



School Advisory Board By-Laws

Adopted January 2012
Re-Adopted May 2023

The Catholic school is an expression of the education mission of the parish with which it is associated and of the diocese. Regular communication between the Pastor and the Principal is essential. Today's Catholic school principal needs assistance from a group of knowledgeable people who are committed to the Catholic school and are willing to work for the good of the school and parish community. Boards with well-developed plans and policies provide stability when parish and school administrators are changed.

Article I—Title

The name of this body will be The St. Patrick Catholic School Board.

Article II—Purposes and Functions

Section 1 The Board shall assist the Pastor and the Principal in the formation and implementation of the policies governing operations of the school in an advisory capacity.

Section 2 The Board will support the established school policies and procedures set forth by the Pastor and Principal, as well as by the Diocese of St. Augustine Advisory Board of Education.

Section 3 The function and duties of the Board are as follows:

- a. Assist in the implementation of diocesan and St. Patrick School policies
- b. Develop long and short term planning goals to include development and financial stability for the school
- c. Assist in the formation of policy relating to the development, planning, operating, and maintenance of facilities and equipment
- d. Assist in the preparation of the annual budget and provide input as to budgetary priorities and facility needs
- e. Develop and communicate positive public relations and marketing by promoting Catholic education and St. Patrick School
- f. Act in a consultative capacity in the hiring of the school principal
- g. Assist the Pastor and Principal in the planning and building of new educational facilities

Article III—Membership

The membership of the Board will consist of Pastor (ex officio), Principal (ex officio), a designated representative of the faculty, a representative from the Parish Finance Committee, a representative of the Home and School (HSA) Board, at least one member from the Parish, and at least four but NO more than eight other at-large members (parents, guardians, or parishioners) selected by the Pastor, Principal, or majority vote from the existing Board members.

Article IV—Officers and Terms of Service

Section 1 The Officers will be the President, Vice President and a Secretary, elected from among the current members of the Board at the last meeting of the school year in May or June. The term of their service will run from July 1st to June 30th. Officers will serve for two years.

President will be responsible for:

- a. Presiding at all meetings of the Board, directing the functions and goals of the Board
- b. Conducting elections and votes
- c. Enforcing the by-laws

Vice Present will be responsible for:

- a. Acting in the absence of the President
- b. Chairing the PR/Marketing Committee

Secretary will be responsible for:

- a. Recording and maintaining the minutes of all meetings
- b. Distributing the minutes, correspondence and other materials among Board members

Section 2 Members MUST maintain high levels of integrity and confidentiality

Section 3 Members are expected to attend diocesan in-service training for boards

Section 4 Members will serve a term of no more than five years. Non-Officers will be elected every even year. Members may have their length of term extended at the discretion of the Board, along with approval of the Pastor and Principal. Terms of service will run from July 1st to June 30th of each year. Members will be required to notify the President should they decide to excuse themselves from the Board or not complete the years of their term NO later than March 1st.

Section 5 If a vacancy occurs, the community will be notified by April 1st. All interested candidates may approach any current serving member of the Board. The nominee will be asked to meet with the Pastor, Principal, and current President to determine their interest and commitment to Catholic education and the school's philosophy and mission. If the nominee is considered an asset to the Board, the current serving members will vote, with a majority determining the outcome.

Section 6 Attendance at meetings is crucial to the success of the Board performing its duties. Members missing two consecutive meetings, except for major crisis, will be asked to step down from the board. Absences for major crisis will be reviewed by the Executive Committee who will make the final decision whether the member can remain on the board.

Article V—Committees

Ad hoc committees will be appointed on an as-needed basis. Other committees may include, but are not limited to:

EXECUTIVE Committee—consisting of the Pastor, Principal, and all officers. This committee should meet regularly to plan the agenda for the Board meetings. The agenda and written committee reports should be available, as well as current financial statements to be presented to the Board.

GROUNDS AND MAINTENANCE Committee—consisting of a chairman selected from the current Board members, as well as non-board school parents or guardians, faculty and parish members. This committee is to assist in developing and monitoring a maintenance and improvement plan for building and grounds.

PUBLIC RELATIONS AND MARKETING Committee—consisting of the Vice President as the chairman of the committee, as well as non-board school parents or guardians, faculty and parish members. This committee is to plan the overall development and implementation of the school public relations and marketing in an effort to improve community reputation, enrollment, and membership.

FUNDRAISING Committee—consisting of the CST President as the chairman of the committee, as well as non-board school parents or guardians, faculty and parish members.

Article VI—Meetings/Quorum

- Section 1 The Board will meet a minimum of six times per year. Committees will meet as needed. Special meetings can be called by the Pastor, Principal, or President.
- Section 2 A quorum of a minimum of five voting members will be required for the transaction of business. A simple majority of those present and voting shall carry the motion. In the event of a tie vote, the Principal will become a voting member of the Board.
- Section 3 Non-board individuals may be given the right to address the Board by submitting a request in writing to the Principal explaining the details supporting the desire to address the Board. Upon the Principal meeting with the President, a date will be given to the individual, as well as notification to the members of the Board, for the opportunity to address the Board. All business will be conducted AFTER the individual has been heard and excused.
- Section 4 Any questions regarding the decisions made by the Board should be referred to the President.

Article VII—Amendments

These by-laws may be amended at any regular meeting provided the proposed amendment(s) have been read at the previous meeting as a notice to amend AND have a majority of the vote.