

St. Felix Catholic School Advisory Board

By-Laws



Article I

Section 1. Committee

This Board shall be referred to as the St. Felix Catholic School Advisory Board, Wabasha, Minnesota. The Pastor as the legal, spiritual, and educational representative of the Bishop shall not and may not relinquish or delegate his responsibilities and authority as educational administrator of the school; he must approve all policies and recommendations made by the Board.

Section 2. Purpose

The purpose of the St. Felix Catholic School Advisory Board shall be to make recommendations to the Pastor and Principal regarding school policies and operations.

Whenever possible and practical the Board shall work in conjunction with the Public School District and other interest groups in the interest of promoting quality educational opportunities for members of the community.

Section 3. Authority and Responsibility

The St. Felix Catholic School Advisory Board shall be charged with the following authority and responsibilities:

- Finance
- Property and Maintenance
- Development
- Strategic Planning
- Policy Development
- Evaluation of the Principal's Relationship with the Board
- Understanding Major Curriculum Changes

Article II

Section 1. Meetings

Regular meetings of the St. Felix Catholic School Advisory Board shall be held on the third Tuesday of each month during those months that school is in session (August through May). Regular meetings shall be held in the school at 7:00 PM. A member can only have three consecutive unexcused meetings per school year. If necessary, the Board will re-evaluate the board member's position.

Section 2. Special Meetings

Special Meetings of the Board may be convened by the Pastor, Principal, or Chairperson upon the request of four (4) Board members with seven (7) days prior notice. The chairperson will determine if the meeting is necessary based upon the Board's needs. A quorum for the transacting of business shall be a simple majority of the total number of voting members with the Pastor present.

Board meetings are to be open to parents, guardians, and members of the Saint Felix community unless designated by the Chairperson or Pastor. In the event someone outside of the Board desires to address the Board, a request must be made to the Chairperson or Pastor three (3) days prior to the meeting. Presentations are to be limited to 3-5 minutes unless otherwise approved by the Chairperson.

Article III

Section 1. Membership

Board membership vacancies shall be filled by election with the results communicated to the Parish community. Members selected for the Board should meet the following criteria:

- Have an interest in and commitment to Catholic education and to the school's philosophy and mission.
- Be available to attend meetings and periodic in-service programs, and to participate in committee work.
- Demonstrate an ability to maintain high levels of integrity and confidentiality.
- Deal with situations as they relate to the good of the entire school community.
- Be a credible witness of the Catholic faith (or to one's own religion) and to the school community and beyond.

Article IV

Section 1. Officers

The officers of the St. Felix Catholic School Board shall consist of the Chairperson, Vice-Chairperson, and Secretary. Officers shall be nominated and elected at the September meeting.

Section 2. Duties of the Officers

The Chairperson shall:

- Call and preside at all regular and special meetings of the Board.
- Direct the functions and goals of the Board.
- Enforce the Constitution and By-laws of the Board
- Perform any and all duties incident to the office of Chairperson.
- Create committees and appoint members to such committees.
- Create the agenda in collaboration with the Principal.

The Vice-Chairperson shall:

- Assist the Chairperson and assume the duties of the Chairperson as required.

The Secretary shall:

- Record and maintain minutes of all regular and special meetings.
- Be the custodian of the Constitution and By-laws.
- Present the minutes and other material as required at the meetings.
- Perform all duties incident to the office of Secretary.

Article V

Section 1. The Principal

The Principal of the parochial school is appointed by the Pastor and serves the faith community, integrating the philosophy, goals and objectives of the school with those of the Diocese and local Advisory Board, especially in the faith formation and ongoing development of students and faculty. The Principal is accountable to the Pastor and the Diocesan Superintendent of Schools.

The daily operation of the School is the responsibility of the Principal. In sensitive issues, the Principal should seek the advice of the Pastor prior to formal action. It shall be the responsibility of the Principal to supervise the educational programs in each grade.

The Principal shall initiate recommendations to the Board concerning educational goals and objectives that respond to the long-range needs and vision of the school.

Article VI

Section 1. Legal Ramifications

Due process procedures, which are designed to respect the rights and dignity of all citizens, shall be adhered to in grievances of employees, parents, and students as stated in the perspective handbooks.

The posture of the Board shall be to comply with state and federal laws prohibiting discrimination on the basis of race, color, national and ethnic origin, sex, marital status, status with regard to public assistance, age, or disability.

Article VII

Section 1. Ratification

Upon ratification by the St. Felix Catholic School Advisory Board and upon approval by the Pastor, the By-Laws for the Board of St. Felix shall be filed with the Diocese of Winona Catholic School's Office with a current list of names and addresses of members of the St. Felix Catholic School Advisory Board.

Article VIII

Section 1. Amendments

These By-Laws may be amended at any regular or special meeting of the Board by majority vote of voting members, subject to the approval of the Pastor and Principal.

ARTICLE IX

Section 1. Rules of Order

Ordinarily, decisions should result from a process of consensus rather than from a majority vote. Through consensus, decisions are made by the general consent of the group rather than by the majority rule used in parliamentary procedure. In the event of an impasse, time should be taken during the meeting for the entire Board to pray for the guidance of the Holy Spirit on the present deliberation. If the Board is unable to reach a consensus, the item may be tabled, returned to a Committee for further study and research, or voted upon. If the recommendation is passed by a majority vote, the pastor must approve the recommendation before it is promulgated and implemented.

Revised: October 1, 2015