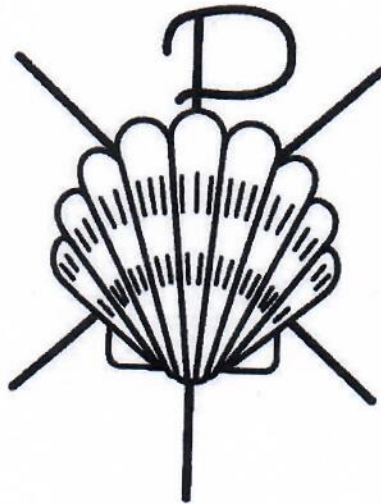


GUIDELINES
FOR GOVERNANCE AND LEADERSHIP
IN CATHOLIC ELEMENTARY SCHOOLS



DIOCESE OF ROCKVILLE CENTRE

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**DEPARTMENT OF EDUCATION
DIOCESE OF ROCKVILLE CENTRE**

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FAITH COMMUNITY

The Catholic school is a function, a service, and an expression of the faith community in which children are given the experience of sharing faith with the adult members of the Church community. The school is an integral part of this ministry and one in which pastoral leadership and shared responsibility are vital.

Catholic schools are called upon to make faith real in the world. They must be living faith communities, witnessing to the presence and reality of the risen Lord to and for the culture in which they exist. Speaking to this, we know:

“Community is at the heart of Christian education not simply as a concept to be taught but as a reality to be lived...In this community one person’s victory is everyone’s victory...”

Through education, people must be moved to build community in all areas of life; they can do this best if they have learned the meaning of community by experiencing it.”¹

This goal is the shared responsibility of all members of the faith community: students, parents, administrators, faculty, clergy, and parishioners. The greatest share of the responsibility, however, lies with:

- the pastor as spiritual and canonical leader
- the principal as administrator
- the school board as community representatives

Catholic schools are Catholic Educational Communities. In this setting, cooperation and interdependence mark the character of both the governing and advisory school boards as each works with the leadership to enable schools to reach goals.

BELIEVERS
TOGETHER
with glad and sincere hearts
from ACTS 2: 44 & 46

¹ *To Teach as Jesus Did*, paragraphs 22 and 23 and U.S. Bishops Statement on Catholic Schools 2005

GUIDELINES FOR CATHOLIC ELEMENTARY SCHOOL GOVERNING AND ADVISORY BOARDS

SHARED LEADERSHIP IN THE MISSION OF CATHOLIC EDUCATION

The education of youth is a ministry of the Catholic Church. In the *Declaration on Christian Education*, promulgated by the Second Vatican Council, the distinguishing characteristic of a Catholic School is described in this way: "The Catholic school pursues cultural goals and the natural development of youth to the same degree as any other school. *What makes the Catholic school distinctive is its attempt to generate a community climate in the school that is permeated by the gospel spirit of freedom and love.*"² Thus the Catholic school should be able to offer young people the means to acquire the knowledge they need in order to find a place in society which is strongly characterized by technical and scientific skill. But at the same time, it should be able, above all, to impart a solid Christian formation.³

An important element in developing this community climate is the collaborative leadership of parents with the pastor and principal in the operation of the local school board. Each has a special role and commensurate responsibilities in the development of the school's programs, policies, and procedures.

The purpose of these guidelines is to delineate the ways that the pastor, the principal, and the school board (whether governing or advisory) participate in the educational mission of the Catholic school. The school is strengthened through the working partnership among the leadership of the school, the parishes, and their constituents.

School boards are, in all cases, accountable to the pastor(s) and to the principal. They agree to follow the policies and administrative procedures of the Department of Education, Diocese of Rockville Centre (the "Department of Education"). Board members agree that they will use their talents, gifts, and insights for the common good of the community to promote the mission and goals of Catholic education, as interpreted by the diocesan bishop and implemented by the Department of Education. They will follow the duties of care, loyalty, and obedience in order to discern with other members the issues, concerns, and challenges the schools face in meeting the educational needs of the students.

The members of the boards model the faith community to their constituents. In order to do so, the members promote respect between and among each other, acknowledge the various views of the members, discern with each other in an open and collaborative manner, and support the decisions made by those ultimately responsible for the governance of the school.

Each school board member is, in a sense, a public relations agent of the school. It is a privilege to serve as a member of the board, and the members are valued because of their expertise, the support that they give to Catholic education, and their generosity in sharing their talents with other members of the board.

² *The Religious Dimension of Education in a Catholic School*, Rome 1988

³ *The Catholic School on the Threshold of the Third Millennium*, Rome 1997

I AM A CHILD OF THE MOST HIGH GOD
I am a blessing of hope...

**REFLECTION
FOR
BOARD MEMBERS**

***I have been asked to serve on this board,
Lord, and I have agreed to do so.***

LORD, help me to know the other board members.
Help me to appreciate their gifts.

Help me to welcome diversity of thought as an opportunity to design creative solutions, rather than an opportunity to criticize others. Help me to approach issues with an open and inquiring mind, free from prejudice. Let me depend on your Spirit to help me to make decisions for the common good.

Help me to listen; help me to discern when and to whom I should listen. Help me to use my gifts and talents to promote thorough, thoughtful consideration about the important concerns in our Catholic school community.

Your words, "For where two or three meet in my name, I shall be there with them," (Mt. 18:20) will sustain me as I participate in this work. I am confident that you will guide me if I open my heart to hear you. Remind me often that the work we do is for the benefit of all the children in our school community.

Please bless my work!

Amen.

SCHOOL BOARDS FOR ELEMENTARY SCHOOLS

Since 1969, the Bishops of the Rockville Centre Diocese have required that every elementary school have a school board. Local school boards are, by their very nature, *advisory* to the pastor(s) and the principal. It is, however, necessary and important to distinguish between the powers and duties of school boards of parish schools and regional schools. The specific differences can be found in the By-Laws (models of which are included in these guidelines). In sum, parish school boards are advisory to the Pastor of the parish, in whom authority and responsibility for all material school matters resides. Regional school boards (which include all of the pastors of the school's participating parishes) have certain additional powers, which are always subject to the reserved powers of the Members of the school corporations.

BY-LAWS

The authority and constitution of each school board shall be defined through written by-laws adopted and approved by the competent authority. Model copies for parish and regional schools are included in this manual.

Questions related to school board documents and/or proceedings shall be referred to the Department of Education.

MEMBERSHIP

The **pastor(s)** is(are) an ex-officio member(s) of the school board, ordinarily participating in all meetings, sharing vision, wisdom, and expertise. In light of ministry to the entire parish, pastors have the final authority on many types of decisions, including, without limitation, decisions that concern the integral proclamation of the Word of God, that impact overall school policy, or that relate to fiscal prudence and responsibility.

The **principal** shall be the executive officer of the board and have voice but no vote in its deliberations.

The **board members** for parish and regional schools shall be broadly representative of the Catholic community served by the school. This may include parents of children enrolled in the school and registered parishioners with no children in school. Broad representation is encouraged since, in most cases, the entire parish or several parishes support the school. The board members for regional schools shall be chosen by the pastors of the supporting parishes.

ELIGIBILITY FOR MEMBERSHIP

Board members shall be at least 21 years of age. No employee of the local school or parish and no member of the immediate family of an employee shall be eligible for membership. The term *immediate family* shall be defined as spouse, child, parent, brother, sister or in-laws. In addition, membership is limited to one person per household.

AREAS OF RESPONSIBILITY: BOARD MEMBERS / OFFICERS

The school board is a leadership group within the ministry of Catholic education. As such the responsibilities include:

- Modeling faith community in a spirit of cooperation and interdependence with the pastor(s) and principal
- Adhering to Department of Education policy and developing policies that enable the school to fulfill its mission
- Maintaining confidentiality regarding all school board matters
- Reviewing and advising on the school budget, tuition rates, and other sources of financing
- Acting as the public relations and marketing arm of the school and its programs
- Participating in the school's development plans, student recruitment efforts, and long-range planning
- Participating in ongoing board in-service
- Supporting the efforts of local legislative action benefiting Catholic education
- Originating and recommending school policy

Boards are not responsible for:

- Acting as a grievance committee or conciliators for any group or party
- Hiring, evaluating, or terminating faculty and staff; nor do they advise the principal of his/her responsibility in personnel matters
- Administering the school or directing the principal how to administer the school
- Implementing policies and procedures
- Writing rules/regulations
- Designing curriculum content
- Mandating school instructional materials

AREAS OF RESPONSIBILITY: PASTOR(S)

The **pastor** is the primary spiritual leader of his parish. He is responsible for the educational ministry in his parish. The pastor serves as an *ex-officio* member of the school board. As such, his responsibilities include:

- Participating in all board meetings and sharing his wisdom and experience
- Approving all decisions and policies, particularly those that relate to religious education in the school
- Approving the school budget
- Hiring the principal in accordance with procedures of the Department of Education
- Initiating the Principal's Letter of Intent process outlined by the Department of Education
- Cooperating in the initiation and implementation of the school's development plans, student recruitment efforts, and long-range planning

AREAS OF RESPONSIBILITY: PRINCIPAL

The **principal** is the educational leader and executive officer of the school and the school board. As such, his/her responsibilities include, without limitation:

- Developing the agenda with the board chairperson
- Keeping the board informed of the policies of the Department of Education and local school activities
- Providing educational direction to the board
- Assisting in the preparation of the annual school budget and tuition increases, and reporting periodically on year-to-date finances
- Participating in the school's development plans, student recruitment efforts, and long-range planning
- Preparing and submitting policy recommendations to the board
- Implementing policies and procedures
- Writing regulations for implementation of policy
- Informing the board of local policy implementation

AREAS OF RESPONSIBILITY: CHAIRPERSON

The **chairperson** of the board works with the principal in developing the agenda for board meetings. In addition, the chairperson:

- Believes in the purpose of the board and is loyal to those purposes
- Accepts duties required by the office to which elected
- Attends required meetings
- Inspires enthusiasm for the board's purposes
- Recognizes and cultivates leadership qualities in others
- Is punctual and prepared for meetings
- Keeps to the agenda; attends to the pacing of the meeting
- Keeps the meeting going and on a positive note
- Permits all views to be heard
- Understands the role of committees in providing maximum data for good decision-making by the board and appoints committee members in consultation with the pastor(s) and principal
- Shares appropriate leadership responsibilities with the pastor(s) and principal

In addition, the **chairperson of the board** must:

- Be impartial, tactful, confidential, firm, and competent
- Have a thorough knowledge of and accept the requirements of the board's by-laws
- Preside at all meetings or secure a suitable substitute
- Operate within the policies and procedures of the Department of Education

AREAS OF RESPONSIBILITY: VICE-CHAIR

- Performs duties in the absence of the chairperson
- Serves on Committees

AREAS OF RESPONSIBILITY: SECRETARY

- Maintains written record of minutes and submits a copy of such to board members and the Department of Education
- Takes care of all correspondence

- Distributes agenda prior to an up-coming meeting
- Maintains all reports and documents including the handbook of local policies
- Prepares other reports as requested

RESIGNATION OR REMOVAL OF A BOARD MEMBER

When a board member is unable to promote the purpose of the board, abide by established roles and responsibilities as a board member, or accept the board's agenda, it may be necessary for the board member to resign from the board. In addition, for the common good of the board, its members, and the school community, it may be necessary for the pastor(s) to remove a member from the board. The following are some reasons, without limitation, a board member may be removed from the board:

- Violating confidentiality
- Acting contrary to parish/school mission and goals
- Impeding the board's defined responsibilities
- Being excessively absent from meetings

COMMITTEES

A duly constituted **committee structure** contributes to the efficient operation of the board. The committee structure is also a way to recruit new members to the board and provide opportunities for members of the school community to become involved in the work of the board. Committees provide and organize needed information so that the board can take action on a particular issue. Committee members may include both board members and non-board members. The chair of each committee must be a board member.

Committee members are selected because they are knowledgeable, interested in serving, and possess a substantive expertise related to the matter under consideration. Committee members should receive in-service about the function of the board and the roles and responsibilities of the members as well as those of the committee. In addition, they should be familiar with the policies, procedures and practices of the local Catholic school.

The Chair of the Board, in consultation with the pastor(s) and principal, assigns board members to lead various committees to assist the board with its work. The committee is accountable to the board for its work and gives progress reports to the board. Time is also allocated on the agenda for the committees to give reports. Copies of any written report of a committee become part of the board's minutes.

The school board's agenda is designed to allow time for the members to discuss topics, receive information, give input on issues, and make recommendations. Since the optimal time allocated for board meetings is two hours, committee work is prepared outside of the meeting. As part of the board's agenda, each committee chair gives a brief report to the board on the progress of the committee's work. The committee chair may also use this time to seek the board's approval or input on some aspect of the committee's work. The committee chair may also invite a committee member (or two) to assist in presenting the report to the board. Non-board members of a committee do not actively participate in the board's agenda after presenting their report. (Some committees may not find it necessary to give a report at each board meeting.)

There are generally two types of committees, *standing and ad hoc*. A **standing committee** provides continuity for ongoing operation and consultation. An **ad hoc committee** is established to meet a specific objective at a given time. When the work of an ad-hoc committee is complete, the committee disbands.

Some examples of possible **standing committees** and a brief description of their responsibilities are:

Executive Committee

Typically consists of the principal, the chairperson, and other officers of the board who meet regularly to plan the agenda for the regular board meeting. They see that the board members receive a copy of the agenda with the minutes of the previous meeting and any other information to be distributed to the board in preparation for the upcoming meeting.

Catholic Identity Committee

Ensures that Catholic identity is the defining characteristic and essential element of the school. Helps promote the mission of the school to the parish community and to the local community.

Public Relations and Marketing Committee

Implements the plan for marketing the school to the parish community and to the local community and assists in recruitment of students to the school.

Finance Committee

Assists with the preparation and review of the school budget and setting tuition rates in conjunction with the principal, pastor(s), and the finance committee of the parish(es). Long-range financial plans and up-to-date monitoring contribute to a realistic and stable future for every school. Signed lease agreements for regional schools are also essential items in ongoing planning.

School Building/Capital Improvement Committee

Oversees, assesses, and develops a plan for on-going building improvement and maintenance as needed.

Development Committee

Coordinates fundraising activities for the financial support and operation of the school.

Legislative Action Committee

Represents the school community and informs the board of pending legislation and legislative initiatives for the benefit of the Catholic schools in the Diocese.

Ad hoc committees may be formed for a particular purpose. Some examples of possible ad hoc committees and a brief description of their responsibilities are:

Policy Development Committee

When a new policy is being developed, may be appointed as the "writing committee." This committee submits draft copies to the board and makes appropriate corrections, per the discussion of the board. The approval of the policy remains with the pastor(s).

Enrichment and Sports Committee

May assist in the planning and development of after school activities, sports teams, and cultural arts programs.

Technology Committee

May assist with planning for and implementing an update of the school's technology plan.

Anniversary Committee

May be established to plan and oversee a celebration of a major milestone for the school.

POLICY DEVELOPMENT

In *response to a need* expressed by the principal, pastor, or the board representing its constituents, a school may consider the development and implementation of a formal policy. Policy is typically a statement of direction in a particular matter. A workable policy should be narrow enough to give clear guidance but broad enough to leave room for the discretionary action of the principal.

Policy advice is part of a school board's responsibility, but adoption of any policy must be approved at a higher level by competent authority, often the pastor(s). Through policies, direction is given to the principal in terms of "what" should be accomplished without necessarily stating "how" it is to be accomplished. The intention must be clear, but leeway for implementation is left to the principal. Administrative decisions are always the day-to-day management choices of the principal.

In some instances, input from constituents may play a role in policy development. For policy development and implementation to be effective, it is often important that appropriate input be sought from those who will be affected by the policy.

Policies are never made in isolation nor are they made to "solve one problem." The nature of policy development requires time to analyze the need, gather data, allow for thoughtful deliberation, and ultimately approve a policy statement.

Many policies affecting Catholic schools already exist. These policies may derive from the New York State Department of Education and/or from the Department of Education.

Policy should always:

- Be related to the educational nature/mission of the school
- Be enforceable
- Be applied equally
- Where appropriate, include regulations related to a policy's purpose
- Be clear and simple
- Be evaluated periodically for effectiveness

REGIONAL SCHOOL BOARDS

Regional schools boards are constituted as Membership corporations. As such, there is a two-tiered governance structure consisting of the Corporate Members (the "Members") and the board. Certain reserved powers rest exclusively with the Members. Certain other powers rest with the board, subject to the terms of the governing By-Laws.

The Members of each regional school Corporation are the Episcopal Vicar, the pastors of the sponsoring parishes, and any other person designated by the Bishop of the Diocese of Rockville Centre. The board of the regional school Corporation is comprised of:

- The pastors of the sponsoring parishes
- The principal of the school
- One lay representative from each sponsoring parish
- Subject to the approval of the Presiding Member (the Episcopal Vicar), the Members may choose by majority vote to add additional representatives as they deem necessary

Voting rights, terms of office, number of meetings, powers, duties, and election of officers are delineated in the By-Laws.

Model By-Laws for the regional and parish elementary schools within the Diocese of Rockville Centre follow.

**BY-LAWS OF REGIONAL SCHOOLS
AS OF DATE
(MODEL)**

**ARTICLE I
NAME**

Section 1 The name of this Corporation is _____ Regional School. It will maintain its principal place of business in the Town of _____, County of _____, State of New York, unless and until it is relocated by the Members as hereinafter provided.

Section 2 The purpose of this Corporation is to provide an education in accordance with the teachings and traditions of the Roman Catholic Church and the highest educational standards possible.

**ARTICLE II
CORPORATE MEMBERSHIP**

Section 1 Members The following shall be Members of the Corporation (ex-officio) who shall exercise the powers and duties hereinafter set forth:

- A. The Episcopal Vicar designated by the diocesan Bishop of the Diocese of Rockville Centre, who shall serve as the Presiding Member
- B. The Pastors of the following Roman Catholic parishes of the Diocese of Rockville Centre, which are the supporting parishes of the Regional School:
 - 1. _____
 - 2. _____
 - 3. _____
- C. Any other person designated by the diocesan Bishop of the Diocese of Rockville Centre ("At-Large Members")

Section 2 Term of Membership All of the Members of the Corporation, with the exception of the At-Large Members, shall continue to be Members as long as they hold their respective offices in the Diocese of Rockville Centre or as pastor of a supporting parish of the Regional School. At-Large Members serve at the discretion of the diocesan Bishop. All Members of the Corporation shall be voting Members and shall exercise their powers in the advancement of and in the best interest of this Corporation and its stated purposes and philosophies.

Section 3 Presiding Member All meetings of the Members shall be chaired by the Presiding Member.

Section 4 Annual Meeting The annual meeting of the Members of this Corporation shall be held each year in the State of New York, upon not less than ten days written or actual notice at such time as may be fixed by the Presiding Member.

Section 5 Regular Meetings Regular meetings of the Members shall be held at the discretion and call of the Presiding Member with such notice as he deems appropriate.

Section 6 Quorum A majority of the Members of the Corporation, present in person, or by telephone, shall constitute a quorum for any annual or regular meeting of the Members.

Section 7 Reserved Powers of the Members The Members of the Corporation shall be solely responsible for the following matters, and any attempt by any other persons to exercise authority over these matters shall be null and void:

- A. To establish the philosophy according to which the Corporation will operate
- B. To amend the Corporate Charter and By-Laws, with the approval of the Presiding Member
- C. To approve any merger or dissolution of the Corporation or any of the schools it may operate
- D. To approve any purchase, sale, lease, loan, or pledge of any Corporate real estate
- E. To approve the appointment of any Principal of the regional school
- F. To approve annual budgets and capital expenditures which are proposed by the regional school Board and submitted to the Members.
- G. To approve any policies proposed by the regional school Board
- H. To appoint or remove any representative of the regional school Board, with the exception of the ex-officio pastors of the Parishes set forth in Article III, Section 1 A. of these By-Laws, all of whom serve by virtue of their office
- I. To adopt the policies and procedures regarding salaries, hiring, and tenure of all principals and teachers employed by the Corporation

ARTICLE III REGIONAL SCHOOL BOARD REPRESENTATION

Section 1 Representatives The Corporation shall have a regional school Board, hereinafter referred to as the "Board," comprised of the following representatives, subject to the approval of the Members (with the exception of the ex-officio pastors of the Parishes set forth in Article III, Section 1 A. of these By-Laws, all of whom serve by virtue of their office):

- A. The pastors of the Roman Catholic Parishes of _____ (ex-officio)
- B. The principal of the regional school (ex-officio)
- C. One lay representative from each sponsoring parish
- D. Subject to the approval of the Presiding Member, the Members may choose by majority vote to add additional representatives in their discretion

All Board representatives shall have full voting rights except that the principal of the regional school shall be a non-voting member.

Section 2 Term of Board Representatives The ex-officio representatives of the Board shall serve so long as they hold their respective offices as pastor of one of the supporting parishes or principal of the regional school. All other Board representatives shall serve for a three year term. Board representatives are eligible for one subsequent three year term at the discretion of the Members. Representatives of the Board shall be appointed for staggered terms of three years so that approximately one-third of the representatives are renewed each year.

Section 3 Eligibility Board representation is limited to adult members of _____
_____ Parishes and parents/legal guardians of children attending _____ Regional School.

Employees of the school or parishes, other than those mentioned in Article III Section 1, are not eligible for Board representation and no member of the immediate family of such an employee shall be eligible for Board representation. Both parents or legal guardians of a student in the school may not be voting representatives of the Board simultaneously.

Section 4 Responsibility The representatives of this Board shall act only in the name of the Board at a Board meeting regularly convened by the Chairperson after notice to all representatives of such meeting or when directed to act on behalf of the Board by specific resolution.

Section 5 Voting Each representative of the Board will have one vote, and such vote may not be by proxy. For purposes of transacting official Board business, it shall be necessary that a quorum, consisting of a majority of the Board representatives, be present. The approval of a majority of the representatives present at a Board meeting, assuming there is a quorum, is necessary to approve a motion or resolution.

Section 6 Vacancies and Removal Any Board representative who is not ex-officio may be removed with or without cause at any time by the Members of the Corporation. Any representative of the Board, other than an ex-officio representative, who is absent for three meetings of the Board within one academic year shall cease to be a representative, subject to the discretion of the Board. The Members will appoint a new representative to fill the remaining term of any Board representative who leaves the Board.

Section 7 Committees The Board, by a resolution of a majority of the entire Board, may designate one or more advisory committees. The purpose of each such committee is to advise the Board soundly with respect to such committee's area of responsibility. No committee shall have the authority of the Board. Each committee shall serve at the pleasure of the Board. The Board shall have the power at any time to fill vacancies in, to change representation of, or to discharge any such committee. Committees shall keep reports of the proceedings and shall present the same to the Board at the next succeeding meeting. Any advice provided by such committees shall be subject to approval by the Board.

Representation on a committee may include both Board representatives (including non-voting ex-officio representatives of the Board) and non-Board individuals. The chair of each committee shall be a Board representative. To the extent that a non-Board representative of a committee attends a Board meeting on behalf of the committee, such non-Board representative shall not participate in the Board's agenda except with respect to the committee business.

The Board may designate standing committees which provide continuity for ongoing advice to the board and/or ad hoc committees which are established to meet a specific objective at a given time. When the work of an ad-hoc committee is complete, the committee disbands. If the Board determines to have an Executive Committee, the Executive Committee shall consist of the principal, Chairperson, Vice-Chairperson, and Secretary.

**ARTICLE IV
POWERS AND DUTIES OF THE REGIONAL SCHOOL BOARD**

Section 1 Powers of the Regional School Board The Board shall be vested with the following powers, subject to any and all powers reserved to the Members:

- A. To do all acts necessary and proper to operate a school in accord with the teachings and traditions of the Roman Catholic Church and the laws of the State of New York
- B. To elect from its representatives a Chairperson, Vice-Chairperson, and Secretary
- C. To prepare annual financial reports and projected budgets for submission to the Members
- D. To recommend to the Members the sale, mortgage, lease or pledge, or other transfer, of the real property of the Corporation, which may be effectuated only with the approval of the Members and in accordance with the rules and regulations of the civil and canon laws
- E. To establish such committees as the representatives deem appropriate to advancing the purposes and best interests of the Corporation
- F. To develop policy in response to a need for submission to the Members

Nothing herein contained shall permit the representatives to delegate any of their powers reserved to them by these by-laws or by the laws of the State of New York.

Section 2 Duties of the Regional School Board The Board shall discharge the powers set forth herein and all of the other responsibilities given them in good faith, in accordance with the purposes and philosophy of the Corporation and with the degree of diligence, care, and skill which prudent people would exercise in like positions under similar circumstances. The Board shall be scrupulous in avoiding any conflict of interest, actual or apparent, which may occur in the exercise of their responsibilities and shall comply with any duly issued policy on Conflict of Interest. The Board shall recognize that their appointment is an invitation to, and an expectation of, services to the Corporation by sharing their talent and resources and, therefore, their active participation and attendance is expected. Recognizing the unique character of the Corporation by reason of its Catholicism, the Board shall in every instance act to further the purposes of the Corporation in a manner which is clearly consistent with the teachings, traditions, and philosophies of the Roman Catholic Church.

**ARTICLE V
OFFICERS OF THE REGIONAL SCHOOL BOARD**

Section 1 The officers of the Board shall be the Chairperson, Vice-Chairperson, and Secretary. Each of the officers shall be elected annually by a majority vote of the representatives of the Board.

Section 2 The duties of the officers are:

- A. **Chairperson:** To develop with the principal and Executive Committee, if any, the agenda for Board meetings, to preside at all meetings of the Board, and to perform all other duties under these by-laws and incident to the Office of Chairperson, including, but not limited to, coordinating the committees.
- B. **Vice-Chairperson:** To preside in the absence of the Chairperson and, if the office becomes vacant, to hold the office of Chairperson until the next meeting of the Board and the election of a new Chairperson.
- C. **Secretary:** To keep accurate minutes of the meetings, to record these minutes, to forward a signed copy to each member of the Board and the Diocesan Department of Education within a reasonable time, to notify each member of the next meeting, and to be responsible for all correspondence, including the preservation of all reports and the documents committed to his/her care, including the handbook of local policies.

**ARTICLE VI
REGIONAL SCHOOL BOARD MEETINGS**

- Section 1** The Board shall meet periodically during the school year on the dates determined at the last regular meeting of the preceding school year.
- Section 2** Special meetings of the Board may be called by the Members, Chairperson, or a majority of the Board representatives, with notification to all Members and all Board representatives. A notice of any special meeting must state the purpose of the meeting. Only business stated in the aforesaid notice may be transacted at the meeting.
- Section 3** A written record of the minutes of the Board, maintained and signed by the Secretary, shall be preserved in the Board's books and records and in the parish archives. A copy of the minutes shall be sent to the Diocesan Department of Education.

**ARTICLE VII
RESPONSIBILITY AND AUTHORITY**

All policies recommended by _____ Regional School Board and as established or amended by the Corporation in accordance with these By-Laws shall be consistent with the policies and directives of the diocesan Bishop of Rockville Centre, the Superintendent of Schools of the Diocese of Rockville Centre, and the New York State Education Department.

**ARTICLE VIII
LOCAL POLICY**

A current handbook of the local policies approved by the Members shall be maintained by the Corporation.

**ARTICLE IX
CORPORATE SEAL**

The Members may adopt a seal for the Corporation which shall be affixed to all documents, properly executed by or on behalf of the Corporation, as may be required by the civil or canon law.

ARTICLE X BOOKS AND RECORDS

The Members shall establish books and records for the Corporation which are sufficient to manage and record the actions and financial transactions of the Corporation prudently and carefully. Such books and records shall be created and maintained in accordance with careful business practices and shall conform with all requirements of the canon or civil law. The books and records of the Corporation shall be available at the regional school office of the Corporation and open at all times to inspection by any Member of the Corporation.

ARTICLE XI AMENDMENT

The by-laws may be adopted, amended, or repealed only by the Members of the Corporation, upon two-thirds vote of those Members entitled to vote at any given time, with the approval of the Presiding Member. All amendments or other actions involving the by-laws shall be set forth in a concise statement by the Presiding Member and forwarded to the representatives as soon after adoption as is practicable.

**BY-LAWS OF PARISH SCHOOL BOARDS
AS OF DATE
(MODEL)**

**ARTICLE I
NAME**

This organization shall be known as _____ Parish Advisory School Board, hereinafter referred to as the "Board."

**ARTICLE II
PURPOSE**

The purpose of the Board is to advise the Parish pastor soundly with respect to educational and other policies for _____ School. The implementation of these policies shall be the sole responsibility, and subject to the sole discretion, of the pastor. By its nature the Board is advisory and is accountable to the pastor and principal in its operation.

**ARTICLE III
MEMBERSHIP**

Section 1 Members The Board shall consist of a minimum of three and a maximum of seven members appointed by the pastor. The pastor, principal, and the president of the duly recognized parents organization (if any) shall be non-voting **ex-officio** members of the Board.

Section 2 Term Each member shall serve a term of three years. Members are eligible for one subsequent term at the discretion of the pastor. Members of the Board shall be appointed for staggered terms of three years so that approximately one-third of the membership is renewed each year.

Section 3 Eligibility Membership on the Board is limited to adult members of _____ Parish and parents/legal guardians of children attending _____ School. However, parents residing outside the parish may serve their elected terms only as long as their children are enrolled in _____ School.

Employees of the school or parish, other than those **ex-officio** members referenced in Article III Section 1, are not eligible for Board membership and no member of the immediate family of such an employee shall be eligible for Board membership. Both parents or legal guardians of a student in the school may not be voting members of the Board simultaneously.

Section 4 Responsibility The members of this Board shall act only in the name of the Board at a Board meeting regularly convened by the Chairperson after notice to all members of such meeting, or when directed to act on behalf of the Board by specific resolution.

Section 5 Voting Each member of the Board will have one vote, and such vote may not be by proxy. For purposes of transacting official Board business, it shall be necessary that a quorum, consisting of a majority of the Board members, be present. The approval of a majority of the

membership present at a Board meeting, assuming there is a quorum, is necessary to approve a motion or resolution.

Section 6 Vacancies and Removal The pastor will appoint a new member to fill the remaining term of any Board member who leaves the Board. Any member of the Board, other than an **ex-officio** member, who is absent for three meetings of the Board within one academic year shall cease to be a member, subject to the discretion of the Board. Any member of the Board may be removed from the Board at the discretion of the Pastor at any time for any action deemed to be detrimental to the school or the parish.

Section 7 Committees The Board, by a resolution of a majority of the entire Board, may designate one or more advisory committees. The purpose of each such committee is to advise the Board soundly with respect to such committee's area of responsibility. No committee shall have the authority of the Board. Each committee shall serve at the pleasure of the Board. The Board shall have the power at any time to fill vacancies in, to change membership of, or to discharge any such committee. Committees shall keep reports of the proceedings and shall present the same to the Board at the next succeeding meeting. Any advice provided by such committees shall be subject to approval by the Board.

Membership on a committee may include both Board members (including non-voting ex-officio members of the Board) and non-Board members. The chair of each committee shall be a Board member. To the extent that a non-Board member of a committee attends a Board meeting on behalf of the committee, such non-Board member shall not participate in the Board's agenda except with respect to the committee business.

The Board may designate **standing committees** which provide continuity for ongoing advice to the board and/or **ad hoc committees** which are established to meet a specific objective at a given time. When the work of an ad-hoc committee is complete, the committee disbands. If the Board determines to have an Executive Committee, the Executive Committee shall consist of the principal, Chairperson, Vice-Chairperson, and Secretary.

ARTICLE IV OFFICERS

Section 1 The officers of the Board shall be the Chairperson, Vice-Chairperson, and Secretary. Each of the officers shall be elected annually by a majority vote of the members of the Board.

Section 2 The duties of the officers are:

A. Chairperson: To develop with the principal and Executive Committee, if any, the agenda for board meetings, to preside at all meetings of the Board, and to perform all other duties under these by-laws and incidental to the office of Chairperson, including but not limited to coordinating the committees.

B. Vice-Chairperson: To preside in the absence of the Chairperson and, if the office becomes vacant, to hold the office of Chairperson until the next meeting of the Board and the election of a new Chairperson.

C. Secretary: To keep accurate minutes of the meetings, to record these minutes, to forward a signed copy to each member of the Board and the Diocesan Department of

Education within a reasonable time, to notify each member of the next meeting, and to be responsible for all correspondence, including the preservation of all reports and the documents committed to his/her care including the handbook of local policies.

ARTICLE V SCHOOL BOARD MEETINGS

- Section 1** The Board shall meet periodically during the school year on the dates determined at the last meeting of the preceding school year.
- Section 2** Special meetings of the Board may be called by the Pastor, Chairperson, or a majority of the Board members, with notification to all members. A notice of any special meeting must state the purpose of the meeting. Only business stated in the aforesaid notice may be transacted at the meeting.
- Section 3** A written record of the minutes of the board, maintained and signed by the Secretary, shall be preserved in the Board's books and records and in the parish archives. A copy of the minutes shall be sent to the Diocesan Department of Education.

ARTICLE VI RESPONSIBILITY AND AUTHORITY

All policies recommended by _____ Parish School Board and as established or amended by the Pastor of the parish in accordance with these by-laws these by-laws shall be consistent with the policies and directives of the diocesan Bishop of Rockville Centre, the Superintendent of Schools of the Diocese of Rockville Centre, and the New York State Education Department.

ARTICLE VII LOCAL POLICY

A current handbook of the local policies approved by the Pastor shall be maintained by the School.

ARTICLE IX AMENDMENT

A parish school Board may petition the officership of the parish Corporation, as designated in the parish Corporation's by-laws in accordance with the Religious Corporation Law of the State of New York, to amend these by-laws in such officership's sole discretion.