

ST. MARTIN OF TOURS SCHOOL SCHOOL ADVISORY BOARD BYLAWS

ARTICLE I – NAME, PURPOSE AND FUNCTIONS

Section 1.

Name

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

Section 2.

Terminology

Archdiocese	Archdiocese of Washington, D.C.
Parish	St. Martin of Tours Church, Gaithersburg, Maryland, of the Archdiocese
School	St. Martin of Tours School, of the Parish
Pastor	Pastor of the Parish
Principal	Principal of the School
(School) Administrative Team	The Pastor and the Principal
Board	St. Martin of Tours School Advisory Board
HSA	Home and School Association, of the School

Section 3.

Purpose

The purpose of the Board is to provide advice and assistance to the St. Martin of Tours School's pastor-principal leadership team in the oversight, mission, status and sustainability of the school. The School Advisory Board does not assess the faculty of the school. Faculty assessment is the responsibility of the principal. The supervision and assessment of the principal is the shared responsibility of the pastor and the superintendent, although they may seek input from the School Advisory Board. 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.

Section 4.

Function

1. Planning
 - a. Work with the Administrative Team to develop long-term (three- to five-year) plans and goals on matters related to School operations.
 - b. Work with the Administrative Team to develop short-term (current year) plans and goals on matters related to School operations.
 - c. In years when the School is required to report to the Southern Association of Colleges and Schools Council on Accreditation and School Improvement for re-accreditation or other purposes, review and offer advice on the School's self-assessment and report.

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2. Policy Development

- a. Provide advice and assistance to the 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. Policies may be developed according to the following process:
 - i. Identify an issue
 - ii. Find the current policy in the Handbook
 - iii. Research the issue: Why is the policy the way it is? How is the policy working now?
 - iv. Contemplate a change: What would a new policy look like? What are the ramifications of change?
 - v. Request the issue be placed on the agenda
 - vi. Put the proposed change in writing
 - vii. Discuss
 - viii. Reach consensus (or vote if necessary)
 - ix. Send recommendation forward to Principal and Pastor, who can accept or not accept

3. Financing

- 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.

4. Public Relations

- a. Help the Administrative Team to articulate the philosophy and mission of the School to the community.
- b. 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.

5. Development/fundraising

- a. Establish long-range development plans consistent with Archdiocesan guidelines that include activities such as alumni relations, capital campaigns, endowments, and planned giving programs.

6. Assessing

- a. Provide to the Administrative Team an annual evaluation of School operations' conformance to the School's and Archdiocesan policies and goals.
- b. Conduct an annual evaluation to determine the extent to which the Board has accomplished its purposes and functions during the course of the year:
 - i. Policy issues and other important issues facing the School community have been addressed.
 - ii. Planning efforts have been effective.

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- iii. Public relations and marketing efforts have been effective.
 - iv. Development efforts have been effective.
 - v. Financial matters have been addressed.
- c. Provide input to the Pastor for use in evaluation of the Principal.

Section 5.

The advice, decisions, recommendations, and other acts of the Board are advisory only. Only the acts of the pastor-principal leadership team, made independently of the Board, are binding.

ARTICLE II – Membership of the Board

Section 1.

Membership and Composition of the Board

The Board shall be composed of eleven to fifteen members, including non-voting ex officio members, and shall consist of no fewer than nine voting members.

1. Non-voting ex officio members include the pastor and principal, who may participate fully in Board deliberations but do not vote because of the Board's role as advisor to them.
2. Other non-voting members of the Board may include a secretary appointed by the Administrative Team.
3. Voting members on the Board shall include persons who meet at least one of the following criteria:
 - i. Parents of children in the school
 - ii. Members of the sponsoring parish
 - iii. Person(s) with special talents in the areas of Board functioning
 - iv. Non-Catholic parents
 - v. Members of the sponsoring parish who do not have children in school
 - vi. Member of the parish Finance or Pastoral Council
4. Other voting members of the Board shall include the President of the HSA and a faculty member. If the HSA President or faculty member cannot attend a Board meeting, he or she may designate another member of the HSA or faculty, respectively, to attend the meeting as a nonvoting member of the Board.

Section 2.

Qualifications of the Members

Board members will be registered members of the parish sponsoring the school, school faculty, or parents of children in the school. Members must be eighteen years of age and willing and able to make a substantial commitment to the work of the Board.

Section 3.

Conduct of Board Members

Board members must abide by the policies and regulations of the Archdiocese of Washington, including requirements regarding confidentiality and conflicts of interest.

As board members' duties may involve the handling of confidential or proprietary information, including but not limited to business records, payroll records, human resource records, financial data and transactions, and personal information about other employees or parishioners, board members must not disclose or discuss this information with anyone else without authorization from the pastor or principal. Board members are expected to protect and safeguard confidential information against unauthorized use; not to use confidential information

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except for authorized purposes; and not to, directly or indirectly, reveal, report, publish, or disclose confidential information.

In light of the Board's primary duty to advise and assist the pastor and principal, board members must avoid activities that create a conflict of interest with their responsibilities to the Archdiocese and its parishes, schools, and agencies. Board members must avoid even the appearance of impropriety when performing their duties and must not use their positions or knowledge gained at work to improperly influence decisions for their personal advantage or for the advantage of their family or friends. Board members are expected to observe the highest moral and ethical standards in any dealings in which they represent the Archdiocese and its parishes, schools, and agencies.

Board members who violate these standards of conduct may be subject to immediate dismissal from the Board.

Section 4.

Selection of Board Members

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. The nomination process will be conducted by Nominations Committee and shall include the following steps:

1. The recruitment of several qualified candidates for each vacancy
2. The screening and an interview of each candidate by the Nominations Committee to determine the candidate's qualifications and understanding of the Board's function and purpose
3. Final recommendations by the Board to the pastor-principal leadership team at the April meeting of the Board.
4. The Pastor will announce the names of those selected to serve on the Board at its May meeting. New members will attend the June meeting as observers.

Section 5.

Term of Office

1. Each member shall serve for a term of three years. 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 the members shall be staggered so that not more than one-third of the membership shall be replaced each year.
3. Should a term member be unable to complete his/her term due to a resignation, poor attendance, or no involvement in Board responsibilities, a new term member shall be appointed by the Pastor to complete the term of the departing member.
4. If a member completes the term of a departing member, this partial term does not count towards the service limit of six consecutive years described in point number 1.

Section 6.

Expectations

1. Board members are expected to be model members of the School and Parish community.

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2. Board members are expected to attend all Board meetings. They are also expected to be a member or chair of 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 receive 30 service hours per year with the balance of service hours earned through committee responsibilities and School involvement. Members who miss three meetings in a school year may be removed from the Board unless the Pastor 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

Section 1.

Positions

1. The Board shall have a Chairperson, Vice Chairperson, and a Secretary, who shall constitute the Executive Committee.
2. The Chair presides at all meetings of the Board and is responsible for developing the Board's schedule and 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 the Board, at other School meetings and functions, e.g.:
 - i. Popsicle Social
 - ii. Back-to-School nights
 - iii. Open Houses
 - iv. Auction, Dinner, Dance fundraiser
 - v. Parish PicnicThe Chair shall also assign Board members to committee duties as needed.
3. The Vice Chairperson presides in the absence of the Chairperson and performs other duties as required, including serving as the chair of the Nominating Committee.
4. The secretary is responsible for taking the minutes of each meeting and performs other duties as assigned. The secretary shall complete and make available the draft minutes for each meeting within two weeks following the meeting. The secretary shall assist the Chair as necessary to 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.
5. The Executive Committee will initiate the Board's annual evaluation in May and present it to the Board at its June meeting.
6. 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 III.)

Section 2.

Selection procedures and term of office

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All Board members are eligible for appointment to any office, although no member shall serve as Board Chair for more than two consecutive years. Chairperson and Vice Chairperson are nominated by the current Board members and appointed to one-year terms by the Administrative Team. Officers are announced at the June meeting of the Board.

ARTICLE IV – COMMITTEES

Section 1.

Standing committees of the Board include:

1. Religious Life committee, whose purpose is to reinforce--and plan events in support of--the Catholic identity of the School.
2. 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.
3. Finance committee, whose purpose is to provide leadership on issues related to the School's finances and budget.
4. Marketing committee, whose purpose is to provide leadership on issues and activities related to recruiting new families and students.
5. Facilities committee, whose purpose is to provide leadership on issues related to building and environs maintenance and improvements.
6. Strategic Fundraising committee, whose purpose is to oversee School fundraising efforts, and to research and develop new fundraising opportunities. This includes oversight of Bingo and the Auction.
7. 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.

Section 2.

The Chairperson may appoint ad hoc committees as necessary. Committee membership may include Board members and other members of the School community.

Additionally, 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 Chair of the Board may also appoint a Board member to serve as the Board's liaison with the monitor. The monitor or liaison shall provide semiannual updates on parent participation to the Principal and the Board.

Section 3.

The Chairperson of the Board shall appoint the chairperson of each committee, except the Finance committee. The Finance committee chair is appointed by the pastor. Committee chairs are not required to be members of the Board. If a committee chair is not a Board member, the Chair of the Board may appoint a Board member to serve as the Board's liaison with the committee chair.

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ARTICLE V –MEETINGS

Section 1.

Frequency of meetings

The Board shall meet once a month from September through June. Additional meetings may be called by the Chairperson, or by a majority of the voting members, when necessary.

Section 2.

Quorum

A simple majority (more than half) of the voting members constitute a quorum for board activity.

Section 3.

Decision-making process

When a vote is necessary to conduct Board business, a simple majority (more than half) of the voting members of the Board shall carry any motion presented and voted on. All recommendations made by the Board are subject to the approval of the Administrative Team.

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.

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.

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*.

- a. 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.
- b. The board shall use the consensus method of decision-making, which requires the board to strive to reach a decision acceptable to all board members. When agreement cannot be reached a vote may be taken.

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ARTICLE VI – AMENDMENTS TO BYLAWS

These bylaws may be modified by a vote of a majority of the voting members of the Board 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 has been provided to all Board members.

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Appendix I: Bylaw Modifications

Revision Year	Reason
1996	No reason provided
2002	
2007	
2013	
2014	HSA President changed from non-voting to voting member of the Board.
2018	<ul style="list-style-type: none"> • Aligned bylaws with ADW template bylaws • Changed accreditation body from “Middle States Commission” to “Southern Association of Colleges and Schools Council on Accreditation and School Improvement” • Revised Article II, Section 1 to clarify Board membership numbers and specify a minimum number of voting members • Updated Board membership to include a faculty member as a voting member • Removed Appendix I, <i>Mission of Catholic Schools</i> and <i>Mission of St. Martin of Tours School</i> • Added Appendix I, <i>Bylaw Modifications</i> • Removed Appendix II, <i>Policy Recommendations</i>, and moved to Article I, Section 4 • Removed Appendix III, <i>Orientation for New Board Members</i>