

**BYLAWS
OF THE SCHOOL BOARD OF
SAINT MARK'S CATHOLIC SCHOOL
BOISE, IDAHO**



ARTICLE I: ROLE OF BOARD

The, School Board of Saint Mark's Parish School, shall seek to help provide a positive and safe environment by supporting holistic education whereby the children from Kindergarten through the Eighth grade are guided in their Catholic, spiritual, academic, social and moral development. Inspired by the teachings of Jesus Christ the Board shall give direction and support to the principal, pastor and other school leaders so the vision of academic excellence is realized through faith, hope, love and the teachings of the Catholic Church.

ARTICLE II: MEMBERSHIP

2.1 Members. The membership of the Board shall consist of 5 to 7 voting members and 2 non-voting ex-officio members.

2.2 Selection of Voting Members.

2.2.1 The voting members of the board shall be selected through a process whereby any Saint Mark's parishioner may submit a nominee's name to the Board to fill a vacant, or soon to be vacant, Board position. Board members may also submit nominees. Notice of initiating the selection process shall be provided to the school body in a means or forum as decided by the Board.

2.2.2 Once the Board feels an appropriate number of individuals have been nominated, but in no event later than 30 days after a vacancy, the Board shall then hold a closed meeting to consider and make recommendations to the pastor and principal. At the Board's discretion the Board may open part of the meeting to hear from nominees or school families and should encourage school families to submit opinions on the nominees. The Board shall then vote to submit the nominees in an order of the most appropriate for the position and provide this recommendation to the pastor and principal. The Board has complete discretion in the submission and need not recommend every nominee. In the event that a current Board member is nominated to fill a position, said member shall be excluded from the portion of the closed meeting applicable to that position, but not any other open positions. Any open position being considered shall not be counted as a voting position as referenced in the definition of a quorum below.

2.2.3 The pastor and principal shall then work in conjunction to select, within 30 days, the board member they feel will best serve the school.

2.2.4 Parishioners without children at the School are allowed to serve on the Board, however no more than two members of this nature may serve at any given time.

2.2.5 Except in the occurrence of a special appointment to fill a vacancy, every effort should be made to begin the selection process on April 1.

2.3. Selection of Non-Voting Members. The non-voting members shall be the pastor of Saint Mark's church and the principal of Saint Mark's Parish School.

2.4 Term of Service. With exception for the ex-officio members, each member of the board shall serve a two year term, with a maximum of two consecutive terms. Terms shall begin July 1. The terms of the members shall be staggered so approximately half of the Board is selected every year so as to encourage continuity and intuitional memory.

2.5 Removal from Board. Any member of the Board may be removed by a majority vote of the other voting members. Said vote may only be called for by another Board member and only after proper notice and opportunity to be heard is afforded to the member to be removed. In addition the pastor of Saint Mark's church shall, in extreme circumstances, have the authority to remove any Board member at will.

2.5 Vacancy. In the event a member resigns his or her position as a member of the Board a special appointment shall be made following the process outlined in Section 2.2 above. The individual selected shall not start a new term but rather shall serve to fulfill the remainder of the resigning member's term. If there is less than six months left in the resigning member's term the Board may choose to leave the position vacant until the next regularly occurring selection process. Time served by an individual appointed under this subsection shall not count toward the term limits outlined in the preceding section.

2.6 Cross Section Representation. In nominating individuals to become members, the Board shall make every effort to achieve a Board which reflects an appropriate cross section of the varied individuals attending Saint Mark's Parish School.

ARTICLE III: OFFICERS

3.1 Number. The Board shall have a President, a Vice President and a Secretary which shall serve as officers to the organization.

3.2 Selection of Officers. At the first meeting of each school year the Board shall vote to elect a President, then a Vice President and finally a Secretary. The Board may establish its own rules on how to conduct these elections. All officers shall be elected and/or, if necessary, may be removed, by majority vote of the Board.

3.3 Terms of Officers. The Officers shall serve a term of one year and no member shall serve more than two consecutive terms in the same officer position.

3.4 Duties of President. The President shall preside at the meetings of the Board, call meetings, set the time and location for meetings, set agendas for meetings with input from the pastor and principal and ensure Board decisions are implemented.

3.5 Duties of the Vice-President. The Vice President shall fulfill the duties of the President if the President is absent or unable to do so.

3.6 Duties of the Secretary. The Secretary shall be responsible for taking and keeping the official minutes of the Board. Prior to each meeting the Secretary shall circulate the minutes of the previous meeting to the members for review. The members shall then vote to adopt said minutes at the next regularly held meeting subject to any necessary changes. The Secretary shall also have the duty to maintain a roster of and contact information for all current members, a roster of past members, the terms of office and the expiration thereof. The Secretary shall maintain a minimal journal or binder suitable for passing down to each newly elected Secretary which shall preserve the minutes, current bylaws and other official records of the Board.

ARTICLE VI: MEETINGS

4.1 Timing. The Board shall hold regular and special meetings from time to time as the Board deems necessary. The Board shall hold no less than six meetings per calendar year. The President and/or any other two members may call a regular or special meeting by providing a minimum of forty eight hour advance notice to the other members. Any advance notice requirement may be waived by unanimous consent of the Board.

4.2 Conduct.

4.2.1 Subject to the terms stated herein, these meetings shall be open to all families of the school and/or parish. The Board may, in its sole discretion, hold limited closed meetings under special circumstances, which shall include but not be limited to, any matters relative to the conduct or discipline of a specific student, litigation involving the school, personnel matters, salaries, budget discussions and/or security issues. By majority vote the Board shall have the authority to invite any individual to attend or participate in any Board meeting.

4.2.2 The Board may gather, meet and deliberate by any method practical so long as each member is capable of participating, including but not limited to, conducting telephonic and/or electronic meetings, however any matter submitted to a vote shall be voted upon in person at a duly called meeting.

4.2.3 The current edition of Robert's Rules of Order Newly Revised¹ shall govern the Board meetings whenever they are applicable and not inconsistent with these Bylaws.

4.3 Voting. Each member of the Board shall have the right to bring and participate in discussion on every matter or motion that properly comes before the Board. Only voting members may vote on

¹ Robert's Rules of Order Newly Revised is a continually updated publication of present-day general parliamentary procedure and law and provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing. The conduct of all business is controlled by the right of the deliberate majority to decide. Complementary is the right of a minority to require the majority to be deliberate - to act according to its considered judgment after a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should undue strictness to Robert's Rules be allowed to intimidate members or limit full participation. While the current version is not published online, a hard copy edition of this manual can be found at most bookstores of general interest and contemporaneous with the execution of this document a copy has been donated to the Saint Mark's the school library.

motions. No proxies are allowed for voting members but non-voting members may send representatives in their place.

4.4 Quorum. Attendance of more than 50% of the voting members currently serving shall constitute the necessary quorum to conduct business.

ARTICLE V: MISCELLANEOUS

5.1 Amendments. These Bylaws may be amended from time to time by an affirmative vote of at least two-thirds of the members of the Board.

5.2 Circulation. A copy of these bylaws should kept in the school and parish office, be circulated to all other school committees and made available to any parishioner or school family requesting the same.

5.3 Access. The Board shall be entitled to have access to a dedicated page of the school's website and have access to any and all information necessary to conduct its business and keep parishioners and school families properly informed.

EFFECTIVE THIS THIRD DAY OF DECEMBER, IN THE YEAR OF OUR LORD, 2013.



Father Ben Uhlenkott, Pastor




Mark Hopkins, Principal



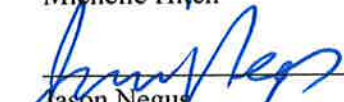
Jason S. Risch



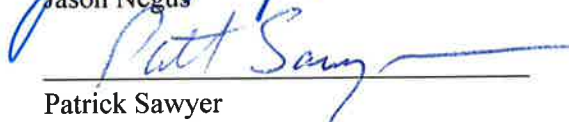
Dennis Feeney



Michelle Hitch



Jason Negus



Patrick Sawyer