



519 Ashland Ave.
River Forest, Illinois

SCHOOL ADVISORY BOARD BYLAWS

Adopted: September 2020

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ST. LUKE SCHOOL ADVISORY BOARD

BYLAWS

The following bylaws of the St. Luke School Advisory Board ("Board") incorporates by reference all associated sections of the Board's Constitution. Capitalized terms used but not specifically defined in the Bylaws shall have the same meaning as set forth in the Board's Constitution.

SECTION 1

MEMBERSHIP

A. Term

1. **Regular Members:** Regular Members shall serve a term of three (3) years. Terms of office for new members shall begin with the August meeting immediately after their appointment. No Regular Member is eligible to serve more than two (2) terms consecutively. An existing Regular Member of the Board who wishes to serve a second term may do so, provided a majority of the remaining Board members and the pastor approve. A Regular Member who was appointed to fill a vacancy shall serve for the remainder of the term of the Board member he or she is replacing and shall be eligible to serve the following term of three (3) years, if approved by a majority of the remaining Board members and the pastor.
2. **Ex Officio Members:** The pastor and the principal shall serve on the Board for as long as they hold their respective offices. Any other ex officio members of the Board shall be appointed to a term of not more than one (1) year, beginning with the first Board meeting following the Board's invitation and ending on the Board meeting held the following May. These appointed ex officio members must be reappointed each year to maintain ex officio membership on the Board in that year.
3. **Honorary Members:** Honorary Members shall serve a term of one (1) year, ending on the May Board meeting following their appointment. Subject to the approval of a majority of the remaining Board members and the pastor each year, an Honorary Member may serve up to three (3) consecutive terms.

B. Applications and Selection

A selection committee for recruiting and interviewing prospective Regular Members shall be formed each January, consisting of at least three (3) Regular Members, at least two (2) of which shall be members returning to the Board the following term. The selection committee shall communicate to the school and parish community: the timeline for nomination, the minimum number of Regular Member positions to be filled, and an invitation for those interested in being considered for appointment to the Board to apply.

C. Vacancies

If a Regular Member resigns, is removed from, or otherwise vacates his or her position on the Board, the remaining Board members may recommend a replacement to fill the vacancy for the remainder of the term. The replacement member must be approved by a majority of the Board and the pastor. Alternatively, the Board may recommend to leave the position vacant for the remainder of the vacating member's term; provided, there shall be at least nine (9) active Regular Members on the Board.

D. Resignation and Removal

When a Board member is unable to promote the purpose of the Board, abide by established roles and responsibilities as a member, or accept the Board's agenda, it may be necessary for the member to resign from the Board. Any member may resign by tendering a written notice of resignation to the chairperson of the Board or to the pastor. If any Regular Member misses two (2) consecutive meetings without notifying the Board of the reasons, the Board secretary or chairperson shall send written notification to the absent member that he or she is subject to removal. If the member does not appear at the next meeting or otherwise appropriately respond, then the member may be terminated by an affirmative vote of at least two-thirds ($\frac{2}{3}$) of the voting membership of the Board.

For the common good of the Board, its members and the school community, it may be necessary to remove a member from the Board. Some reasons a member may be removed from the Board include, but are not limited to:

- acting contrary to the parish/school mission and goals;
- being excessively absent from Board meetings;
- impeding the Board's defined responsibilities; and
- breaching the Board Code of Ethics Policy.

Any Member may be removed "FOR CAUSE" by an affirmative vote of at least two-thirds ($\frac{2}{3}$) of the voting membership of the Board.

SECTION 2 OFFICERS

A. Selection of Officers

The current Regular Members of the Board who also will be serving on the Board the following year (“returning Regular Members”) shall select the officers for the following year by the May meeting. Nominations for officers may be submitted to the Board chairperson. Self-nominations are acceptable. The Board shall endeavor to obtain a consensus for the selection of the officers for the following year. If the returning Regular Members are unable to reach a consensus on the selection of any officer, selection of that officer shall be determined by a vote of the disinterested returning Regular Members. The balloting for each office shall be secret, in writing, and supervised by the chairperson. In case of ties, the chairperson shall cast the deciding vote.

Only returning Regular Members of the Board shall be eligible to hold an office for the following year.

New officers will take office after the May meeting.

If a vacancy occurs, the Regular Members may select a new officer to fill the unexpired term using the same process and with the approval of the Pastor.

B. Duties of Officers

1. *The Chairperson:* The chairperson shall preside at all regular and special meetings of the Board. With the principal, the chairperson shall determine the agenda for each meeting. The chairperson shall provide each member a copy of the agenda prior to a meeting. The chairperson shall allow reasonable time for consideration of any motion before Board action is taken. The chairperson shall also have the authority to assign additional duties and responsibilities to individual Board members. If any matter requiring the vote of the Board ends in a tie, the chairperson shall break the deadlock.
2. *The Vice Chairperson:* The vice-chairperson shall perform all the duties of the chairperson when he or she is absent, and all other duties as may be assigned by the chairperson.
3. *The Secretary:* The secretary shall maintain a written record of minutes of each Board meeting; handle all Board correspondence; give proper notice to any Regular Member being absent from two (2) consecutive meetings without notification; and maintain the permanent file of all official Board reports and documents.

SECTION 3

MEETINGS

The ordinary order of business shall be substantially as follows:

1. Call to Order and Opening Prayer
2. Routine Business (e.g., approval of minutes, agenda, financial report)
3. Pastor's Report
4. Principal's Report
5. Monthly Topic
6. Open to the Floor
7. Executive Session (if needed)
8. Closing Prayer and Adjournment

The ordinary order of business may be altered or modified at any meeting by the Chairperson or by a majority vote of the Board members present. The Board may establish rules for the conduct of its meetings, but in the absence of such rules, the most recent edition of "ROBERT'S RULES OF ORDER" shall govern.

SECTION 4

COMMITTEES

The Board uses standing committees and ad hoc committees to gather, study, and provide information to the Board so that it can recommend particular issues.

The current standing committees of the Board are listed below:

1. Mission Effectiveness
2. Strategic Planning
3. Institutional Advancement

The Board's standing committees are intended to provide continuity for the ongoing sustainability of the school and to provide opportunities for non-Board members to become involved in the work of the Board. We are blessed with a community of parents and parishioners who are talented, knowledgeable and service-oriented. This committee structure, comprised of Board members, parent volunteers, parishioners, and staff will contribute to the efficient operation of the Board and ensure long-term sustainability of the mission of St. Luke School.

Mission Effectiveness Committee

This committee should be comprised of at least one (1) or two (2) Board members, one (1) or two (2) parent volunteers, staff members, and the principal.

Responsibilities include:

- Ensures that Catholic mission/identity, vision, and faith-based core values are present.
- Working with Service coordinators to ensure strong service program; and
- Supporting Parent Education Network—e.g., help secure speakers; provide resources to students, parents, and teachers about issues our kids face today; and participate in morale-building events and anti-bullying/character development.

Strategic Planning Committee

Membership of this committee should include two (2) or three (3) Board members and two (2) or three (3) school parents /parishioners with development skills and interest in the school. This committee coordinates efforts with the Director of Stewardship and Development for the school and parish. Responsibilities include:

- Assisting the Director of Stewardship and Development in executing goals and objectives;
- Supporting any School Campaigns;
- Monitoring alumni development efforts;
- Supporting annual fundraising events;
- Encouraging and supporting other major fundraising endeavors; and
- Researching and writing grant proposals.

Institutional Advancement Committee

This committee's membership is made up of school parents and parishioners with communication, marketing, writing, graphic design, and social media skills. This committee should be comprised of two (2) Board members with two (2) or three (3) parent volunteers, working in conjunction with the Director of Admissions and Marketing staff member.

Responsibilities include:

- Assisting the Director Admissions and Marketing in executing goals and objectives;
- Implementing parent surveys;
- Organizing Catholic Schools Week Open House in January; and
- Monitoring unofficial School social media pages.

Ad Hoc Committees

When established, each ad hoc committee shall be comprised of one (1) or two (2) Board members and/or two (2) or more volunteers, as needed. Examples include:

- Constitution and By-laws Committee;
- Fiscal Management; and
- Blue Ribbon Award Application Committee.

The chairperson shall appoint a Regular or Honorary Member as the chair of each committee and may appoint other Board members to serve on the committees. The committee chairs shall appoint the remaining members of their respective committees. These members may be volunteers at-large from the school and parish community, preferably with knowledge or expertise relevant to the mission of the committee (“Committee Volunteers”). Committee Volunteers can be self-nominated or nominated by any Board member.

Each committee chair will work with the other committee members to develop the committee’s goals and objectives and to provide a brief progress report at the regular Board meetings.

The Board may recommend the removal of a committee chair or Committee Volunteer if the Board believes that the person has been unable to promote the purpose of the committee, abide by established roles and responsibilities as a committee member, accept the committee’s agenda, or has otherwise acted in a manner detrimental to the Board, school, or parish. A recommendation to remove a committee member may be made by any Board member and shall become effective if approved by a simple majority of the disinterested Board members and approval of the Pastor and Principal.

SECTION 5 POLICY

A. Development

Any Board member may present a policy recommendation to the Board for its review. The proposed policy will be presented for discussion at one meeting and voted on at a subsequent meeting. The proposal should include:

1. Statement of need
2. Recommended solution
3. Alternate solution(s)

The Board may recommend the adoption of the proposed policy by a simple majority vote. The pastor has the right to approve or veto any policy recommendation. New policies approved by the pastor shall be included in the Parent-Student Handbook.

B. Implementation

It is the responsibility of the principal, with the assistance of the administrative staff and the faculty, to determine how policies shall be implemented.

The principal shall notify all school parents of any newly-adopted policy.

C. Review

Policies should be reviewed for relevance and effectiveness by the Board or committee on an annual basis, or at such other regular intervals as the Board, the pastor and the principal determine is reasonable. A policy review committee shall consist of at least two (2) Board members and the principal or her or his appointed representative.

SECTION 6

BUDGET

The principal, in cooperation with the pastor or his representative will prepare the annual budget for the next school year. The proposed budget is presented to the Board for its review and comment. Final approval of the school budget resides with the pastor after consultation with the Parish Finance Council.

SECTION 7

ANNUAL GOALS AND OBJECTIVES

The Board shall develop annual goals and objectives to accomplish the ongoing work of the Board. As part of this process, the principal informs the Board about the annual school goals developed by the principal, staff, and faculty members and provides reports of the progress being made to implement the school goals and objectives. The Board's goals support school goals.

The principal and chairperson shall meet to determine the Board's goals for the upcoming school year prior to the initial Board meeting for that school year or as soon as practicable thereafter. Based on the outcome of their meeting, the chairperson shall present the Board's goals and objectives at the next regularly scheduled Board meeting.

The Board shall affirm its annual goals and objectives. Periodic evaluation of the implementation of these goals shall be part of the Board's agenda.

SECTION 8

EVALUATION OF BOARD EFFECTIVENESS

The Board shall evaluate annually their effectiveness as a group and how they meet their responsibilities as Board members. The Board shall review how they interact with each

other and to assess the implementation of the Board's annual goals. One part of the evaluation will be centered upon the internal effectiveness of the Board; the other will be the community's perception of their effectiveness, the external effectiveness of the Board to its constituents. Board members shall first reflect on their own about the topics and then have a discussion, in executive session, with the other members.

SECTION 9 AMENDMENTS

Any Board member may present an amendment of the Bylaws to the Board for consideration. Proposed amendments must be presented in writing and discussed at a Board meeting with action being taken at a subsequent Board meeting. The Bylaws may be amended if a simple majority of all Regular and Honorary members in service on the Board approve the amendment along with the Pastor and Principal.