



# St. Philip the Apostle School Board Constitution and Bylaws

ARTICLE I  
TITLE

The name of this body shall be the St. Philip the Apostle School Board, hereinafter referred to as the School Board and/or the Board.

ARTICLE II  
PURPOSE AND FUNCTION

Section 1 Purpose and Function

The Board is by its nature consultative to the pastor and principal. The function of the board shall be for the exercise of shared responsibility for fulfillment of the mission as a center of evangelization and excellence in Catholic education, and to provide leadership assistance and support for the School within the context of the mission at St. Philip the Apostle School.

Section 2 Responsibilities

The Board shall have the following responsibilities in the pursuit of its purpose and such others as may be designated from time to time by the pastor and principal:

1. Modeling faith community in a spirit of cooperation and interdependence with the pastor and principal.
2. Adhering to Diocesan policies that enable the school to fulfill its mission.
3. Reviewing and advising on the school budget, tuition rates and other sources of financing (including fundraising), ensuring school financial accounting and reporting is transparent and timely.
4. Participating in the school's development, student recruitment efforts and long-range planning process.
5. Acting as the public relations and marketing arm of the school and its programs.
6. Engaging in strategic planning to achieve the Board's mission;
7. Supporting the relationship between the school, parish and community.
8. Assisting the Pastor in the search and selection of the principal when a vacancy occurs.
9. Directing individuals and/or groups to appropriate resources for conflict resolution.
10. Developing and periodically reviewing the Board constitution and bylaws.

The consultative board has no authority for formulating policies separate from the pastor and principal. The board does not have responsibility for determining the amount of

parish funds used in support of the school and has no responsibility with regard to school curriculum, staff/personnel or students.

### ARTICLE III RELATIONSHIP WITH OTHER GROUPS

#### Section 1 Parent Organization

An officer of the parent organization, or a designated representative appointed by the principal, shall serve as an ex officio member of the board with voting rights. The relationship between the board and the parent organization shall be characterized by a common vision, clarity of responsibilities, good communication and collaboration.

#### Section 2 Faculty

The relationship between the board and the faculty shall be characterized by mutual support, good communication and cooperation. The principal represents the faculty to the board. From time-to-time, teachers and/or administrative team members may be invited to share information with the board on matters concerning the school. The board shall have no role in hiring, evaluating, terminating or renewing professional or support staff.

### ARTICLE IV OFFICERS

#### Section 1 Organization

The officers of the Board shall include a President, a Vice-President, and a Secretary. The President, Vice-President and Secretary shall be voting members of the Board.

#### Section 2 Election of Officers

- a. The President, Vice-President, and Secretary shall be determined annually through the process of prayerful discernment by the voting members of the Board at the regular Board meeting in May.
- b. All discerned members of the Board are eligible for any office.

#### Section 3 Duties of the Officers

- a. The president shall call to order all regular and special meetings of the Board.
- b. The vice-president shall perform all the duties of the president when s/he is absent or unable to act.

- c. The secretary shall take the minutes of each Board meeting, distribute the minutes to the members of the Board before the next Board meeting and make any changes/clarifications proposed by the Board members.

## ARTICLE V RULES OF ORDER

Section 1 As much as possible, the board shall reach consensus on all actions.

### Section 2 Quorum

- a. For the purpose of transacting official business, it shall be necessary that a majority of the total voting members be present and voting. "Voting members" of the Board shall mean the discerned members.
- b. A simple majority of those present and voting shall carry the motion and/or election unless otherwise specified in the constitution.

## ARTICLE VI COMMITTEES

### Section 1 Standing Committees

The Standing Committees for the St. Philip the Apostle School Board shall be: Finance, Marketing and Development, and Facilities.

### Section 2 Ad hoc Committees

- a. The Board may, by resolution, provide for such other committees as it deems advisable and may discontinue the same at its pleasure.
- b. Each committee shall have such powers and shall perform such duties as may be assigned to it by the Board and shall be appointed and vacancies filled in the manner determined by the Board. In the absence of other direction, the president shall appoint all committees.

## ARTICLE VII CONFLICT/DUALITY OF INTEREST

Any board member having an interest in a contract or other transaction coming before the board or a committee of the board shall give prompt, full and frank disclosure of said interest to the board chair prior to the board acting on such contract or transaction. Upon such disclosure, the board member's interest shall be presented to the full board.

The board shall determine, without participation by the interested member, at such time as disclosure is made to that body, whether disclosure shows that a conflict of interest exists or can reasonably be construed to exist. If the board determines that such a conflict of interest exists, such member shall not vote, nor use personal influence on, nor participate in the discussions or deliberations with respect to such contract or transactions.

Adopted by: \_\_\_\_\_

President – School Board

Date January 25, 2016

Approved by: \_\_\_\_\_

Principal

Date January 25, 2016

Approved by: \_\_\_\_\_

Pastor

Date January 25, 2016

Prepared: December 31, 2015

# BYLAWS OF THE ST. PHILIP THE APOSTLE SCHOOL BOARD

## ARTICLE I

### NAME

The name of this body shall be the St. Philip the Apostle School Board, hereinafter referred to as the "Board."

## ARTICLE II

### MEMBERSHIP

#### Section 1 Number and Composition

Members of the School Board shall be the pastor (ex officio), the principal (ex officio), and between six and nine discerned members.

The School Board shall include the principal who shall be responsible to the Board for preparing the agenda of the Board meetings and responsible locally to the pastor and on the diocesan level to the bishop through the Diocese of Joliet superintendent of schools.

#### Section 2 General Eligibility

Each member of the board shall be at least 21 years of age and demonstrate the following:

- A. Interest in and commitment to Catholic education in general, and a specific commitment to the mission and philosophy of St. Philip the Apostle School.
- B. Availability to attend meetings and periodic in-service programs and to participate in committee work.
- C. Ability to maintain high levels of integrity and confidentiality.
- D. Ability to deal with situations as they relate to the good of the educational ministry of the St. Philip the Apostle parish and St. Philip the Apostle School.
- E. Capacity to give witness to Christian and moral values within the school and parish communities; a member of a parish; or if non-Catholic, not be opposed to the tenets of the Catholic faith.
- F. Willingness to maintain confidentiality and high level of integrity
- G. Not be a member of the school staff or a spouse, child, sibling, in-law or parent of a school staff member.
- H. Ability to maintain adherence to the attached Code of Ethics.

#### Section 3 Tenure of Office

Each discerned member shall serve a term of three years, with the exception that the original members shall serve varying terms.

#### Section 4 Discernment, Vacancies, Removal

- a. Discernment for new members shall take place in April. Newly discerned members of the Board shall take office at the May Board meeting. Retiring board members shall leave office after the April Board meeting.
- b. Unexpired terms of Board members or of Board members disqualified shall be filled by the pastor through appointment.
- c. Any member of the Board, other than an ex officio member, who is absent from two regular meetings of the Board during one academic year (August through and including May) shall, unless excused by action of the Board, cease to be a member.
- d. The pastor may remove an individual board member for just and sufficient cause after having notified the board of his reasons for this action. Some reasons a member may be removed from the board include: violating the confidentiality of executive sessions; acting contrary to parish/school mission; impeding the board's defined responsibilities.

### ARTICLE III OFFICERS

#### Section 1 Officers:

The officers of the board shall be the president, vice-president and secretary. They shall be elected annually by the board membership, subject to ratification by the pastor.

#### Section 2 President:

The chair shall call to order all regular and special meetings of the board. The president shall have authority to assign additional duties and responsibilities to individual board members, oversee committee activities, and guide the board to consensus on future plans.

#### Section 3 Vice-president:

In the absence of the chair, the vice-chair shall perform all duties of the chair.

#### Section 4 Secretary:

The secretary maintains written record of all acts of the board; handles all correspondence for the board; preserves reports and documents; distributes minutes following each meeting and email materials when possible.



## ARTICLE IV COMMITTEES

### Section 1 Committee Membership:

All board members are expected to serve on a standing committee. Each standing committee shall have such authority and shall perform such duties as may be assigned to it by the board chair. The chair shall assign committee memberships, including committee chairs, after consultation with the full board.

### Section 2 Standing committees:

A. Finance Committee The finance committee shall assist in developing the plans and means to finance the on-going educational program (i.e., setting tuition, negotiating the parish subsidy with the pastor and parish council, developing the annual operating budget) according to the diocesan format.

B. Advancement (Marketing & Development) Committee The advancement committee shall assist in the formulation and implementation of an advancement program, including public relations and marketing, development, alumni and constituency relations, and enrollment management.

C. Facilities Committee The facilities committee shall monitor long-term facility maintenance, capital improvements, security, space utilization, and emergency management plans for the schools.

## ARTICLE V MEETINGS

### Section 1 Regular and Special Meetings

- a. The Board shall meet regularly on the second Monday of the month at a publicly designated room.
- b. Special meetings of the Board may be called by the president as needed or by a majority of the voting members. If time permits, notice of special meetings shall be given twenty-four (24) hours in advance stating the nature of the meeting, the time, and the place.
- c. Because of the consultative nature of the Board, no meeting will be held without the pastor and/or principal in attendance.

### Section 2 Open Meetings

- a. All meetings of the Board are to be open meetings unless designated as being closed.
- b. Decisions made in closed sessions must be presented and voted on at open meetings before becoming effective.

Section 3 Visitors

- a. Meetings of the School Board shall be open. The Board reserves the right to declare closed sessions.
- b. The right of non-members to address the Board shall be limited to those whose petition has been approved by the principal or Board president for inclusion on the agenda in advance of the meeting.

Section 4 Archives

A written record of all acts of the Board, maintained by the secretary, shall be preserved in the archives.

ARTICLE VI  
PERIODIC REVIEW OF BYLAWS

Section 1 At least once every five years, or more often if determined by the Board, a review of the current bylaws shall take place.

ARTICLE VII  
AMENDMENTS

Section 1 Amendments

This constitution may be amended, supplemented, suspended, or repealed, in whole or in part, by a vote of two-thirds of the total voting membership.

Section 2 Presentation

Amendments must be presented to the Board in writing at least two weeks prior to the meeting for discussion and voted on at a subsequent meeting.

Section 3 Bylaws

Bylaws may be amended by a two-thirds vote of the total members of the Board providing that the amendment has been presented at the previous meeting of the Board.

## Code of Ethics for School Board Members

The Code of Ethics for School Board Members delineates the expectations inherent in the purpose of the board. Members, by accepting the position to serve on the school advisory board, ascribe to this code. Periodic review of the code reminds members that they are working together for the common goal: to promote the mission and purpose of Catholic education. The Code of Ethics addresses the following: conflict of interest, confidentiality, objectivity, justice, fairness, and maintenance of unity

Conflict of Interest: School board members shall avoid situations that present actual, perceived or potential conflict between their interest and the interest of the school.

Confidentiality: Members of the school board are responsible to keep matters discussed in executive sessions of board meetings in confidence. Official information/business discussed in such sessions cannot be shared with non-board members, even with one's spouse.

Objectivity: Since total objectivity is impossible for anyone to achieve, members are asked to identify and manage their own personal biases. It is important that members see situations from multiple points of view rather than solely from their own perceptions, assumptions and feelings.

Justice and Fairness: Decisions made by the school board and approved by the pastor should be the result of honest and open discussion by all members: pastor, principal and parent/parishioner membership. Consideration of the good of the total parish/school community should be integral to the decision-making process. Every member shall uphold decisions. When decisions will affect various constituencies, those constituencies should be informed at the same time through an agreed upon vehicle of communication.

Maintenance of Unity: In achieving its objectives within the faith community of the parish/school, the school board is to do all it can to avoid creating factions, sides or other divisive groupings in the parish and school community. Members should function within the framework of the total leadership of the parish and strive to cooperate with other leadership groups in the local faith community.