

ST. MARGARET MARY SCHOOL BOARD
BY-LAWS

Article I – Name

The name of the organization is the St. Margaret Mary School Board, hereafter referred to as the Board.

Article II – Purpose and Function

The Board is an advisory body responsible to the Pastor and the Pastoral Council of the Parish. The Board is charged with the responsibility of assisting in the formation of policy and overseeing its implementation in accord with fundamental Christian principles and Catholic Church regulations and in cooperation with the Administration of the School and the Pastor. Administrative matters are not the responsibility of the Board but rather lie with the Principal in consultation with the Pastor.

Article III – Relationship with Other Groups

- A. Pastoral Council – The primary policy making body of the parish is the Pastoral Council and, therefore, the Board is responsible to the Pastoral Council.
- B. Parent Teacher Organization (PTO) – the PTO is organizationally distinct from the Board. The PTO is organized to promote communication between parents and the School Administration. As such, the PTO offers parents the opportunity to participate in the educational process through special activities. The PTO develops and promotes public relations between the School and community and through representation on the Board and the interaction of the Board and PTO committees; the Board consults with and advises the PTO in appropriate circumstances.

Article IV – Membership

The Board will be comprised of no more than 14 members, the Pastor, the Principal, and the Director of Development who are non-voting, ex-officio members.

The 14 lay members of the Board are distinguished as follows:

- 7 members of St. Margaret Mary Parish (SMM)
- 2 members from Our Lady of the Blessed Sacrament Parish to be appointed by the Pastor
- 1 member from St. Matthew Parish appointed by the Pastor
- 1 member of a Non-Catholic faith appointed by the Pastor or the Principal
- President of the PTO
- 1 representative appointed from SMM faculty
- “at large” member may be appointed at the Pastor’s discretion

Members of the Board serve a term of three years. A member may serve a maximum of two consecutive terms for a maximum of six consecutive years. A person may return to the Board after three years off.

The term shall begin July 1 and end the following June 30.

To secure a process of rotation on the Board, initial terms will be staggered to allow a smooth transition each year.

Appointment of members from Our Lady's and St Matthew's Parish will be at the discretion of the respective Pastors.

Qualifications for membership on the Board are as follows:

- Persons must be at least 18 years of age.
- If representing St. Margaret Mary's, St. Matthew's, or Our Lady's parishes, the person must be a registered member of that parish and a practicing Catholic.
- For three appointed positions, the persons must be of high moral character, committed to the purposes of St. Margaret Mary School, and willing to work within Diocesan guidelines.

Criteria for membership are as follows:

- The person must have an understanding of the nature, role, and function of the Board and be able to work within that framework.
- The person must be willing to give the time to the task.

The term of a Board member shall expire if the member has two consecutive unexcused or four excused absences from a regularly scheduled monthly meeting within a year. An absence is excused if the member contacts a member of the Executive Committee prior to the meeting. All other absences are unexcused. The Executive Committee may grant an exception to this rule for unusual circumstances. The President shall contact a member after three excused absences to ascertain the member's intention regarding the Board.

No member of the Board may sit as an officer on another association, organization, or board, which is deemed subordinate to the school board. School board members may not have family members seated in the executive chairs of these organizations. Family members include the following: spouse, child, sibling, in-law, grandparent, or cousin.

The PTO President has a seat on the school board. In the absence of the PTO President, the PTO Vice President, or designee, may represent the PTO at school board meetings.

Article V – Nominations and Elections – SMM Parish

Members of SMM Parish shall be recommended by the School Board and Pastoral Council after a parish-wide nomination. All nominations must be in writing on the attached nomination form by April 1.

Any qualified parishioner may nominate any other qualified parishioner to membership on the Board. Any qualified parishioner may nominate him/herself.

Nominations shall be held open for at least a month – March 1 – March 31.

Nominations to the Board are due to the Nominating Committee and are made by returning a completed nomination form to the rectory prior to the established deadline.

The nominations shall be reviewed by the Nominating Committee. The Nominating Committee will be appointed by the President and shall be comprised of three members.

The Nominating Committee will have the responsibility to gather information on candidates and present their recommendations to the school board and Pastoral Council, if necessary, for a vote by May 1 of each year.

Elections shall be held in May of each year.

Election is secured by the three candidates with the highest number of votes. In case of a tie, a new ballot will be prepared for a run-off between the tied candidates.

Members who have been elected will receive their appointments by the Pastor, or designee, via a letter, phone call, or personal contact. Those who have not been elected will receive a courtesy letter by the Pastor. After letters/contact of appointment have been made, the appointments will be published in the parish bulletin by a member of the Nominating Committee or designee.

When vacancies occur, the Board may fill them by the consensual process for the remainder of the term.

Article VI – Officers

The Board will have four officers: President, Vice President, Treasurer, and Executive Secretary.

Officers will serve a term of one year and may succeed themselves.

Officers will be elected at the June meeting of the Board by the members through the consensual process.

Candidates must have served on the Board for at least one year to be eligible for the office of President or Vice President.

The office of President will be open to elected Board members of St. Margaret Mary Parish. The office of Vice President, Treasurer, and Executive Secretary shall be open to all Board members.

A position of Recording Secretary may be created as needed by the President. This position will have no voting or voice power. The person will serve to record the minutes of the meetings to be given to the Executive Secretary in time for distribution before the next meeting.

The Executive Secretary will sit on the Executive Committee, may prepare the agenda, and take care of other necessary Board correspondence, including meeting minutes and distribution.

When a vacancy occurs in the office of the President, the Vice President will assume the responsibilities of President for the remainder of the term, and the Board will fill the office of Vice President by the consensual process. When a vacancy occurs in the office of Vice President, Treasurer, or Executive Secretary, the Board will fill the vacant position for the remainder of the term by the consensual process.

Article VII – Meetings

The Board will hold a regular monthly meeting on the third Wednesday of every month as required with the exception of July and December.

A special meeting of the Board or any committee may be called at any time by the Pastor.

The President shall preside at the regular meetings, and in his or her absence, the Vice President shall preside. The Chairman of each standing committee shall preside at the regular committee meetings.

The Executive Secretary shall be responsible for the minutes of each meeting and shall provide each member with a copy thereof.

The agenda for the meetings shall be established by the President.

Decisions of the Board shall be governed by the consensual process. A quorum is required to reach a consensus. Eight lay members of the Board present at a meeting shall constitute a quorum.

Decisions of the Board shall be communicated to the Pastoral council by the Principal or representative.

Participation at the Board meetings shall be limited to Board members unless otherwise established by the Executive Committee.

The Treasurer shall represent the Board at the Parish Finance Committee meetings. In the absence of the Treasurer, the President or designee may represent the Board.

The following committees are established to carry out Board activities:

Executive Committee - The Committee shall consist of the Pastor, Principal, President, Vice President, Treasurer, and Executive Secretary. The Committee may meet as required prior to the regular meeting of the Board. The President shall establish the agenda for the regular meeting and shall be responsible for such activities as the Pastor may from time to time designate. The Committee, together with the Pastor, will have the ability to act in the name of the Board in extraordinary circumstances and may use electronic communication.

Standing Committees – At least one member of the Board shall be appointed annually by the Executive Committee to each standing committee. Additional appointments from the parishes at large shall be made by the Executive Committee at the recommendation of the Board committee members on an annual basis. The standing committees are as follows:

- Finance Committee – responsible for the preparation of the annual budget and for reviewing and recommending appropriate modifications to the salary for teachers and other lay personnel, tuition, and other fees.

- Development Committee – The Director of Development will lead and be responsible for the on-going planning, development, and evaluation of both the program and facility. Under the Development Committee are Public Relations, Recruitment/Retention, Annual Giving and Endowment, and Newsletter.

- By-Laws Committee – responsible for reviewing By-laws on an annual basis. This committee is made up of three Board members appointed by the president.

Ad Hoc Committees comprised of Board members and/or parishioners may be established as required.

Each committee shall meet regularly in person or by electronic communication and report monthly to the Board. Final decisions shall be by consensus.

Article IX – Rules of Order

Amendments to the By-Laws shall be approved by the Pastor after a consensus is reached by the Board on the amendment. Notification of the proposed amendment shall be given to each Board member at least one month prior to the date designated for the discussion of the subject. At least two-thirds of the members of the Board shall participate in the consensus process for an amendment.

Revisions proposed 9/15/92. Changes voted on and adopted 11/17/92.

Revisions proposed 9/21/93. Changes voted on and adopted 11/19/93.

Revisions proposed 4/15/97. Changes voted on and adopted 5/20/97.

Revisions proposed 8/19/97. Changes voted on and adopted 10/21/97.

Revisions proposed 2/19/02. Changes voted on and adopted 3/19/02.

Revisions proposed 5/16/07. Changes voted on and adopted 6/20/07.

Revisions proposed 10/20/10. Changes voted on and adopted 11/17/10.