

## **BY-LAWS OF PARISH SCHOOL BOARD**

### ARTICLE I

#### TITLE I

The name of this body shall be Immaculate Conception advisory school board.

### ARTICLE II

#### Nature and Function

Section 1. This board is an advisory to the pastor and principal for operating educational programs at Immaculate Conception Parish at Yuma, Arizona, subject to the diocesan board of education.

Section 2. Duties and Functions. The parish school board shall be responsible for all aspects of the educational programs of the parish school. In the development of these policies, it must ensure that these follow the intent and spirit of the policies set forth by the diocesan school board. It shall have as its most important duty implementing at the local level the policies of the diocesan school board. A partial list of other duties and functions follows:

- A. Acts as a representative body for Immaculate Conception Catholic School when appropriate.
- B. Seeks a better understanding and wider support of Catholic education within the local community.
- C. Has responsibility for determining whether policies are being carried out according to the will of the diocesan board.
- D. The board has the responsibility for evaluating the adequacy of the diocesan school board policies and their effectiveness on Immaculate Conception Catholic School.
- E. Being responsible for the review of the annual budget and for recommending potential budget revisions.
- F. Being responsible for such fiscal matters that are not determined by the diocesan school board.
- G. Serving as a local committee to assist the finance committee in the planning and building of new educational facilities.

## ARTICLE III

### Membership

#### Section 1.

- A. Members of the parish school board shall be the pastor or his nominee (ex officio) and six representatives
- B. The school principal shall be responsible to the school board for carrying out policies and is administratively responsible to the diocesan superintendent of education. The school principal is an ex officio member.

Section 2. Each lay member shall serve a term of three years, with no less than two members completing their three-year term each year.

Section 3. Nominations for new members shall take place before the May meeting of the board, and appointments shall be held before the June meeting. Terms shall expire June 30 each year.

Section 4. No member shall serve more than two consecutive terms, notwithstanding the need for representation of the parish or school community.

## ARTICLE IV

### Officers

Section 1. The officers of the board shall consist of president, vice-president and secretary, all of whom shall be elected annually by the board membership at the first regular meeting in June.

Section 2. All members of the board are eligible for any office.

Section 3. The duties of the officers shall be as follows:

- A. The President shall preside at all regular and special meetings of the board.
- B. The Vice-President shall perform all the duties of the president when he/she is absent or unable to act.
- C. The secretary shall maintain a written record of all board activities, receive and dispose of all correspondence as directed, preserve all reports and documents committed to his/her care; and maintain a record of all transactions which are proper to the board.

## ARTICLE V

### Meetings

Section 1. The board shall meet regularly on the last Wednesday of each month at a publicly designated location. Special meetings may be called by the president as needed or by a majority of the members.

Section 2 Quorum. For the purpose of transacting official business, it shall be necessary that a majority of the total members be present and voting.

Section 3. A simple majority of those present and voting shall carry the motion unless otherwise specified in the by-laws.

Section 4. All meetings of the board are to be open meetings unless designated as being executive. Decisions made in executive sessions must be presented and voted on at open sessions before becoming effective. The right of non-members to address the board shall be limited to those whose petition has been approved for the agenda in advance of the meeting. Executive sessions should not be held except when discussions will involve personnel or be such as to have an adverse effect upon a financial transaction.

Section 5. A written record of all acts of the board, maintained by the secretary, shall be maintained in a central location for five years.

## ARTICLE VI

### Conduct of Meetings

Section 1. The rule of parliamentary procedure as contained in Robert's "Rules of Order" shall govern meetings of the board.

Section 2. The ordinary order of the meetings shall be:

- A. Call to order
- B. Prayer
- C. Minutes
- D. Finance Report
- E. Principal's Report
- F. Old Business
- G. New Business
- H. Other
- I. Meeting Schedule
- J. Adjournment

## ARTICLE VII

### Amendments

Section 1. These by-laws may be amended by a vote of two-thirds of the total board membership subject only to regulations of the diocesan school board.

Section 2. Amendments must be presented to the board at least two weeks prior to voting on such.

### NORMS FOR APPOINTMENT TO IMMACULATE CONCEPTION CATHOLIC SCHOOL BOARD

1. All persons 18 years of age or over who are members of the church, or who are rendering financial support to the school, and all parents of school children enrolled at Immaculate Conception shall be eligible to hold office as members of the Immaculate Conception Catholic School board.
2. Parents will be appointed to fill parent vacancies and persons who do not have children enrolled in the school will be appointed to fill vacancies created by persons who do not have children enrolled in the school.
3. Recommendations to fill school board vacancies will be made by the school principal and/or pastor, with final approval given by the pastor.
4. Members of the board shall consist of the pastor (ex officio), the school principal (ex officio) and six to eight lay members.