

BYLAWS

ORGANIZATION

Purpose and Function

The Mary Queen of the Holy Rosary School Board is consultative in nature and shall formulate and recommend policies for the educational programs of the school, shall promote implementation of said policies, shall participate in strategic planning and financial decisions, shall develop and promote good public relations between the school, parish and community, shall participate in the selection of the school administrator and shall insure that all local policies are in accord with the intent and spirit of the policies established for the school system by the Lexington Diocesan Board of Education.

Number and Terms of Members

The Board shall consist of a total of eleven (11) members: nine (9) elected members and the Pastor/Pastoral Director and the Administrator, who are ex officio members. Each elected member shall hold office for three (3) years. No more than two members will be elected in any one year (unless necessary due to a vacancy) so that the members shall serve staggered terms. Three members of the Board shall be elected by families with children at Mary Queen of the Holy Rosary School. Three members shall be elected by the Parish. The Pastor/Pastoral Director shall appoint a Financial Advisor, a Public Relations Advisor and a Legal Advisor to the Board. The three appointed members shall hold office for a term established by the Pastor/Pastoral Director. The present and future members shall hold office until their term expires unless they resign or are disqualified by unexcused absences from two board meetings during one academic year, excused absences from four board meetings during one academic year or are disqualified by any policy promulgated by the Diocesan Board of Education. As that term is used in these Bylaws “unexcused” means an absence that is not excused in advance by the President. Newly elected members shall take office June 1 of each year, but shall be invited to attend the May meeting.

Membership

Members of the Mary Queen of the Holy Rosary School Board shall be selected in the following manner. For School Parent members, nomination requests shall be forwarded to school families in February of each year that an election is to take place. The Nomination request form will request that nominations be forwarded to the President and shall state a deadline for the same of not less than three weeks from the date the request form is circulated. Returned nominations shall be forwarded directly to the President. The President, or his/her designee, shall contact the nominees to determine their willingness and qualifications (as set forth

herein) for serving on the Board. If only one candidate is nominated, the President shall declare the nominee elected by acclamation. If no candidates are nominated, the President, after consultation with the School Board, shall appoint the new School Board member.

If more than one individual is nominated, all qualified nominees then shall submit a brief description of their qualifications for circulation and voting by the school families. The ballots shall be circulated by the President or his/her designee and shall request that ballots be returned to the President within two weeks. The ballots, once returned, shall be forwarded directly to the President who shall tally the votes with the assistance of one designated School Board Member. The nominee with the most votes shall be the next Parent School Board member. This process shall be completed no later than May 1 in each election year.

For parish members, the Pastor/Pastoral Director, or his/her designee, shall have placed in the weekly Sunday parish bulletin a request for parish nominees, beginning on the first weekend in February of each year that an election is to take place. The request shall run in the bulletin for four weeks and shall set a deadline for submitting nominees to the Pastor/Pastoral Director or his/her designee. Upon expiration of the deadline, the Pastor/Pastoral Director or his/her designee shall contact each nominee to determine their willingness and qualifications (as set forth herein) for serving on the Board. If only one candidate is nominated, the Pastor/Pastoral Director shall declare the nominee elected by acclamation. If no candidates are nominated, the Pastor/Pastoral Director, after consultation with the School Board, shall appoint the new Parish member.

If more than one individual is nominated, all qualified nominees then shall submit a brief description of their qualifications for circulation and voting by the Parish families in the weekly bulletin. The ballots sheet shall be circulated by the Pastor/Pastoral Director or his/her designee and shall request that ballots be returned to the Pastor/Pastoral Director or his/her designee by a date certain. The ballots, once returned, shall be tallied by the Pastor/Pastoral Director and his/her designee. The nominee with the most votes shall be the next School Board member. This process shall be completed no later than May 1 in each election year.

The Pastor/Pastoral Director shall appoint the three School Board Members (Financial, Public Relations and Legal) based upon their qualifications and willingness to serve on the Board. Appointments should be made on or before June 1 for each year on which a new appointment should be made. Appointed Members shall hold office for a term established by the Pastor/Pastoral Director. Newly appointed members shall be invited to attend the May meeting as non-voting members.

The Pastor/Pastoral Director, after consultation with the Board, shall through appointment fill unexpired terms of Board members who resign or are

disqualified. If a portion of the term remains unexpired at the next regularly scheduled election, a special election shall take place to fill the remaining unexpired portion of the term that was vacated. Elections shall then take place during the next election period.

Membership Qualifications

a. For School Parent Members:

- Parent with at least one student attending Mary Queen of the Holy Rosary School during that parent's term on the School Board.
- Not a salaried employee of the Parish or school
- Not an immediate family member (spouse, grandparent, parent, child or sibling) of a salaried employee of the Parish or the school.
- In good standing within the school community

b. For Parish Members:

- Baptized, practicing Catholics in good standing with the Church;
- Registered parishioners of Mary Queen of the Holy Rosary Parish;
- Participants in the ongoing life of the parish, particularly the Sunday Eucharist and;
- Eighteen (18) years of age.
- Not a salaried employee of the Parish or school
- Not an immediate family member (spouse, grandparent, parent, child or sibling) of a salaried employee of the Parish or the school.
- In good standing within the Parish community.

c. For Appointed Members

- Either a school parent or parishioner in good standing with the school and/or Parish
- Special skills or expertise in their designated field (legal, public relations, financial)

d. Desired Characteristics for all Members:

- Desire for academic and spiritual growth of our school.
- Enthusiasm about future school direction, expansion and growth.
- Committed to encouraging and facilitating good communication and a team atmosphere between the Board, the Administration, school families and the Parish.
- Committed to being prepared and on time for every Board meeting.
- Flexibility and openness with people and ideas.
- Willingness to work towards consensus.
- Ability to maintain confidentiality.
- Ability to work effectively with others.

Officers

The Board shall determine and select its own officers in prayerful discernment at the regular Board meeting in June. The Officers shall include a President, a Vice-President, and a Secretary. The President, the Vice-President and the Secretary are to be voting members of the Board. All elected /appointed members of the Board are eligible for any office.

School Administrator

The Administrator shall be the executive officer of the Board and shall participate in the deliberations of the Board. The Administrator shall be responsible for implementing Board policies. The Administrator shall have discretionary authority to make administrative decisions. As those terms are used in these Bylaws, “Board policy” means: a written expression of the Board’s collective intention regarding the educational organization or operation of the school including for example policies for obtaining the highest caliber staff and teacher qualifications; “administrative decisions” means: the rules, regulations and procedures for determining how the implementation of new policies shall be accomplished including handbooks, school rules, the evaluation and supervision of individual teachers, hiring and termination decisions, discipline codes and school curriculum.

Faculty Representative

The Board may request that a faculty representative attend Board meetings. The faculty representative with input from the Administrator shall decide the term for which he/she shall serve and whether two or more representatives shall serve at any one time on a rotation basis. The faculty representative shall not participate in any Executive Session.

Temporary Board Committees

The Board may appoint ad hoc committees drawn from the community to prepare studies and bodies of information enabling the Board to make informed judgments and shall establish at the same time that the committee is created a method by which the committee shall report back to the Board. The Board may discontinue such committees at its pleasure and, in any event, each ad hoc committee will be considered dismissed with thanks at the completion of its task. Each committee shall have such powers and shall perform such duties as may be assigned to it by the Board and shall be appointed and vacancies filled in the manner determined by the Board. In the absence of other direction, the President shall appoint all committees.

Standing Board Committees

The Board may appoint such other committees, as it deems advisable, and may discontinue the same at its pleasure. Each committee shall have such powers and shall perform such duties as may be assigned to it by the Board and shall be appointed and vacancies filled in the manner determined by the Board. In the absence of other direction the President shall appoint all committees.

The Standing Committees of the Mary Queen of the Holy Rosary School Board are the Athletics Board, the Marketing Committee, and the School Finance Committee.

Other Organizations

The Board shall work together with other Mary Queen of the Holy Rosary organizations including the Parent Teacher Organization and faculty groups for the betterment of the school. The Board shall request that the PTO, the Fall Festival Committee, the Welcoming Committee, faculty groups and any other organizations with which the Board deems it necessary or important to coordinate on a regular basis to provide written reports or minutes prior to each Board meeting so that the Board may be kept updated. Representatives from those organizations may be invited to attend Board meetings if the Board desires more detailed information.

Board Member Liaison

To better coordinate with the various school organizations and to keep Board Meetings efficient and focused, the Board shall elect a member to act as a liaison to each standing and temporary committee. The Board Liaison shall communicate with his or her designated committee in order to keep apprised of the committee's progress and accomplishments. The Liaison shall report, at monthly Board meetings, as to the committee's status. If the Board or the Liaison or the committee chair deems it necessary or important, the committee chair shall attend one or more Board meetings to coordinate with the Board directly.

Censure and Removal of Board Members

The Board shall conduct all business concerning Censure or Removal in Executive Session.

Members of the Board may be censured or removed from office for the following:

- a) behavior which violates the school's standards, expectations, and/or policies as outlined in the Mary Queen School Handbook or the Catholic Diocesan policies;
- b) conduct unbecoming a member of a Catholic organization;

- c) unprofessional conduct that results in a disruption to any school program; or,
- d) unilateral action inconsistent with Board Policies or unilateral action not approved by the Board.

As used in these Bylaws, “censure” means a statement from the Board and Pastor/Pastoral Director indicating the Board’s displeasure with actions of the offending Board member. A Board member may be censured by consensus of the Board, excepting the offending member, with consent and approval of the Pastor/Pastoral Director.

A Board member may be removed from office for misconduct by consensus of the Board, excepting the offending member, with the consent and approval of the Pastor/Pastoral Director. The Pastor/Pastoral Director shall appoint a temporary member to replace the removed member until the next regularly scheduled election. The Pastor/Pastoral Director may remove appointed members at any time.

Prior to Censure or Removal, the President of the Board shall, in writing, inform the offending member of the basis for which the Board will consider his/her censure or removal, inform the member that he/she shall have the opportunity to speak on his/her own behalf and that may have others speak on his/her behalf.

DUTIES OF OFFICERS/MEMBERS

President

The President shall preside at all regular and special meetings of the Board; appoint all committees unless otherwise specified by the Board; execute on behalf of the Board all written instruments except as otherwise directed by the Board and, in general, perform all duties as from time to time may be assigned to him/her by the Board.

Vice- President

The Vice-President shall be an aide to the President and in case of the absence or disability of the President shall temporarily assume and perform the duties of the President.

Secretary

The Secretary shall keep the minutes of the meeting of the Board, be they open or closed; submit a copy of the minutes within a reasonable time to Board members for editing and mailing; see that all notices are fully given in accordance with the provisions of these Bylaws to the members as well as school families and

parishioners; be the custodian of the records of the Board and provide the Administrator with copies of the same for the school office/archives; and in, general, perform all duties incident to the office of the secretary of the Board and such other duties as from time to time may be assigned by the President. In the absence of the President or Vice-President, the Secretary shall preside at the meetings of the Board.

Individual Members

Board members have authority only when acting as a Board officially in session. The Board shall not be bound by any statement or action on the part of any individual member of the Board except when such statement or action is in pursuance of specific instruction of the Board. Board members have no authority to request documents from individual school employees or to direct school employees.

Request for Information

The Board may request information from the Administrator regarding operation of the school. Such requests shall come from the Board or Board committee rather than individual Board member or committee member.

METHODS OF OPERATION

Decision Making

All Board decisions shall be made by consensus. Consensus is, for the purposes of the Board, defined as: A group process for decision making in which all come to common understanding and agree to support the decision of the whole. Consensus is built on prayer, seeks the will of God and not an individual's will, is based on mutual trust among the persons making the decision, and honors the teachings of the Scriptures of the Church. Consensus takes more time than parliamentary voting, but it results in the further growth of the group, in better working relationships and in fuller ownership of the decisions.

Adoption/Amendment of Policies and Bylaws

Any proposed new policy or bylaw of the Board must be submitted in writing and read at a regular meeting of the Board and must lie over until the next regular meeting. A consensus of the Board shall be necessary for its adoption.

The Bylaws of the Board may be amended by consensus providing the amendment has been presented at the previous meeting of the Board.

Meetings (Regular, Special)

The Board shall meet monthly, subject to change by the Board itself or to postponement by the President, Pastor/Pastoral Director or Administrator. Special or additional meetings shall be held whenever called by the President or the majority of the Board. Board meetings will not be held in the absence of both the Pastor/Pastoral Director and the Administrator or their designees.

Time, Place, and Nature

All meetings may be held at such times and places as fixed by consensus of the Board upon not less than five (5) day's notice. Notice of a change in meeting time or place shall also be posted on the school and the Parish web sites. All meetings of the Board are to be open meetings unless designated in advance as being closed. Dates and times for Board meetings shall be established by the Board each year at its June meeting and posted on the school web site.

Public Hearings

Upon consensus of the Board, the Board, or its duly authorized committee, may hold public hearings. The Board shall decide the time, place, date or dates, the subject matter to be discussed and the manner in which public hearings will be conducted in each instance.

Construction of Agenda

The Administrator with the assistance of the Board President shall be responsible for preparing the agenda. Individual Board members desiring an item to be included on the agenda shall notify the President or the Administrator at least seven (7) days in advance of the next regular meeting.

Any non-member desiring to place an item on the agenda shall deliver the request in writing to the President or Administrator at least ten (10) days prior to any regular meeting.

The Board meetings shall be limited to those items placed on the agenda. Items involving individual conflicts concerning teachers, parents or students shall not be placed on the agenda, as they are not issues properly addressed by the Board.

The President and the Administrator shall make every effort to post a copy of the agenda on the school website no later than the Wednesday preceding the next Board meeting. Posting dates may be impacted by certain events such as holidays.

Advance Delivery of Meeting Materials

Each Board member shall receive notice and a copy of the agenda and any supporting materials at least three (3) days prior to the meeting.

The Administrator shall forward her/his written recommendations regarding Board Policies identified as action items on the Agenda to the Board members at the same time that the agenda and other supporting materials are circulated.

Quorum

At meetings of the Board, a simple majority of the members shall constitute a quorum.

Length of Meeting

The goal of the Mary Queen of the Holy Rosary School Board shall be to conduct its meetings within a two (2) hour time period.

Parliamentary Procedure

The Board may fix its own rule of procedure to be followed at meetings but in the absence of such rules, Robert's Rules of Order shall apply.

Circulation of Final Minutes

The President or Administrator shall send copies of the minutes from last month's meeting to the Pastor/Pastoral Director and individual Board members with the agenda packet for each future meeting. The President shall also send a copy to the Superintendent of Schools at the Catholic Schools Office.

The Secretary, or his/her designee shall post a copy of the minutes of each meeting on the Mary Queen of the Holy Rosary school website for review by school families and parishioners for the purpose of sharing and disseminating information.

Appeal of School Board Policy

Decisions made by the Board may be appealed according to the following procedure:

The person(s) appealing the decision (the "petitioner") shall put in writing their concerns regarding decisions made by the Board and submit this to the Board within ten working days following the distribution of the minutes.

If the School Board elects not to amend its action, the petitioner may appeal that decision to the Pastor/Pastoral Director within ten working days of the Board meeting at which the petition was addressed by submitting a written appeal.

If attempts to resolve the issue at the parish level fail, the petitioner may appeal to the Catholic Schools Office at the Diocese by submitting a written appeal within ten days from the time the Pastor/Pastoral Director has advised the petitioner of his action regarding the appeal.

APPENDIX

Recommended Meeting Conduct

Order of Business

- A. Call to Order and Opening Prayer.
- B. Recommended Actions
 - 1. Routine Matters
 - a. Approval of Minutes.
 - b. Acceptance of Agenda
 - 2. Old Business
 - a. Review of Policy Implementation
 - b. Review of Long and Short Term Goals and Objectives
 - 3. New Business
 - a. Administrator's Policy Recommendations
 - b. New Policies
- C. Information/Communications/Reports
 - 1. Official Delegations
 - 2. Non-Staff Communication and Reports.
 - 3. Administrator:
 - a. Faculty Report (including hiring updates)
 - b. Curriculum
 - c. Policy Implementation
 - d. Teacher Evaluations
 - 4. Board Members
 - a. Standing Board Committee/Liaison Reports
 - 1. Athletics Board
 - 2. Marketing Committee
 - 3. School Finance Committee
 - b. Temporary Board Committee/Liaison Reports
 - 5. Other Organizations
 - a. PTO
 - b. Faculty Groups
 - c. Welcoming Committee
 - d. Fall Festival Committee
- D. Future Business/Events
 - 1. Meeting Dates
 - 2. Preview of Topics for Future Agendas
 - 3. General Discussion to Guide Future Recommendations
- E. Executive Session (if one is held)
- F. Adjournment and Closing Prayer