



ROMAN CATHOLIC DIOCESE OF FRESNO

ST. ANTHONY'S SCHOOL

By-Laws for Advisory Board of Education



ARTICLE I: NAME, PURPOSE, AUTHORIZATION AND FUNCTIONS

Section A: NAME: The name of this body shall be "St. Anthony's Advisory/School Board of Education of St. Anthony Parish", hereafter referred to as the "Board."

Section B: PURPOSE: The purpose of the Board shall be to assist the Pastor and the Principal in establishing educational goals, priorities and policies for St. Anthony's School.

Section C: AUTHORIZATION The Board and its members shall serve at the pleasure of the Pastor and function as an advisory board to the Pastor and Principal. All decisions of the Board when ratified by the Pastor shall be binding on the Principal, the Board, the staff, students and parents of St. Anthony's School.

Section D: FUNCTIONS

1. Goal Setting Function: The Board shall assist the Pastor and Principal in developing priorities and implementing long range educational goals for St. Anthony's School.
2. Policy Making Function: The Board shall assist the Pastor in establishing local educational policies for St. Anthony's School in accord with diocesan policies and regulations. Diocesan policies and regulations supersede all local policies and regulations. General policy areas are as follows: School Philosophy, Administrative Practices, Personnel Practices, Student Practices, Instructional Programs, Fiscal Management, School Board, Public Relations, and Educational Planning.

Section E: SPECIFIC FUNCTIONS Among the specific functions of the Board are the following:

1. The Board shall establish objectives for the school to achieve diocesan and parish goals for Catholic education.
2. The Board shall identify the school's long range needs and establish

goals and objectives to respond to these needs. The Board shall delegate to the Principal the responsibility for implementing goals which are administrative in nature.

3. The Board shall adopt policies as a guide for the Principal. The Board shall also monitor and evaluate existing local and diocesan policies and their implementation.
4. The Board shall review and approve the school's financial plan and monitor its implementation. The Board shall also review and approve all school related fund raising.
5. The Board shall participate in the selection of the Principal.
6. The Board shall establish the necessary means and instruments to effectively communicate Board policies and decisions to the school's constituents and the public.
7. The Board shall evaluate its own performance.

ARTICLE II: MEMBERSHIP OF THE BOARD

Section A: NUMBER OF MEMBERS The Board shall be composed of Not less than five (5) members nor more than eight (8) voting members. All but three members will be elected by parents at-large at the school. The Parent Teacher Organization President will be a member, and the Parish Pastor will appoint two (2) members to represent the parish at-large.

Section B: TERM OF MEMBERSHIP All voting members shall serve for a term of two (2) years, except the parish at-large members and the Parent Teacher Organization President. Voting members shall serve no more than two (2) consecutive terms. Membership shall be staggered so that approximately one half (1/2) of the terms of members shall expire each year.

Section C: VACANCIES Vacancies on the Board shall be filled for the remainder of the unexpired term by the Board with the approval of the Pastor.

By-Laws St. Anthony's
Page 3

Section D: REMOVAL All voting members serve at the pleasure of the Pastor and may be removed from the Board by him with cause. Any voting member of

the Board who is absent from three (3) regular meetings of the Board per school year shall cease to be a member unless excused by action of the Board.

Section E: EX-OFFICIO MEMBERS: The diocesan Superintendent of Catholic Schools or his delegate, the Pastor, and the Principal shall be ex-officio non-voting members of the Board.

Section F: ELECTION OF VOTING MEMBERS: The election format shall be as follows:

1. The President shall appoint a Nominating Committee consisting of three (3) persons.
2. The Committee shall develop a slate of candidates who shall meet the following requirements:
 - a. The Pastor must approve all candidates;
 - b. The candidate shall be 18 years of age or older;
 - c. The candidates for election must be a parent with a child enrolled at St. Anthony's School.
 - d. The candidate shall not be an employee or spouse of an employee at St. Anthony's School.
 - e. The candidate shall not have a member of his/her immediate family currently serving as a voting member of the board or running for board membership. "Immediate family" shall mean father, mother, spouse, brother, sister, or child.
3. The Committee shall inform the school community of the qualifications of the candidates.
4. The Committee under the direct supervision of the Board shall conduct the elections in May. All parents with a child enrolled at St. Anthony's School are eligible to vote.
5. The candidate(s) receiving the highest number of votes shall become a member of the Board on the first regular meeting of the next school year.

ARTICLE III: OFFICERS

Section A: OFFICERS The officers of the Board shall consist of the Pastor, a President, a Vice President, a Treasurer, an Executive Officer, and such additional officers as the Board may elect.

Section B: THE PASTOR Appointed by the Bishop of the Diocese of Fresno, the Pastor of St. Anthony Parish shall act as the administrative and spiritual leader of St. Anthony's School. The Pastor shall be an ex-officio member and officer of the Board. He shall ensure the continual development of a consistent philosophy of Catholic school education for the school, approve the decisions of the Board and Principal; meet with the Principal on a regular basis and attend the meetings of the Board; and fulfill the responsibilities of a pastor as delineated in diocesan educational policy.

Section C: THE PRESIDENT The President shall act as the chairperson of the Board of the Executive Committee; shall appoint all committees unless otherwise specified by the Board; shall be responsible in conjunction with the Board's Executive Officer, for the meeting agenda; and in general shall perform all duties as from time to time may be assigned by the Board.

Section D: THE VICE PRESIDENT The Vice President, at the request of the President or at the President's absence, shall perform the duties and exercise the functions of the President and when so acting shall have the power of the President. The Vice President shall perform such other duties as delegated by the President.

Section E: THE TREASURER The Treasurer shall act as chairperson of the Financial Committee and shall directly assist the Principal/Principal's designee in budget preparation, implementation, and review.

Section F: THE EXECUTIVE OFFICER The Principal shall be the Executive Officer of the Board and responsible for the operation of the school. The Executive Officer shall be an ex-officio member of the Board and officer of the Board and shall keep the Board informed on all Board matters pertaining to St. Anthony's School. The Executive Officer is accountable to the Pastor and the diocesan Superintendent of Catholic Schools and shall keep them informed on the actions of the Board. The Executive Officer shall execute on behalf of the Board all written instruments except as otherwise directed by the Board. The Executive Officer shall appoint a Recording Secretary who is not necessarily a member of the Board to keep the minutes of the Board; to send a copy of the minutes to the diocesan Superintendent of Catholic Schools; to make all notices in accordance with the provisions of the By-laws to be the custodian of the records of the Board; and to perform such duties as from time to time may be assigned by the Executive Officer.

Section G: ELECTION AND TENURE OF OFFICERS All officers, except the Pastor, the Executive Officer, the President of the Parents Teacher Organization, and the Parish at-large Members, shall be elected annually at the meeting of the Board designated for this purpose. Other candidates may be nominated by any member from the floor. The newly elected officers shall take office beginning

with the first regular meeting of the next school year and thereafter until their successors are duly elected and have taken office.

ARTICLE IV: MEETINGS

Section A: REGULAR, SPECIAL AND ANNUAL MEETINGS The Board shall meet monthly during the school year. Special or additional meetings shall be held whenever called by the Pastor, the Executive Officer in consultation with the President, or by a majority of the Board. The last regular meeting of each school year shall be designated the annual meeting for the purpose of election of officers.

Section B: TIME, PLACE AND NOTICE The regular meetings of the Board are normally held on the third Thursday of each month. Special meetings may be held at such times and places as designated by the Pastor, the Executive Officer in consultation with the President, or by the majority of the Board. Members of the Board shall normally be given twenty-four (24) hours notice of special meetings of the Board.

Section C: QUORUM A majority of the current voting members of the Board is necessary for the transaction of business at meetings; and a majority of vote of those present shall be sufficient for any decision or election unless otherwise specified in these By-Laws.

ARTICLE V: COMMITTEES

Section A: EXECUTIVE COMMITTEE

The Executive Committee, consisting of the officers of the Board, is empowered to conduct Board business between regularly scheduled Board meetings. Minutes of Executive Committee's meetings shall be taken and submitted to the entire board at the next regular meeting.

Section B: FINANCE COMMITTEE The Finance Committee, chaired by the Treasurer, shall consist of the Treasurer, the Principal/Principal's designee, and two (2) other Board members. The Finance Committee shall assist the Principal in preparing and presenting the annual budget, monitoring its implementation, and establishing procedures for coordinating the fund raising activities of the school.

Section C: PUBLIC RELATIONS COMMITTEE The Public Relations Committee shall develop appropriate brochures, pamphlets and other materials to present the school program to prospective students and families, parishioners of St. Anthony's Parish, and the community at large.

Section D: OTHER COMMITTEES The Board may create by resolution such other committees as it deems advisable and may discontinue the same at its pleasure. Each committee shall have such powers and shall perform such duties as maybe assigned to it by the Board. Unless otherwise directed by the Board, the President shall appoint all committee members and chairpersons.

ARTICLE VI: AMENDMENTS

Section A: AMENDMENTS This Constitution and By-Laws may be amended by a two-thirds (2/3) vote of members present and voting at a regular meeting; the amendment having been presented in writing at the preceding regular meeting. Any amendment shall become effective when presented for approval to the diocesan Superintendent of Catholic Schools and ratified by the Bishop.