



Saint Peter
the Apostle
Catholic Parish & School

SCHOOL BOARD
BY-LAWS

BY – LAWS

WHEREAS , a diverse advisory body is deemed beneficial to Saint Peter the Apostle Catholic School, and

WHEREAS , a constitution authorizing and defining this body as the Saint Peter the Apostle Catholic School Board (Board) has been approved by the Saint Peter the Apostle Parish Council, Pastor of Saint Peter the Apostle Church, and the Superintendent of the Catholic Schools of the Diocese of Savannah, and

WHEREAS , the Board has been fully appointed, thus requiring By-Laws to govern its affairs in accordance with the constitution.

NOW THEREFORE , the Board hereby adopts the following By-Laws:

ARTICLE I

NAME, PURPOSE, ROLE AND AUTHORITY

No By-Laws for Article I.

ARTICLE II

MEMBERSHIP

Section 1: Voting Members

The Board shall consist of eleven (11) voting members. The members will be selected as follows:

1. Members of the Board shall be registered members of Saint Peter the Apostle Parish (Parish).
2. Members shall come from diverse backgrounds with expertise or experience in areas (e.g. finance, public relations, marketing, strategic planning etc.) that will benefit Saint Peter the Apostle School (School). Members shall have a strong commitment to the mission of the School.
3. The Pastor and Principal shall appoint two (2) Board members for a three year term. The members will be appointed in staggered years.
4. There will be three (3) board members elected by the Parish for a three year term.
5. The Home and School Association shall make three (3) Board selections from its membership. These members shall be elected in staggered terms. There shall always be three (3) members who have been elected by the Home and School Association serving on the Board.
6. The Executive Committee shall appoint one (1) At-Large Board member. The Executive Committee may also use this appointment to extend a current member's service term. (See Article II, Section 5)
7. The Parish Counsel shall appoint two (2) of its Board Members to serve on the School Board.
8. No full time/contracted employees, teaching or non-teaching or any member of the immediate family of a paid employee are eligible for voting membership.

Section 2: Election or Appointment

In early March, the Executive Committee shall request that each organization (Pastor and Principal, Home and School Association, and the School Board Executive Committee) conduct elections and/or make appointments prior to the ending of the academic school year.

Section 3: Terms

Three year terms shall be the length of service. A member may be eligible to serve one additional consecutive term (of one to three years in duration).

1. Upon any membership vacancy, the secretary shall request the organization that made the original appointment make a new appointment for the unexpired term within a month.
2. Vacancies which occur less than three (3) months prior to the scheduled appointment or election of a replacement may be left open for that period of time.
3. Members who miss two (2) consecutive Board meetings and are not excused may be asked to resign.
4. Any submitted excuse may be accepted at the discretion of the Board President.

ARTICLE II

MEMBERSHIP

Section 4: Ex-Officio Members

The Ex-Officio Members of the Board may include but are not limited to the Pastor (or his designated representative), the Principal of the School, the Assistant Principal/Curriculum Coordinator, Parish Council President (or designated representative), Parish Finance Committee Chairperson, and the President(s) of the Home and School Association.

Section 5: Committees of the Board

1. The Standing Committees of the Board shall be

Executive

- Includes the Board President, Vice-President, Secretary, Pastor and Principal
- Establishes yearly schedule
- Develops and publishes agendas and information for meetings
- Appoints committee chairpersons/liaison
- Oversees the School's Strategic Plan
- Produces an Annual Report

Policy and Planning

- Assists administration in formulating policy to guide academic, student, school management, development and faith community issues
- Assists administration in the formulation of a long range Strategic Plan
- Monitors the Strategic Plan and reviews objectives for possible policy changes
- Works with staff and volunteers to prepare a long-range development plan
- Assists staff and volunteers in preparing comprehensive annual development plan
- Develops an annual enrollment management plan
- Approves appropriate planned giving and capital campaign plans
- Works with the Principal to ensure coordination of school, parent, and school-wide fundraisers

Finance

- Develops a long-range financial plan based on the School's Strategic Plan
- Along with the Principal, develops and submits for final approval, the annual operating budget based on clear, written assumptions
- Establishes a calendar for budget development
- Monitors budget and financial actuals on a monthly basis
- Follows Diocesan Finance Office policies and procedures
- Monitors investments, accounts payable and receivable on a monthly basis
- Assists with the preparation of the Annual Financial Report
- Analyzes and monitors financial aid on a regular basis

Marketing and Public Relations

- Ensures the School's website is monitored and updated
- Establishes subcommittees for communication and marketing as necessary

ARTICLE II

MEMBERSHIP

Section 5: Committees of the Board (continued)

Catholic Identity

- Is responsible for reviewing, clarifying, and annually updating the School's foundation documents (Mission Statement, Vision, History, and Profile of Graduates at Graduation).
- Works with the Principal, faculty and staff on the following areas:
 1. Regular proclamation of Gospel values
 2. Worship opportunities
 3. Service programs tied to the core curriculum
 4. Community building
 5. Periodic retreats for faculty, students, and staff

Facilities and Grounds

- Assists Principal in preparing a comprehensive facilities master plan
 - Assists Principal in development of space utilization plans
 - Assists Principal in development of annual and long range maintenance replacement/repair plans
 - Assists Principal in development of long range capital improvement plans
 - Assists Principal in development of appropriate safety and security plans
2. Special Ad-Hoc Committees may be formed as needed to address persistent issues. Committees must have at least one voting Board member, but may consist of both Board and non-Board members.

Section 6: Orientation

The President shall provide a brief Board orientation to all incoming Board members. If a Board member is appointed mid-term, the new member will receive orientation prior to his/her meeting.

ARTICLE III

OFFICERS

Section 1: Officers

A. President

The President shall preside over all regular and special meetings of the Board, conduct internal elections, call all regular and special meetings, along with the Principal, plan the agenda for each meeting, assist in preparing the budget, direct the function and goals of the School Board, enforce the By-Laws, and perform all duties incident to the Office of President.

B. Vice President (President Elect)

The Vice President shall assist the President in carrying out his/her duties and shall conduct meetings in the absence of the President.

C. Secretary

The Secretary shall record and maintain minutes of all regular and special meetings, be the custodian of the By-Laws, present the minutes to the members before each regular meeting, work with the President to circulate agenda, minutes, financial reports, and other pertinent material before each meeting, answer correspondence when applicable, and perform all duties incident to the Office of Secretary.

Section 2: Terms of Office

A. Manner

President Vice-President automatically assumes the chair of President at the beginning of the fiscal year. Only voting Board member shall be a candidate.

Vice-President Shall be elected by the majority vote of the voting members present. Only voting Board member shall be a candidate.

Secretary Shall be appointed by the President and shall be a voting member of the Board.

B. Time

The election of the Vice-President will take place at the April meeting.

Section 3: Unexpired Term

If an officer vacates his/her position during their term, the President along with the Principal and with a Board consensus shall appoint a Board Member to fill the unexpired term at the next regular Board meeting following the vacancy. If the President vacates his/her position the Vice-President shall immediately assume the role of President.

ARTICLE IV

MEETINGS

Section 1: Types

- A. Regular Meetings** will be held on the second Wednesday of each month beginning in August and ending in May of the following calendar year unless otherwise announced. Meeting time and location will be scheduled by the President. In the absence of a quorum, regular business may be conducted but no voting shall transpire.
- B. Special Meetings** may be called as necessary by the Pastor, the Principal, or the Board President. Members shall receive at least twenty-four (24) hours' notice prior to any meeting.
- C. Executive Meetings** shall be set by the Board President or by a majority of the Executive Board. Only Ex-Officio and voting members may attend these meetings.

Section 2: Time and Place

The Board shall meet publicly at the Parish Center. Meetings will convene at 6:30pm unless otherwise announced.

Section 3: Notifications

Members will be notified of meetings at least seven (7) days in advance through the church bulletin or via e-mail.

Section 4: Quorum

Two-thirds of the voting members of the Board shall constitute a quorum for voting to take place and each such member shall be entitled to one (1) vote, either in person, by proxy or by remote communication. A majority vote of those present and voting (an abstention is not a vote) shall be sufficient for any recommendation or election, except where otherwise specified in these By-Laws. A member not physically present in person or by proxy at a meeting may, by means of remote communication, participate in a meeting.

Section 5: Order of Meetings and Conduct of Business

The order of meetings and conduct of business shall be at the discretion of the President. The current version of "Robert's Rules of Order" shall apply to all procedural matters before the Board.

Section 6: Procedure

The Board may formulate its own Rules of Procedure through written By-laws.

Section 7: Adoptions or Amendments

Any proposed adoptions or amendments to the Constitution or By-Laws shall be presented in written form to the Board members prior to the meeting in which it is to be considered.

Section 8: Attendance

Board members shall make every effort to attend regular meetings. Members who miss two (2) consecutive Board meetings and have not been excused may be asked to resign. Excuses will be accepted at the discretion of the President.

ARTICLE IV

MEETINGS

Section 9: Visitors

Requests of non-members to address the Board should be made in writing at least seven (7) days prior to the scheduled meeting and must be approved by the President for inclusion on the agenda.

Section 10: Records

A written record or minutes of all regular Board meetings shall be documented by the Board Secretary and maintained in the School Office.

Section 11: Closed Meetings

Closed meetings may be called at any time by the President, Pastor or Principal to deal with sensitive and or confidential issues or matters. No minutes will be recorded at these meetings.

ARTICLE V
CONSTITUTION AND AMENDMENTS

Section 1: Amendment of the Constitution

The President shall include any properly proposed Constitutional amendment in the agenda for the next regularly scheduled meeting subsequent to the proposal by listing the proposal under old business on the agenda and by attaching the text of the proposal to the agenda.

The President shall submit any proposed amendment properly approved by the Board for ratification pursuant to Section 3 of Article V of the Constitution. If an amendment is properly ratified, the President shall direct the Secretary to prepare a new Constitution incorporating the amendment and noting the date of the Board passage and date of final ratification parenthetically following the amendment within the body of the Constitution.

Section 2: Amendment of the By-Laws

The Board may amend these By-Laws by simple majority approval at any time. A proposed amendment shall be made by motion and seconded. The President shall include the text of the proposal in the agenda for the next regular meeting, and the Board shall vote the proposal at that meeting. The Board may suspend the By-Laws for any stated, limited purpose upon simple majority approval of the voting membership.

Mr. James Costigan
Pastor

1/13/14
Date

Angela W. Ogletree
President

1/13/14
Date

Sr. Rose Mary Collins
Diocesan Superintendent of Schools

2-14-14
Date