

St. Hilary School Board
By-Laws
January 13, 2009

ARTICLE 1 Name of Organization
ST. HILARY SCHOOL BOARD

ARTICLE II Purpose and Function

The ST. HILARY SCHOOL BOARD is an advisory group that provides input to develop policy and give direction to the Pastor and Principal who implement the policies.

MISSION STATEMENT

The SCHOOL BOARD exists to act in the best interest of the students, parish, parents, and staff toward the purpose of excellence in Catholic Education. The SCHOOL BOARD shall act in an advisory capacity to the Pastor and Principal.

ARTICLE III ORGANIZATION STRUCTURE

- A. The Officers of the School Board shall consist of a President, Vice-President and an appointed Secretary
 1. The officers for the following year are elected during the May meeting by the next year's elected membership.
 2. The term of each board member is three (3) years and commences following the May meeting.
 3. To be eligible to be President, a member must have served at least one year on School Board
 4. The Secretary is a lay member (as defined in Article IV) and is appointed by the other lay members of the SCHOOL BOARD at the May meeting.
 - B. The President has the following responsibilities
 1. To initiate and chair the meetings
 2. To prepare the agenda for each meeting
 3. To organize and coordinate the work of the various committees
 4. To have a regular, on-going communication with the Pastor and Principal.
Arrange to meet monthly with the Principal.
 - C. The Vice-President has the following responsibilities:
 1. To chair meetings in the absence of the President
 2. To represent the Board when requested
 3. To plan/provide an orientation process for new members
 - D. The Secretary has the following responsibilities
 1. To record the minutes at each meeting
 2. To provide copies of the minutes of the previous meeting to Board members
 3. To make the minutes of Board meetings available to the Parish community.
- Hilary

- E. Responsibilities of all members are:
1. To be active in the parish school in order to be acquainted with the needs of the school, the children, and the parents
 2. To be familiar with the purpose and function of the School Board
 3. To attend the meetings regularly with a minimum of seven (7) meetings
 4. Openly communicate information to the Board, Pastor, Principal, and Parents
 5. To abide by the Code of Ethics for Catholic School Board Members

ARTICLE IV MEMBERSHIP

- A. Qualifications – Lay members of the SCHOOL BOARD must be parents of children enrolled in the school.
Membership shall be comprised of the following:
1. Seven (7) Lay Representatives of the Parish, each elected for a term of three (3) years. Representatives must have a child at St. Hilary at the time he/she is elected
 2. Pastor
 3. Principal
 4. President of Parent's Association shall be an ex officio member

- B. Term of Lay Members - Each member shall serve a term of three (3) years or until such time as his/her successor is elected. If a Lay Member, ceases to have a child enrolled in St. Hilary, that member's term will immediately end and the process delineated below will be followed to complete the Member's term. Terms shall be staggered so that two (2) seats become vacant, and are filled by election each year. Every third year it will be necessary to fill three (3) seats by election.

In the event of a vacancy prior to the expiration of a full term, the Board shall fill the vacancy for the balance of the unexpired term. The vacancy shall be filled by offering the position to the School Board candidate who was not elected, but received the next highest number of votes of those who were not elected. If this candidate refuses the position, the candidate receiving the next highest number of votes shall be offered the position until the vacancy occurs. If there are not any remaining candidates, the SCHOOL BOARD will appoint a person to fill the vacancy.

- C. Committees:
1. Executive Committee – composed of the President of the SCHOOL BOARD, the Pastor and the Principal. The committee meets monthly prior to each SCHOOL BOARD meeting.
 2. Nominating Committee – The Vice-President is the chairperson of this committee which is responsible for:
 - a. Maintaining a current list of SCHOOL BOARD members and their tenure
 - b. Searching out new nominees and evaluating their qualifications as outlined in Article IV

- c. Providing an informational process prior to the elections for prospective nominees to acquaint them with the responsibilities and function of the SCHOOL BOARD
 - d. Organizing and running the actual selection which includes the publicizing of the candidate to the Parish
 - e. The President or Vice-President will inform the candidates of the results.
3. Ad Hoc Committees – Any needed Ad Hoc Committee shall include members of the Board and persons appointed by the President of the School Board

ARTICLE V

AFFILIATION WITH OTHER PARISH ORGANIZATIONS

- A. The SCHOOL BOARD shall have a member represent them at Parish Council and Finance Council meetings.
- B. The SCHOOL BOARD shall meet yearly with the Business Manager to review the upcoming year's budget and school tuition.