

BYLAWS OF HOLY FAMILY CATHOLIC ELEMENTARY SCHOOL BOARD OF EDUCATION- LINDSAY, NEBRASKA

ARTICLE I- NAME OF THE ORGANIZATION

The name of this body will be the Holy Family School Board of Education.

ARTICLE II- NATURE, PURPOSE, FUNCTIONS

Section 1. Nature and Purpose of the Board

- a) The Board was established by the Parish Council of Holy Family in Lindsay, Nebraska.
- b) The Pastor, in accord with canonical law, has ultimate responsibility for the parish and its schools.
- c) The Board is advisory to the Pastor, and is responsible for providing support and assistance to both the Pastor and Principal, with governance tasks essential to the maintenance, welfare and perpetual existence of Holy Family school.
- d) This Board is a visionary body for the schools, in keeping with the three-fold purpose of Catholic school education, as stated in the Bylaws.

Section 2. Functions of the Board

- a) The chief functions of the Holy Family School Board are to formulate policy, and to establish a strategic planning process to assure continued excellence and viability. Within that realm, if it appears there needs to be a change, revision, or addition to current School Board Policies, the School Board, in collaboration with the Pastor and Principal, can initiate and formulate proposed policy recommendations.
- b) The School Board assists the Principal in overseeing the proper implementation of local policies relating to the planning, operation, maintenance and utilization of all educational facilities and equipment.
- c) The School Board may make recommendations for implementing policies, functions and duties relating to:
 - i. Promoting the schools' images with the Parish and community as a whole.
 - ii. Maintaining a spirit of cooperation and collaboration between Holy Family School and the other schools in the area for educational programs and other activities
 - iii. Recognizing and showing appreciation to staff for their dedication and commitment to the school and parish
 - iv. Reviewing the processes used for school operations (ex: expulsion of a student, bullying, etc.)
 - v. Establishing committees on an ad hoc basis, to address topics related to spiritual formation and the academic proficiency of all students
- d) The School Board may assist in reviewing the annual budget, which is submitted by the Pastor and Principal to the Finance Committee for approval. This Committee is responsible for collaborating with the Pastor and Principal to develop a fiscally sound budget that is aligned with the goals and outcomes outlined in the Board of Education Strategic Planning Document.
- e) Board members will not speak for or in the name of, the total Board in public unless authorized by the Pastor and or Principal.

- f) The Pastor, after dialogue with the Principal and School Board Members, will approve policies or matters/issues submitted by the Holy Family School Board.
- g) The Principal is responsible for the implementation of all adopted school policies.
- h) Some cases may require the Principal's discretionary pastoral application:
 - i. The School Board will not be involved in any issues that involve discretionary pastoral application.
 - ii. These issues are to be addressed exclusively by the Pastor and/or Principal to take action.

ARTICLE III – RELATIONSHIPS WITH OTHER GOVERNANCE GROUPS

Section 1. Archdiocesan School Board

- a) Policies prescribed by the Archdiocesan School Board are to serve as the framework and provide guidance to the Holy Family School Board for the development of local bylaws and polices.
- b) The Superintendent of Schools is authorized by the Archdiocesan School Board to review and approve local bylaws and policies.

Section 2. Parish Council

- a) A member of Holy Family School Board will attend Parish Council Meetings and will be responsible for providing information updates about Board activities and actions.
- b) The School Board is accountable to the Parish Council and is to report actions which the Pastor/Council deems as significantly impacting the Parish.

Section 3. Chief Administrator

- a) The Pastor is the chief administrator of the School.
- b) Holy Family School Board Members serve as an advisory group to the Pastor and Principal. The functions of the Board are listed in ARTICLE II, Section 2.

Section 4. Auxiliary Bodies

- a) The Home and School Association and Athletic Association serve as auxiliary groups to the school.
- b) The identified auxiliary groups are responsible for providing reports regarding their activities and finances to the Holy Family School Board.

ARTICLE IV – MEMBERS

Section 1. Qualifications

- a) To serve on the Holy Family School Board, the applicant must be a registered, faithful, practicing member of the parish community, who is adhering to the commitment made on his/her current stewardship form.
- b) Any individual interested in applying for the Board, must be at least 21 years of age and available to attend meetings on a regular basis.
- c) Employees of Holy Family Parish or Holy Family School are not eligible to serve on the School Board.
- d) No spouse, sibling or child, residing in the same household of an employee of Holy Family Parish/Holy Family School is eligible to apply for the School Board.
- e) Applicants must be free of conflict of interest that might compromise membership on the Board.
- f) Demonstrate a commitment to the beliefs of the Catholic Church and to the quality and viability of our schools.
- g) Supportive of Catholic teachings in public, and not involved in any public immoral or unethical

behavior.

Section 2. Number

- a) Six and no more than six members will be elected to serve on the Holy Family Board of Education.
- b) The Pastor and Principal will serve as ex-officio members of the Board.

ARTICLE V- ELECTION AND TERMS OF MEMBERS

Section 1. Nomination/Selection/Election

- a) The Board's voting and ex-officio members will serve as the nominating committee and develop a list of possible candidates.
- b) Prior to the vote, the Pastor shall endorse all school board nominations, using the aforementioned criteria.
- c) Nominations for new members shall take place at the March meeting of the Board
- d) The number of nominees placed on the ballot will be at least two and not more than four for each of the number of vacancies to be filled.
- e) Elections are to be held prior to the end of June.
- f) Ballots will be placed in the pews prior to each Mass on the designated voting weekend.
- g) All registered parish members, twenty-one years or older are eligible to vote.
- h) Board members are elected to the Board by a single majority.

Section 2. Terms

- a) Each elected member will serve a term of three years.
- b) No member will serve more than two consecutive terms.
- c) The term of office of each elected member will commence at the June meeting following the election.
- d) Terms shall begin and expire at the close of the June meeting each year.
- e) New members will participate in an orientation session at the May meeting.
- f) All Board members will serve without pay.

Section 3. Vacancy, Resignation, Removal

- a) The Pastor, in accordance with the Principal, will appoint an individual to fill any vacancy that may occur. Such appointed member shall serve the remainder of the term of the member replaced.
- b) Should a Board member be absent from three consecutive meetings without due cause, this will be sufficient reason for removal from the Board.
- c) The Pastor has the authority, at any time, to remove a member from the Board for serious/ grave reasons. (For example: public scandal; public dissent and opposition to Catholic teachings and/or for any public immoral or unethical involvement.) The Pastor will notify the Principal and President of the Holy Family School Board of any such changes. The Pastor reserves the right to keep the details of the incident confidential. The Pastor is responsible for reporting the incident to the Omaha Archdiocese Superintendent of Schools.

ARTICLE VI - OFFICIERS

Section 1. Offices- Method of Election

- a) The officers of the Holy Family School Board shall be a President and Secretary.
- b) Officers shall be elected annually at the June meeting, which includes newly elected members.
- c) Election shall be a single majority. Terms shall be for one year and shall be renewable for two years.
- d) Only voting members of the Board will be eligible for the above offices
- e) A minimum of one year of experience on Holy Family School Board is required to be an officer.

Section 2. Duties

- a) The President will:
 - i. Preside over the Board meetings and be held accountable for managing the meeting process on a timely basis; keeping with the set agenda.
 - ii. Be responsible for securing relevant input from members and Administration.
 - iii. Appoint ad-hoc committees within the Board as needed, for a specific time and given task at hand.
 - iv. Enforce the bylaws of the School Board.
- b) The Secretary will:
 - i. Record and distribute the minutes of Board each meeting to all members.
 - ii. Include date and place of meeting in each report.
 - iii. Record each motion stated in its specific terms and the individual making the motion.
 - iv. Record the disposition (approved, denied, and tabled) of each motion.
 - v. Ensure minutes are concise and contain all significant information and data.
 - vi. Assume responsibility for maintaining attendance records.
 - vii. Retain a copy of all minutes and information distributed at the Board meetings.
 - viii. Ensure minutes are available for review.
 - ix. Place official copies (hard and electronic) of the minutes for every meeting on file in both the School and Parish Offices.

ARTICLE VI I - VOTING

Section 1. Quorum and Voting Majority

- a) A quorum is defined as one more than half of the voting members present.
- b) A simple majority is required for Board members approval of motions.
- c) If less than a quorum of members is present, the meeting may be opened or closed; however, no further business may be transacted.
- d) A quorum is needed to conduct any business at a Board meeting

Section 2. Ex-officio Voting-Proxy Voting

- a) Votes by proxy are prohibited and conference call votes are not permitted unless the phone participant has been present for the entire discussion via the conference call.
- b) Non-voting ex-officio members of the board will be:
 - i. The Pastor of the parish or an Associate Pastor if so appointed.
 - ii. The Principal of the school.

iii. The Administrative Assistant and/ or the Vice-Principal of the school.

ARTICLE VIII – MEETINGS

Section 1. Regular and Special

- a) Monthly meeting dates will be set by the Board at the first meeting in June.
- b) The Board will normally meet at least once a month, with the exception of the month of July.
- b) The Pastor, Principal or Board President has the discretion to cancel a scheduled Board meeting.
- d) The Pastor, Principal or Board President may call special meetings.
- e) The President of the Board will notify all members of all special meetings.
- f) A regular Board meeting should not extend beyond an hour and a half. An exception can be made occasionally at the discretion of the Pastor, Principal, or Board President.

Section 2. Open and Executive Sessions

- a) Executive sessions of the Board may be held for Board Members, and ex officio Board Members as deemed appropriate and necessary.
- b) The Pastor, Principal and Board President reserve the right to convene an Executive Board session.
- c) Decisions made in Closed Sessions must be presented and voted on in an Open Session before becoming effective.
- d) A Closed Session may be called to address explicit issues relating to particular personnel situations and other strictly confidential issues. The decision to convene a Closed Session for discussion is determined by the Pastor, Principal or Board President.

Section 3. Non-member presentations

- a) Any school parent, teacher or parishioner who wishes to address the Board, must submit a written request, including topic/issue to be discussed, to the Pastor Principal or Board President in advance of the scheduled meeting.
- b) Unsigned, undated requests will not be considered. Topics submitted must have the approval of three identified persons. If approved, the individual request will be added to the agenda.
- c) Any large group, with a common concern, is to select one individual as a spokesperson to address the Board.
- d) The President reserves the right to limit recognition of those in attendance.

Section 4. Conduct of Meetings

- a) The rules of Parliamentary procedures as contained in “Robert’s Rules of Order Revised,” will govern all meetings of the Board.
- b) If an individual approaches an Officer of the Board any time prior to 15 minutes before the meeting is called to order to request the inclusion of an additional agenda item; only the Pastor, Principal or Board President are authorized to decide whether the suggested agenda item is added and addressed at that time. This action is to be reserved for emergency situations only.
- c) Guests attending the meeting are to be recognized and noted by name in the minutes; however, the President reserves the right to limit introductions.

Section 5. Agenda

- a) A formal agenda is to be prepared by the Principal and submitted to the Pastor and President for final approval.
- b) Following approval, the agenda will be distributed to each school family and school staff personnel prior to the meeting date.
- c) Agenda items must be submitted to the Principal at least 3 days prior to the meeting; items not placed on the agenda will not be discussed.
- d) Identified Board members must submit committee reports to the Principal no later than one week prior to the meeting. The Principal will distribute the agenda and reports to all elected and ex-officio Board members.

Section 6. Minutes

- a) The elected Board Secretary is responsible for the recording and preservation of Board minutes.
- b) All minutes from regular Board meetings become public information documents and can be reviewed by constituents, following Board approval.
- c) Copies of the minutes are made available in the Parish Office and School Office.
- d) Individuals interested in reviewing the minutes from past meetings are to contact either office to schedule a specific time to view the reports.
- e) Minutes from Executive Sessions that address specific personnel issues are not available for review, due to privacy issues.

ARTICLE IX- COMMITTEES

Section 1. Executive Committee

- a) An executive committee of the Board includes officers and ex-officio members.
- b) The Executive committee shall:
 - i. Transact necessary business between board meetings and in cases of an emergency
 - ii. Call special meetings if needed.
- c) A quorum must be present for the Executive Committee to take action.
- d) All actions taken by the Executive Committee are final and are to be reported at the next regularly scheduled Board meeting.

Section 2. Nomination Committee

- a) The Nomination Committee is comprised of board members.
- b) The duties of the committee and tasks relative to the selection of new Board Members are defined in accord with **Article V** of these bylaws.

Section 3. Ex-Officio Committees

- a) The Pastor, Principal and Board President are responsible for determining the need to convene ex-officio committees. Such committees may be assembled relative to the Board's tasks at hand.
- b) The Pastor, Principal and Board President will be charged with the responsibility of identifying an appropriate process for selecting a chairperson, committee members, recorder of minutes and method for reporting to the Board.

Section 4. Other Committees

- a) It is the right of the Board to establish and empower such other committees as it deems advisable.

- b) Members, length of tenure and tasks will be determined by Board members.

ARTICLE X- AMENDMENTS

Section 1. Process for Amending Bylaws

- a) The Holy Family School Board, in consultation with the Pastor and Principal will have the power to adopt/ or amend bylaws to govern its own internal operation.
- b) All proposed amendments should be submitted in writing to the Pastor, Principal and Board President.
- c) A majority vote of those voting members of the Board present will be sufficient for the adoption/amendment of bylaws.

Section 2. Review Schedule and Approval

- a) The Pastor, Principal and/ or Holy Family School Board will complete a review of the bylaws and/or update the bylaws on a three-year cycle.
- b) Before taking effect, the bylaws must be ratified by the Pastor and approved by the Archdiocesan Superintendent of Schools

As Pastor of SHoly Family, I affirm the Holy Family School Board Policies, including the 2020-2021 policy changes as recommended to me by the Holy Family School Board.

Pastor

Date

Parish

Location