a Board member or any other vacancy, the Board, at its next scheduled meeting, shall solicit nominations for the position and within a month elect a successor.

ARTICLE III – FUNCTION

Section 1 The school Board, in accordance with Diocesan policy, shall be an advisory body to the Pastor and School Principal. The Board shall support the Principal in his or her role as chief administrator of the School.

A. The Board shall have the authority to recommend the dismissal of the Principal for sufficient cause.

Section 2 The Board shall review and evaluate the following:

A. School mission and policies.

B. The operational budget, both short and long term, as well as monthly reports from the Finance Committee received prior to the monthly Board meeting.

C. The salary and benefits package of the administrators, teachers, aides, and parish support staff that assist school functions.

D. The tuition plan, both short and long term.

E. All fund raising projects to support the funding of the school budget and other possible related activities (including, but not limited to the 2nd Century Club, Bazaar, Bingo, and the Golf Tournament).

F. Maintenance and improvement of facilities and equipment.

G. Marketing and promotion of the school, including recruitment of students.

H. The long-range strategic plan of the School.

Section 3 The Board shall further:

A. Submit to parents an annual report that includes information on enrollment, faculty, financial matters, and student and school achievements.

B. Provide and evaluate an annual parent survey.

C. Participate in the annual evaluation of the Principal. This evaluation shall consider his or her professional growth.

D. Conduct a search for a new Principal and make a recommendation to the Pastor.

- E. Administer self-evaluations of individuals and groups with governance responsibilities.

ARTICLE IV – OFFICERS

- Section 1 The officers of the Board shall consist of a chairperson, a vice-chairperson, a treasurer, and a secretary. The chairperson shall be an active member of Holy Rosary Parish with a minimum of one year service of the Board.
- Section 2 The chairperson shall preside at all meetings of the Board.
- Section 3 The vice-chairperson shall perform the duties of the chairperson during his or her absence.
- Section 4 The officers for the following year shall be nominated at the May School Board meeting and the election shall be held during the June School Board meeting. The terms for the board officers shall begin on 7/1 and end on 6/30 of the following year.
- Section 5 All meetings are recorded. Written minutes of the meetings shall be produced from the recordings. All reports and documents to the Board shall be preserved.
- Section 6 A duly appointed member of the Board shall serve as an ad hoc delegate to the Parish Finance Committee.
- Section 7 In the event of a death or resignation of any officer, the Board, at its next scheduled meeting, shall elect a successor to complete his or her term.

ARTICLE V – MEETINGS

- Section 1 The Board shall hold regular monthly meetings from August through June.
- Section 2 Special meetings may be called, as the need arises, by the Pastor, the Principal, the Chairperson or a majority of the members.
- Section 3 All meetings shall be held in executive session, unless otherwise designated. The right of non-members to address the Board shall be limited to those whose petitions have been received by the Chairperson not less than two weeks in advance of a monthly meeting and approved by the Executive Committee.

- Section 4 The agenda for the monthly meetings shall be established by the Executive Committee and distributed to the Board members at least one week in advance of the Board meetings.
- Section 5 A quorum shall consist of eight of twelve members of the Board.
- Section 6 The rules of parliamentary procedure as contained in “Robert’s Rules of Order” shall govern meetings of the Board.
- Section 7 A simple majority of the members present fulfilling a quorum shall carry a motion.
- Section 8 A written record of all acts of the Board, maintained by the secretary, shall be part of the Parish School records.
- Section 9 The Pastor, as representative of the Diocesan Bishop, may veto any and all decisions of the Board.

ARTICLE VI – COMMITTEES

The Board shall appoint such standing committees as deemed necessary for the attainment of the objectives and goals of the Board. Ad hoc committees may be appointed by the chairperson.

ARTICLE VII – AMENDMENTS

The by-laws may be amended at any time by an affirmative vote of a two thirds majority of the full Board.