

# **BY-LAWS OF HOLY SPIRIT CATHOLIC SCHOOL BOARD**

Pocatello, Idaho

## **ARTICLE 1: Name of the Organization**

The name of this body shall be Holy Spirit Catholic School Board.

## **ARTICLE 2: Purpose and Functions**

The board is established by the pastor(s) of the Holy Spirit Catholic Community in accord with diocesan policy to assist them and the principal in the governance of Holy Spirit Catholic School. When the board meets as pastor(s), principal, and members, and agrees on a policy matter, the decision is effective and binding on all. The board is consultative in the following sense: the members cannot act apart from the pastor(s) and principal and cannot make decisions binding on the school without the approval of the pastor(s).

Consultation also means that decisions will not be made in major matters until and unless the school board has been consulted. The areas in which the board has responsibility and will be consulted are:

- A. Planning
- B. Policy development and formulation
- C. Financing (including budgeting and policies for financial management)
- D. Public Relations
- E. Selection of the principal and faculty
- F. Major curriculum changes

## **ARTICLE 3: Relationships with other groups**

- A. The school board and the parish council are both consultative to the pastor(s). Therefore, it is essential that good communication exist between the groups. The relationship which exists is one of information sharing and common planning for the benefit of the total Catholic Community. The pastor is to appoint three representatives to the school board. The representatives shall serve three-year staggered terms.
- B. The Parent Teacher Club is an integral part of the operation of the school. The PTC Vice President will serve on the school board for a two year term. The PTC is to elect from its membership two or more representatives to serve on the school board and these two members will serve three-year staggered terms.
- C. One representative from the Pocatello-Chubbuck community at large (need not be Catholic) shall be appointed by the pastor. This member shall also serve a three-year term. In addition, this member shall not be directly involved with

Holy Spirit Catholic School in the hope that an unbiased viewpoint will be provided.

- D. A non-voting member liaison from the Parish Council will be selected by the Parish Council and will serve a term directed by the Parish Council.

#### **ARTICLE 4: Membership**

The voting membership of the school board will consist of seven members, as specified in Article 3A-3C.

#### **ARTICLE 5: Nominations and Elections**

Board members are eligible for re-appointment or re-election, but shall not serve more than six years consecutively, unless asked to do so by the pastor(s).

During February, the principal, working with the PTC officers, shall seek out and prepare a slate of prospective board members from the parents of children in Holy Spirit Catholic School. One member shall be chosen in April each year by election of parents from the list of nominees if required to fill a vacating member's position.

The pastor(s) shall appoint a representative before the end of April to replace a representative where a term has expired.

In all cases, board members shall meet the following criteria:

- Have an interest in and commitment to the Catholic education and to Holy Spirit Catholic School philosophy and mission.
- Be available to attend meetings and periodic in-service programs and to participate in committee work
- Maintain high levels of integrity and confidentiality
- Deal with situations as they relate to the good of the entire school community
- Attend all school board meetings unless they notify the principal or board chairman of their need to be absent
- Be a credible witness of the Catholic faith (or to one's own religion) to the school community and beyond

\*Paid employees of the school or parish are not eligible to be voting members.

All new school board members begin their term in June. New members as well as previous members shall attend the May and June meetings.

#### **ARTICLE 6: Officers**

At the end of the May meeting, officers are elected by the new board. They shall serve one year terms. The officers may be re-elected to a maximum of two consecutive

terms (or more if approved by the pastor). Their duties are those ordinarily performed by such officers.

The Officers of the school board shall be:

- A. Chairman: who shall preside at all meetings of the school board, prepare the agenda for the monthly meetings with consultation of the principal, conduct internal elections, call all regular and special meetings, assist in preparing the budget, direct the functions and goals of the board, enforce the by-laws and perform any and all duties incident to the office of chairman.
- B. Secretary: who shall record and maintain the minutes of all regular and special meetings, be the custodian of the by-laws, present the minutes and other material as required at the meetings, answer correspondence and perform all duties incident to the office of Secretary.

#### **ARTICLE 7: Meetings**

The full board meets every month. During the first regular meeting of the school year, an acceptable meeting night and time will be voted upon by all of the board members, school administrators, and pastor(s). Standing committees meet as needed. Special school board meetings may be called by the chairman, principal and/or pastor. If board meetings are attended by non-members, the school board shall go into executive session whenever the issues involve personnel or other confidential matters.

Four members shall constitute a quorum for the transaction of business in any special or regular meeting.

#### **ARTICLE 8: Amendments**

These by-laws may be amended by a majority vote of the membership of the school board and provided:

- 1. The amendment has been recorded in the minutes of the meeting preceding the vote on the amendment.
- 2. All members of the school board shall have been notified of the special or regular meeting to change the by-laws at least one week in advance of the meeting.

#### **ARTICLE 9: Non-voting members**

Non-voting members may make purposeful motions, may make relevant suggestions, and may speak to the assembled board during regular and, if necessary, executive sessions.

Amended: October, 2010

Reviewed and Approved: November 2012  
November 2016  
March 2019