

St. Peter-Marian Parent School Board

Bylaws

Article I Name of Organization

The formal name of the organization shall be the St. Peter-Marian Central Catholic Junior-Senior High School Parent School Board, hereinafter known as 'the Board'.

Article II Purpose of Organization

The mission statement of the organization will serve as its general focus

(See addendum #1)

The specific purpose of the organization is to assist the Headmaster and school administration by providing advice and counsel concerning the following;

1. Strategic Planning
2. Policy Development
3. Evaluation of policies, plans and mission effectiveness
4. Communication and outreach
5. Other such roles as called upon by the school administration

(See addendum #2)

Article III Membership

Membership shall consist of:

- Twelve (12) parents comprised of a quota of two (2) per grade level if possible. However, if sufficient interest does not exist to achieve this proportional number, a parent from any grade level can be elected. Initial Board membership terms will be designated at either three or four years in duration, with each member's position being so designated retroactive to September 1, 2005. Fifty percent (50%) of the members will be designated for three-year terms, and the remainder for four-year terms. At the conclusion of said terms, the individual elected, or re-elected, to

succeed that person shall serve a three-year term. Three-year terms will become the standard from that point forward for all Board members.

- Three (3) ex-officio members, comprised of the Headmaster, Junior High Principal and Senior High Principal.
- Two (2) ex-officio community members, to be selected by the Headmaster with the input of the membership

A member can be re-elected for a second consecutive term of no more than three years duration, with the understanding that any member who serves two consecutive terms will not be eligible for re-election to a third consecutive term. Said member would be required to remain off the board for two years before being eligible for further Board membership.

If the child of a Board member graduates from St. Peter-Marian prior to the conclusion of said member's term, that member may serve the remainder of his/her original term. Should said member elect not to serve out his/her term, said vacancy shall be filled pursuant to guidelines set forth in Article V of this document.

Resignations must be received in writing to be deemed official

Article IV Officers

Officer positions shall consist of a Chairperson, a designee selected by the Chair to officiate in his/her absence, and a Secretary. The selection of officers for the upcoming year shall be elected annually by the sitting board members at the June meeting. A simple majority of all members present will be required in order for the selection to be affirmed. Officer elections shall be conducted in June of the year in which the terms expire, with all members having a vote. An officer whose child will graduate or otherwise cease to be a student at St. Peter-Marian before the expiration of their term of office is able to complete their term of office. Any officer vacancies will be filled on an interim basis until the next regularly-scheduled election for that term of office.

The Chair will preside at all meetings of the membership. The Secretary shall keep a record of all proceedings at both regular and special meetings of the membership. This will include, but not be limited to, the publishing of the Board's official minutes and the maintenance of a record of attendance of the members.

Article V Membership Vacancies

Any vacancy on the Board occurring prior to the expiration of said term shall be filled through the nomination of a successor (if it is a parent vacancy) by the Board, and subsequent majority affirmation of the members of the Board.

Administration or community member vacancies occurring prior to the expiration of the term of office shall be filled by the Headmaster. In both instances, such interim appointments shall conclude upon the scheduled expiration of the original term of office.

Article VI Election of Members

It will be the Chairperson's responsibility to establish a Nominating Committee, consisting of no less than three (3) and no more than five (5) members from the sitting Board. It will be that committee's task to solicit new member nominations from the school at-large as well as solicitation of nominations being published throughout the entire SPM community no less than 30 days prior to the scheduled election date.

Thirty days prior to the expiration of the term of office of any parent member, notice shall be given to the parents of all students via mail that nominations will be solicited. All nominations shall close as of April 30th of the year in which said term(s) expire, and names shall be submitted to the Nominating Committee for consideration. The Nominating Committee shall in turn submit all names recommended by the Committee to the full Board. All current Board members will convene at the regular May Board meeting to select/elect members from all nominations received. Such election will be governed pursuant to Articles III, V, and XIII)

Should an insufficient number of nominations be received to achieve the goal of two member representatives per grade, current Board members will review prospective parent candidates from lists of incoming seventh (7th) grade and freshman students, with a letter of intent requested. Prospective candidates will be approached and asked by individual Board members. Said appointments will not become final until the Board-at-large has met to vote on candidates selected by this method.

Article VII Meeting Schedule

Regular official meetings of the Board shall be conducted on school property on a monthly basis between the months of September and June, as determined by the Board members at the beginning of each academic year. All members must be notified by the Chair. Recommended meeting length is ninety (90) minutes. Special meetings can be called for with a 2/3 vote of the membership, with the provision that all members be contacted, advised and given at least three (3) calendar days notice.

Article VIII Conduct of Meetings

Robert's Rules of Order will be utilized as the parliamentary rule of conduct for any items not covered in the bylaws. The Chairperson, or his/her designee, shall be responsible for the orderly flow of the meeting, including the formation of the agenda and posting of same. The Secretary shall be responsible for keeping and compiling complete and detailed notes of discussions and decisions made. These notes shall become the 'minutes' of the Board. They shall be recorded and placed on file as the official record of all proceedings and decisions.

Article IX Amendments

All amendments to these bylaws must be published or distributed to the membership with thirty (30) days notice, in writing, and receive a 2/3 majority to be enacted.

Article X Establishment of sub-committees

From time to time, as needed by the membership, subcommittees may be established for the purpose of research and/or discussion to facilitate the business of the Board. These committees shall be temporary in nature, and once their missions have been completed, they shall be terminated by the Board. A majority vote of the members shall be required to form and/or abolish said subcommittees. It will be required of all subcommittee chairpersons to report back to the Board on a regular basis as to the subcommittee's progress and recommendations. Subcommittee actions and decisions are subject to review by the Board, which retains ultimate and final authority over the actions of all subcommittees.

An Executive Committee shall consist of the officers of the Board as well as the chairs of any subcommittees currently active at that time. Meetings of the Executive Committee can be called for by the Chair at any time, with a minimum of forty-eight (48) hours notice to all members whenever feasible. The Executive Committee can meet to discuss and form an agenda for future meetings of the Board-at-large, review details of past meetings and otherwise carry out the mandates of the Board. The Executive Committee shall not at any time usurp the authority of the Board by conducting any binding vote which could be construed as representing the mandates and wishes of the Board members, without the Board's prior knowledge and written consent. The sole indicator of 'written consent' will be the official recording of same in the official minutes of the Board.

Article XI Requirements and Expectations of Board Members

So as to promote equity among Board members, each member will be expected to participate as fully as is practical in the Board's collective mission and tasks. Toward that end, members will be considered to be inactive and thus eligible for replacement should they miss four (4) regular meetings of the Board over a one-year period. The existence of exigent circumstances will be given appropriate consideration by the Chair. In addition, it should be expressly understood that Board membership carries with it a commitment to be active in the Board's affairs, i.e. subcommittees and special projects.

Article XII Materials Provided to Members

All new members will be provided with certain documents and materials, contained in a binder, as well as other materials as are deemed necessary from time to time. It is expressly understood that these materials remain the property of St. Peter-Marian Central Catholic Junior-Senior High School, and must be returned to a Board officer or the Headmaster upon termination of Board membership.

Article XIII Quorum

A quorum of the Board shall consist of one more than fifty percent (50%) of the duly-elected and/or appointed members. A quorum must be present in order to conduct a vote on any proposed action, position or communication. Proposed actions, positions or communications can move forward upon an affirmative vote of a simple majority of those present, provided the aforementioned quorum requirement has been met. The exception to this will be the annual election of members and officers, which will require a 2/3 vote of members present for election. For the purpose of voting, members of the Board who are unable to attend a meeting, or find it necessary to leave the meeting prior to a vote, can complete a statement of proxy and file same with the Secretary. Such proxy votes must be received prior to the meeting if the member cannot attend, or prior to departure from the meeting. Telephone proxies are not acceptable. However, a printout of an email communication which includes a proxy statement is acceptable provided that the member's name, email address and phone number are included in the email correspondence. Additional determinations will be governed as set forth in Article IV, Article V and Article VII of this document.