

# **Ascension Catholic School**

## **School Board By-Laws**

### **Article I – Title**

The name of this body will be Ascension Catholic School Board

### **Article II – Purposes and Functions**

- Section 1 This consultative Board shall be formed as one aspect of the total parish faith community. The Board is consultative in the following sense: the members cannot act apart from the administrative team and cannot make decisions without the approval of the administrative team.
- Section 2 The Board will support the established school policies and procedures set forth by the Pastor and Principal, as well as by the Archdiocese of Louisville.
- Section 3 The function and duties of the Board are as follows:
- a. Assist with development and communication of positive public relations and marketing by promoting Catholic education and Ascension Catholic School.
  - b. Provide consultation on any matter brought before the board by the principal or pastor.
  - c. Serve as liaison between school and community at large: share all community concerns, ideas, etc... at board meetings.

### **Article III – Membership**

The membership of the Board will consist of Pastor, Principal, a designated representative of the faculty and six to 10 parents and member(s) of community.

### **Article IV – Meetings/Quorum**

- Section 1 The Board will meet a minimum of six times per year. Special meeting can be called by the Pastor, Principal or Chair.
- Section 2 A quorum of a minimum of five voting members will be required for the transaction of business. A simple majority of those present and voting shall carry the motion. In the event of a tie vote, the principal will become a voting member of the Board.
- Section 3 Non-board individuals may be given the right to address the Board by submitting a request in writing to the Principal explaining the details supporting the desire to address the Board. Upon the Principal meeting with the chair, a date will be given to the

individual as well as notification to the members of the Board, for the opportunity to address the Board. All business will be conducted AFTER the individual has been heard and excused.

#### **Article V – Amendments**

These by-laws may be amended at any regular meeting provided the proposed amendment(s) have been read at the previous meeting as a notice to amend AND have a majority of the vote.

#### **Article VI – Officers and Terms of Service**

Section 1 The officers will be the chair and secretary, nominated and/or elected. The term of their service will run from July 1<sup>st</sup> to June 30<sup>th</sup>. Officers will serve for two years. Chair will be responsible for:

- a. Presiding at all meetings of the Board, directing the functions and goals.
- b. Conducting elections/votes/nominations
- c. Enforcing by-laws

Secretary will be responsible for:

- a. Recording and maintaining the minutes of all meetings
- b. Distributing the minutes, correspondence and other materials

Section 2 Members MUST maintain high levels of integrity and confidentiality.

Section 3 Members will be expected to attend diocesan in-service training for boards.

Section 4 Members will serve a term of no more than two years. Members may have their term extended at the discretion of the Board along with approval of the pastor and Principal. Terms of service will run from July 1<sup>st</sup> to June 30<sup>th</sup> of each year. Members will be required to notify the chair should they decide to excuse themselves from the Board or not complete the years of their term.

Section 5 If a vacancy occurs, the community will be notified. All interested candidates may approach any current serving member of the Board. The nominee will be asked to meet with the Board to determine their interest and commitment to Catholic education and Ascension's philosophy and mission. If the nominee is considered an asset to the Board, the current serving members will vote, with a majority determining the outcome.

Section 6 Attendance at meetings is crucial to the success of the Board performing its duties. Members missing two consecutive meetings, except for major crisis, will be asked to step down from the Board.