

**By-Laws of**  
**St. Joseph Catholic School Advisory Board**

**ARTICLE I**

**Title**

The name of this body is the St. Joseph Catholic School Advisory Board.

**ARTICLE II**

**Purpose**

The School Advisory Board (SAB) shall serve in an advisory capacity to the Administration, concerning itself with all matters pertaining to the operation of St. Joseph Catholic School. It shall have as its appropriate focus on long and short-range policy development and formulation; financing, including budgeting and policies for financial management; public relations, and development. It shall have at all times regard for the intent and spirit of diocesan school policy and the Advisory Board mission statement.

**ARTICLE III**

**Membership**

SECTION 1. Membership Body. Members of the SAB will include the Pastor, Principal, Board President, Assistant Principal, and Teacher Representative. In addition, there will be a minimum of five (5) and a maximum of eight (8) members appointed by the Pastor, Principal, and current SAB President. These positions will be filled without regard to whether the appointees have children in the school, but will encompass persons uniquely qualified to make special contributions to the work of the SAB.

SECTION 2. Term of Membership. The term of an appointed member shall be for two (2) years, Terms of membership shall be staggered.

SECTION 3. Vacancies. In the case of interim vacancies, the Pastor, Principal, and SAB President will appoint replacements.

SECTION 4. Removal of Members. An Advisory Board Member may be removed at discretion of Pastor and Principal.

**ARTICLE IV**

**Officers**

SECTION 1. The Pastor and the Principal will appoint the President.

## ARTICLE V

### Committees

SECTION 1. Formation and Purpose. During the course of the year, the SAB by a simple majority vote of the members will form standing committees and such *ad hoc* committees as deemed necessary. The Pastor, Principal, and SAB President are *ex-officio* members of all committees. Committees will provide recommendations to the board within a reasonable time following the board's request for such recommendations. The SAB, after appropriate discussion, will either accept, reject, or refer the recommendations back to committees for further study. The purpose of the committees is, in part, to expedite the parliamentary process.

SECTION 2. Standing Committees. Standing committees of the SAB include, but are not limited to, the following:

- a. EXECUTIVE COMMITTEE. The members of the Executive Committee are the Pastor, Principal, and SAB President. The Executive Committee should meet quarterly to plan the agenda for the regular board meetings. The agenda, written committee reports, budget, and current financial reports will be available to all board members for their review and monitoring.
- b. MARKETING COMMITTEE. This committee helps plan overall development of the school, including but not limited to, the mission statement, marketing, and public relations. A board member shall chair this committee, and it may consist of other board members and/or non-board members.
- c. SPIRITUALITY. This committee oversees the spiritual and Catholic direction of the school. The teacher representative will serve on this committee, and it may consist of other board members and/or non-board members.
- d. FINANCE COMMITTEE. This committee helps prepare and present the budget, reviews requests for financial aid, and performs other duties related to finance. The Finance Committee also annually reviews the Booster Club and Home and School financial statements, which must be submitted to the committee at the end of the school year. A board member shall chair this committee, and it may consist of board members and/or non-board members. The term of membership shall be two (2) years and appointments shall be staggered. Committee members shall be appointed by the Principal.

SECTION 3. Ad Hoc Committees. *Ad Hoc* Committees are added as deemed necessary by the SAB. Membership may consist of board and non-board members.

## **ARTICLE VI**

### **Meetings**

The SAB shall meet a minimum of four (4) times per calendar year. Standing committees will meet as deemed necessary. The Pastor, Principal, or SAB President may call special meetings. Attendance at meetings is limited to Board Members except when the Executive Committee approves a guest's request to be present.

## **ARTICLE VII**

### **Procedures**

SECTION 1. The rules of parliamentary procedure contained in *Robert's Revised Rules of Order* shall govern SAB proceedings.

SECTION 2. All members of the SAB are eligible to vote.

SECTION 3. A quorum is necessary for voting upon any motion. A majority of the membership shall constitute a quorum.

SECTION 4. The following order shall ordinarily be observed:

1. Prayer
2. Roll Call
3. Vision and Mission Review
4. Approval of Minutes
5. Old Business
6. New Business
7. Committee Reports
8. Adjournment
9. Prayer

## **ARTICLE VIII**

### **Amendments of these By-Laws**

The by-laws may be amended by a majority vote of two-thirds of the total membership.