



The School Board of Holy Family Academy Bylaws

ARTICLE I - Name

The name of this body shall be the School Board of Holy Family Academy, referred to herein as “School Board.”

ARTICLE II - Mission

In conjunction with the mission of Holy Family Parish, the mission of the School Board is the further advancement of our Mission:

Holy Family Academy is a school dedicated to excellence in education and fidelity to the Magisterium of the Roman Catholic Church. Holy Family Academy is committed to training each child in a holy manner that develops high standards of thinking and behavior, a well formed conscience, sound judgment, personal thoughtfulness, and self-discipline.

ARTICLE III - Purpose and Function of the School Board

Section 1. Purpose: The School Board is established by the Pastor to be advisory to him and the Principal of Holy Family Academy.

Section 2. Function: The functions of the School Board are to:

- Advise the Pastor and Principal on policies, planning, development, and budgeting for Holy Family Academy,
- Conduct special studies and assignments as requested by the Pastor or Principal,
- Communicate the goals and “state of the school” to the school and parish community.

ARTICLE IV - Membership

Section 1. General Eligibility: Each member of the School Board shall:

- Be 21 years of age, or older,
- Be a practicing Catholic and active member of Holy Family Parish,
- Usually have children in attendance at Holy Family Academy,
- Not be a member of school staff (except as noted in section 2 of this Article),
- Must be in good standing with Holy Family Academy, and current with tuition payments.

Section 2. Number of Members and Representation: The School Board shall consist of:

- Pastor
- Principal
- No fewer than four (4) additional members and no more than seven (7) additional members.

Section 3. Appointed Members: A member of the School Board shall be appointed by the Pastor for a term of three (3) years. The term of office shall begin on July 1st. The Pastor may appoint a member to serve a second term, but members may not serve for more than two (2) consecutive terms. The appointments shall be staggered over a period of three (3) years to provide for continuity of a majority of the membership from year to year. After a lapse of one year, a former member may then be reappointed. Any member of the School Board who cannot fulfill his/her obligation of office shall submit a resignation to the Pastor.

As an Advisory Board, it is important the board members have a personality which will work harmoniously with the Pastor and Principal. Members must be able to make fact-based decisions, setting personal interests aside, which support the mission of the School.

Section 4. Removal: The School Board may vote to recommend to the Pastor that a member be removed from the board for absences from three (3) meetings within a year without advance notice, or the Board may recommend a member be removed for cause, such as a confidentiality breach. The Pastor may also remove an individual School Board member for cause.

ARTICLE V - Officers

Section 1. Executive Officers: The executive officers of the School Board will be the Pastor and the Principal. The Principal shall routinely provide the School Board with pertinent information regarding the state of Holy Family Academy.

Section 2. President: The President shall preside at all meetings of the School Board, shall make all committee appointments, Secretary appointment, shall prepare the agenda for all meetings of the School Board in collaboration with the Principal, shall execute on behalf of the School Board all written documents, and, in general, shall perform all duties pertaining to the office of President. Near the end of each school year, the Pastor shall designate any school board member as President for the subsequent year.

Section 3. Secretary: The Secretary, in the absence of the President, or at his/her request, shall perform the duties and exercise the functions of the President and, when so acting, shall have the authority of the President and shall perform such other duties as are delegated by the President. The Secretary shall serve as the communication coordinator for the School Board and thus be responsible for providing regular parent communication suggestions to the President for approval, take minutes at all meetings and submit them electronically to all School Board members, and archive School Board minutes annually.

ARTICLE VI - Meetings

Section 1: Meetings: Regular business meetings shall be held monthly from September to June of each year or as otherwise decided by the School Board.

Section 2: Conduct of Meetings: The School Board shall operate in a spirit of collegiality, shall seek consensus.

Section 3: Quorum: Four of the members (including Pastor and/or the Principal) of School Board shall constitute a quorum for the transaction of business at a meeting. A majority vote of those present and voting (an abstention is not a vote) shall be sufficient for any recommendation or election, except as noted in Section 4 of this Article.

Section 4: Policy Actions: The School Board shall not vote on recommendations regarding the adoption, modification, or rescission of a School Board policy at the meeting at which such policy adoption, modification, or rescission is introduced unless two-thirds of the total voting membership of the School Board votes to suspend the rules.

Section 5. Special Meetings: Special meetings of the School Board may be called at the discretion of the President, in conjunction with the Principal, and/or the Pastor.

Section 6. Consensus: After agreement on the wording of a motion is reached through consensus, a simple majority of those voting on a motion at a meeting at which a quorum is present shall constitute Board action on that motion.

ARTICLE VII - Committees

Section 1. Committee Membership: All School Board members are expected to serve on a standing committee. Each standing committee shall have such authority and shall perform such duties as may be assigned to it by the School Board President. The President shall assign committee memberships, including committee chairs, after consultation with the Board, Pastor, and Principal. A Committee shall be composed of one or more members.

Section 2: Standing Committees: The Holy Family Academy School Board shall have the following Standing Committees:

- A. Executive Committee.** The Executive Committee shall be comprised of the Pastor, Principal, and the President. It shall:
- Prepare the agenda for the Board meeting,
 - Review all Board reports before public distribution,
 - Provide immediate consultation on School issues,
 - Facilitate Board self-evaluation and the development of plans for improvement and the establishment of goals for the following year.

B. Finance Committee. The Finance Committee shall:
Assist the Parish Finance Office and the Principal in establishing a financially viable budget for the School.

C. Marketing Committee. The Marketing Committee shall:
Assist the Principal in developing Board recommendations for a marketing plan for the School. The goal of the marketing plan is student recruitment.

Section 3. Ad Hoc Committees: The School Board may appoint such ad-hoc committees as it deems advisable and may discontinue the same at its discretion.

ARTICLE VIII - Periodic Review of Bylaws

Section 1: At least once every five years, or more often if determined by the School Board, a review of the current Bylaws shall take place.

ARTICLE IX - Amendments to Bylaws

Section 1. Amendments: These Bylaws may be amended by a simple majority of the authorized voting members of the Board and upon approval by the Pastor.