



ST. MARTIN OF TOURS SCHOOL SCHOOL ADVISORY BOARD BYLAWS

GAITHERSBURG, MARYLAND
ARCHDIOCESE OF WASHINGTON, D.C.

ARTICLE I – NAME, PURPOSE, AND FUNCTIONS

A. Name

The name of this body shall be the St. Martin of Tours School Advisory Board, hereinafter referred to as the “Board.”

B. Purpose

The purpose of the Board is to provide advice and assistance to the St. Martin of Tours School’s Administrative Team, which consists of the Pastor and the Principal, in the governance of the school. The Board fulfills its purpose and exercises its functions in accord with the mission and goals of the Parish and with the goals, policies, and regulations of the Archdiocese of Washington.

C. Functions

The functions of the Board include the following.

1. Recommending policy
 - (a) Provide advice and assistance to the School’s Administrative Team in the development of School policies, as contained in the Parent/Student Handbook, and any other important issues facing the School community.
 - (b) Conduct an annual evaluation to determine the extent to which policy issues raised during the course of the year have been satisfactorily addressed.
2. Engaging in public relations and marketing
 - (a) With the Administrative Team, conduct informational programs and other outreach activities to attract new students and retain current students in order to maintain enrollment targets.
 - (b) Conduct an annual evaluation to determine the extent to which public relations and marketing efforts performed during the course of the year have been effective.
3. Conducting development activities
 - (a) Establish long-range development plans consistent with Archdiocesan guidelines that include activities such as alumni relations, capital campaigns, endowments, and planned giving programs.



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- (b) Conduct an annual evaluation to determine the extent to which development efforts performed during the course of the year have been effective.
4. Planning for School needs
- (a) Help the Administrative Team to articulate the philosophy and mission of the School to the community.
 - (b) Work with the Administrative Team to develop long-term (i.e., covering three to five years) plans and goals on pertinent matters related to School operations.
 - (c) Work with the Administrative Team to develop short-term (i.e., current year) plans and goals on pertinent matters related to School operations.
 - (d) In years when the School is required to report to the Middle States Association for re-accreditation or other purposes, review and offer advice on the School's self-assessment and report.
 - (e) Conduct an annual evaluation to determine the extent to which planning efforts conducted during the course of the year have been effective.
5. Advising on School financial matters
- (a) Work with the Administrative Team in the development of the School budget for the succeeding fiscal year. Present the budget, including revenue (recommended tuition and fee rates) and projected expenses to the Administrative Team for approval and implementation.
 - (b) Provide assistance to the Administrative Team on policy matters concerning financial assistance, tuition collection, and the long-term financial needs of the School. Research tuition rates, tuition practices, and tuition procedures of other schools.
 - (c) Prepare an annual fiscal report for the current fiscal year for the Administrative Team's review.
 - (d) Maintain historical record of School finances, project costs needed to implement School goals and prepare action plan for financing of goals.
6. Evaluating School operations
- (a) Provide to the Administrative Team a regular evaluation of School operations' conformance to School and Archdiocesan policies and goals.
 - (b) Provide input to the Pastor for use in evaluation of the Principal.



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D. Process

The Board fulfills its functions best when it operates in a deliberative and reflective manner. To this end, major plans and policy recommendations should be composed in writing as drafts to allow time for review prior to discussion. Board members should research pertinent information related to topics of discussion (e.g., finding archdiocese policies, reading education journals, learning how other schools handle an issue, etc.). The Board Chair may establish procedures for drafting plans and policy recommendations. (See Appendix I.)

E. Board recommendations

Since the Board is advisory to the Administrative Team, Board members individually and collectively do not have the authority to bind the Pastor, Principal, or others in the School. However, when the Board acts together, with the Administrative Team and the members agreeing, the decisions are binding on all.

ARTICLE II – MEMBERSHIP

A. Composition

The Board shall be composed of 13 members, which includes ex officio members.

1. The ex officio members of the Board are the Pastor, who has the title of President of the Board, and the Principal, who is the Executive Secretary of the Board.
2. Members of the Board shall include the following:
 - (a) Parents or guardians of children in the School (usually nine), who constitute the voting members.
 - (b) One faculty member of the School (appointed by the Administrative Team), who is a nonvoting member.
 - (c) A representative of the Home and School Association, who is a nonvoting member.

B. Qualifications

Board members should have knowledge, skills, or talents that will make a significant difference in the well-being of the School and reflect diversity of the school and parish community. In addition, members should have the ability to think globally and put the overall welfare of the School ahead of personal agendas or biases. Board members must also be at least eighteen years of age, support the mission and vision of Catholic education, and be able to make a substantial time commitment to the work of the Board.

C. Selection

Board members will be selected by the Pastor, who may make appointments from a list of recommended candidates compiled and submitted to him by the Nominating Committee



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at the April meeting of the Board. The Pastor will announce the names of those selected to serve on the Board at its May meeting. New Board members will attend the June meeting as observers.

D. Terms

1. Each member shall serve for a term of three years. Board members may be re-appointed for a second consecutive term, but may not serve more than six consecutive years. Individuals may also be appointed for multiple nonconsecutive terms.
2. Terms of members shall be staggered so that not more than one third of the membership is replaced each year.
3. Should a Board member be unable to complete his/her term due to resignation, poor attendance, or no involvement in Board responsibilities, a new Board member shall be appointed by the Pastor to complete the term of the member.

E. Expectations

1. Board members are expected to be model members of the School and Parish community.
2. Board members are expected to attend all Board meetings and to be a member or chair at least one Board committee or to have significant involvement in another School or Parish activity.
3. New Board members are expected to attend School Advisory Board training sessions sponsored by the Archdiocese and/or orientation sessions provided by the Board Executive Committee.
4. Board members with satisfactory meeting attendance and School involvement receive 60 volunteer hours per year. Members who miss three meetings in a school year may be removed from the Board unless the President of the Board determines that mitigating circumstances caused the absences. In such cases, volunteer hours for the member will be prorated based on actual attendance.

ARTICLE III – OFFICERS

A. Positions

Officers of the Board shall consist of a Chair, Vice Chair and Secretary, who shall constitute the Executive Committee.

B. Duties

1. The Chair presides at all meetings of the Board and is responsible for developing the Board's agenda in conjunction with the Principal and Pastor. The Chair will distribute the meeting agenda about a week prior to the scheduled meeting. The Chair shall represent the Board, or shall designate another member to represent



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the Board, at other School meetings and functions. The Chair shall also assign Board members to committee duties as needed.

2. The Vice Chair shall perform the duties of the Chair when the Chair is unable to act or is absent, and shall also serve as the chair of the Nominating Committee.
3. The Secretary is responsible for taking the minutes of each meeting and performing other duties as assigned. Draft minutes for a meeting will be distributed within two weeks following a meeting. The Secretary shall maintain a written record of the names of all current Board members and nominees, as well as all minutes and correspondence of the Board, and shall preserve all Board reports and documents deemed by the Chair to be worthy of preservation.
4. The Executive Committee will initiate the Board's annual evaluation as described in Article I, section C.6.(a) and present it to the Board at its May or June meeting.
5. The Executive Committee will develop and implement an orientation session for new Board members in order to present information in these bylaws and information in School Advisory Board training materials provided by the Archdiocese. This orientation session should be conducted prior to new Board members' first meeting with the Board. (See Appendix II.)

C. Eligibility and selection

All Board members are eligible for election to any office, although no member shall serve as Board Chair for more than two consecutive years. Officers shall be elected by the current Board members at the regular meeting in June.

ARTICLE IV – COMMITTEES

A. Standing committees

The standing committees of the Board include the following.

1. Development committee, whose purpose is to provide leadership on issues related to the school's endowment, alumni and donor relations, and public relations through newsletters and publication insertions.
2. Facilities committee, whose purpose is to provide leadership on issues related to building and environs maintenance and improvements.
3. Finance committee, whose purpose is to provide leadership on issues related to the School's finances and budget.
4. Outreach committee, whose purpose is to provide leadership on issues and activities related to recruiting new families and students.
5. Technology committee, whose purpose is to provide leadership on issues and activities related to the School's technology infrastructure.



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6. Nominating committee, whose purpose is to identify and submit the names of persons considered suited to Board service to the Pastor for his appointment to vacancies. The committee shall consist of two or three Board members and shall be chaired by the Vice Chair of the Board.

B. Ad hoc committees

The Board Chair may create ad hoc committees as needed to conduct the work of the Board.

C. Committee chairs

The Chair of the Board shall appoint chairs of each committee.

D. Parent Volunteer Hours Monitoring

The Chair of the Board, in consultation with the Principal, shall appoint a parent to monitor parent volunteer hours during the school year. The monitor may be any School parent and is not required to be a member of the Board. The monitor shall provide regular updates on parent participation to the Principal and quarterly updates to the School Board.

ARTICLE V – BOARD MEETINGS

A. Frequency and location

The Board shall meet once a month from September through June. Special meetings may be called by the Chair as needed or by a majority of the voting members.

B. Quorum

For the purpose of transacting official business, it shall be necessary that a majority of the voting members of the Board be present.

C. Decision-making

Decisions shall be arrived at through a consensus building process whenever possible. When a vote is necessary to conduct Board business, a simple majority of the voting members present shall carry any motion presented and voted on, provided there is at that time of the vote a quorum of all voting members. All recommendations made by the Board are subject to the approval of the Administrative Team.

D. Observation or participation by nonmembers

Nonmembers who wish to be present at a Board meeting or to address the Board at a meeting may request that a meeting be opened or that they be permitted to address the Board. Upon receiving that request, the Chair shall advise the Board members of the request and, unless more than half of all voting Board members object to the request, the nonmember shall be permitted to attend such portion of the meeting or address the Board on such terms as are permitted by the Chair.



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E. Record of Board recommendations and actions

A written record of all acts of the Board shall be maintained in the Parish and in records of the School, and all policies enacted by the Board and accepted by the Administrative Team shall be made a part of the Parent/Student Handbook.

F. Conduct of meetings

Meetings shall be conducted in a respectful, courteous, and civil manner. The Board may choose to adopt standard parliamentary procedure, as contained in *Robert's Rules of Order*, or proceed in the spirit of the *Rules*.

G. Confidentiality

Some topics and issues discussed by the Board will involve sensitive situations or exploratory considerations. Generally, the Board avoids personal information concerning students and parents. Members of the Board are responsible for maintaining confidentiality about discussions, unless otherwise agreed by the Board. Confidentiality also applies to the drafted minutes. Until minutes are reviewed and approved by the Board for publication, they should not be discussed or distributed with anyone outside of the Board.

ARTICLE VI – AMENDMENTS TO BYLAWS

These bylaws may be modified by a vote of a majority of the voting members present at any regular meeting at which there is a quorum, provided that the intent to present the modification of the bylaws for action at a meeting has been previously announced as an agenda item and more than 48 hours notice of the intent to take that action provided to all Board members.

Modifications to these bylaws: 1996, 2002, 2007



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APPENDIX I

POLICY RECOMMENDATIONS

- Identify an issue
- Find the current policy in the Handbook
- Research the issue: Why is the policy the way it is? How is the policy working now?
- Contemplate a change: What would a new policy look like? What are the ramifications of change?
- Request the issue be placed on the agenda
- Put the proposed change in writing
- Discuss
- Reach consensus (or vote if necessary)
- Send recommendation forward to Principal and Pastor, who can accept or not accept



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APPENDIX II

ORIENTATION FOR NEW BOARD MEMBERS

Welcome
Leadership
Purpose of the Board
Role of Board Members
Officers
Committees
Collegiality and Meetings
Bylaws
Archdiocesan Training