

BYLAWS
For
ST. KATHARINE DREXEL SCHOOL BOARD
Of
Beaver Dam, Wisconsin
Archdiocese of Milwaukee, Wisconsin

Preamble

St. Katharine Drexel Parish of Beaver Dam recognizes the importance of and need for maintaining a Catholic School.

It is necessary to establish fair and uniform principles for educational, financial, and other policies to carry out said Catholic school and to otherwise have a forum for reviewing, discussing, and disseminating materials and information for the mutual benefit of the school and the parish.

I. NAME

This organization shall be known as the St. Katharine Drexel School Board of St. Katharine Drexel Parish.

II. AUTHORITY AND RELATIONSHIP

The St. Katharine Drexel School Board is a committee of the Parish Council and abides by the Constitution and By-Laws in carrying out the educational/formational Mission of the Church and the policies of the Archdiocese. It is accountable to and receives its authority from the Parish Council.

III. PURPOSES/AIMS

The primary purpose of the St. Katharine Drexel School Board is to promote, encourage, and safeguard Catholic education by developing within the parish an understanding that the entire community has the responsibility for supporting the educational mission of the parish. The School Board recognizes it has a special role and responsibility in this area. The School Board participates in the design and evaluation of the educational/formational programs of the parish for adults, youth and children.

The aims of the School Board are:

- to act as a caring people working for each person in the parish/school community.**
- to create an active and living Christian atmosphere within the parish/school family.**
- to foster the total Christian growth of the individual.**
- to promote and support a strong Catholic School that positively impacts St. Katharine Drexel Parish Family, the Beaver Dam Community and surrounding communities.**

To achieve these aims the St. Katharine Drexel School Board will:

- assist in developing programs that are consistent with the educational/formational

- mission of St. Katharine Drexel Parish
- recommend to St. Katharine Drexel Parish Council to adopt policies for the mutual benefit to St. Katharine Drexel Parish and the School.
 - promote the implementation of the policies and directives of the Archdiocese.
 - foster communication among home, school, community and the Archdiocese.

IV. FUNCTIONS/RESPONSIBILITIES

The St. Katharine Drexel School Board will:

1. Assist the parish educational administrator (principal) in publicizing educational/formational programs.
2. Develop and review a fiscally responsible budget(s) for the various educational/formational program(s) and recommend adoption by the Parish Council.
3. Assist in the development of long-range plans to maintain and expand high quality educational/formational programs.
4. Assist the parish administration in interviewing, selecting and evaluating educational administrators.

V. MEMBERSHIP

Shall be open to any person 18 years of age or older who is a member of St. Katharine Drexel Parish and/or who has children enrolled in St. Katharine Drexel School.

Section 1: The School Board shall consist of nine (9) members. Ex-officio members shall include the Pastor, or Pastoral Designate, and the School Administrator.

Section 2: Each School Board member shall serve a term of 3 years with 3 members being elected in a Parish election each year. No member shall serve more than two elected terms.

Section 3: All terms of School Board membership shall expire on June 30 of the last year of said term.

Section 4: In the event of a vacancy, the School Board Chair shall appoint an eligible person to fill the unexpired term.

ARTICLE IV

OFFICERS

Section 1: The School Board officers shall consist of a Chair, Vice-Chair, Secretary, and Treasurer. These officers shall constitute the Executive Committee. They shall be selected by the School Board at the first meeting in July of each year for a term of one (1) year and until successors are duly selected or appointed. The majority vote of a School Board quorum [consisting of six (6) members] shall be necessary for the election of officers.

Section 2: Any vacancy on the Executive Committee shall be filled by the School Board for the unexpired term.

Section 3: The Chair shall preside at all meetings of the School Board, shall have all the powers and duties of a chairperson, and shall have such other powers and duties as may from time to time be assigned to the Chair by the Council or the School Board. The Chair shall prepare the meeting agenda, which will include input from School Board, the administration, and pastor. The Chair shall appoint committee chairs and members to standing committees, ad hoc committees, other committees, and shall in addition appoint a Parish Liaison to attend Parish Council meetings to enhance communication between the School Board and the Parish Council.

Section 4: The Vice-Chair shall be vested with all powers and perform all duties of the Chair when the Chair is, for any reason, absent or unable to act. The Vice-Chair shall also be charged with the maintaining of order at all School Board meetings.

Section 5: The Secretary shall give notices for all meetings of the School Board, keep minutes of all meetings, and maintain a written record of all acts of the School Board, while preserving all reports and documents. The secretary shall perform such other duties usually vested in the office of Secretary, and shall have such other powers and duties as may from time to time be delegated or assigned by the Chair or the School Board. The secretary may designate an individual to record meeting minutes.

Section 6: The Treasurer shall serve as the Chair of the Finance Committee and shall be responsible for ensuring that all designated reviews of the school financial records are conducted. The Treasurer shall perform such other duties usually vested in the office of Treasurer, and shall have such other powers and duties as may from time to time be assigned by the Chair or the School Board.

ARTICLE V

MEETINGS

Section 1: Monthly meetings shall be held at the time and place designated by the School Board. All meetings shall be open to members of the Parish and all others with an interest in the School (students, parents, teachers, etc.), unless designated as being closed.

The ordinary order of business shall be:

1. Gathering & Hospitality (Call to order)
2. Scripture and Faith Sharing
3. Approval of minutes
4. Audience Comments
5. Formational input
6. Reports
7. Ongoing Projects/Discussion (Old Business)
8. New Business
9. Evaluation of Meeting & Closing Prayer

Section 2: Six (6) members shall constitute a quorum for all meetings. School Board actions will not occur without a quorum.

Section 3: Special meetings shall be held at the call of the Chair or at the request of any four (4) members. All members shall be notified in person or by mail, email, or fax, of the time, purpose, and place of special meetings. Closed meeting of the School Board may be called by the chair to deal with sensitive and/or confidential matters.

Section 4: Three (3) days notice of all special meetings shall be given to each member unless such notice is waived by six (6) members.

ARTICLE VI

COMMITTEES

Section 1: The School Board may establish such committees as it chooses with such duties, powers, and functions as from time to time may be designated by the School Board.

Standing Committees shall be Finance, Development/Public Relations, and Scrip.

Ad Hoc Subcommittees can be appointed by the Chair to assist the School Board. Membership on any ad hoc subcommittee shall not be limited to members of the School Board. These subcommittees shall operate until their tasks are completed.

Section 2: The Chair shall appoint the members of all committees, with the exception of the Finance Committee.

Section 3: The Finance Committee shall be a standing committee of the School Board. It shall consist of the Treasurer, the Chair, the Vice-Chair, and three members appointed by the Parish Council. The Pastor (or Pastoral Designate) and the School Administrator shall be ex-officio members.

Section 4: The Finance Committee shall have the following duties:

- A. Conduct quarterly reviews of the school financial accounts. Ensure that monthly financial statements are submitted to the School Board.
- B. Prepare an annual budget for the School, to be submitted to the School Board in December of each year.
- C. Formulate tuition policies and recommend them to the School Board.
- D. Coordinate with the Parish Finance Committee and communicate with that Committee during the budget process.
- E. Perform such other duties as may be assigned from time to time by the School Board.

ARTICLE VII

AMENDMENTS

Section 1: The School Board may amend these By-Laws at any meeting by a vote of six (6) members.

Section 2: The Parish Council or any School Board member may propose amendments for consideration of the School Board. No vote on any such amendment may be taken without the amendment having been promulgated and discussed at a full meeting of the School Board, then promulgated to the Parish Council. At the next regular monthly meeting of the School Board, a vote on the proposed amendment may then be taken.

Approved by School Board
September 15, 2005