

STAR OF THE SEA SCHOOL BOARD BY-LAWS

ARTICLE I - NAME The name of this organization shall be "Star of the Sea School Board" (hereinafter "the Board.")

ARTICLE II - PURPOSE AND FUNCTION

Section 1. The Board is an advisory board that is representative of both the school and parish community. The purpose of the Board is to recommend policies consistent with Diocesan and state guidelines and directives to support the philosophy of Star of the Sea Catholic School to provide a Christ centered learning environment where students are dedicated to spiritual growth, academic distinction, and social responsibility.

Section 2. The Board works in concert with the Pastor and Principal in the governance of the school in the areas of development, finance, strategic planning, facilities and legislation.

Section 3. The role of the Board is advisory in nature, and all policies and procedures are subject to final approval by the Pastor, If a conflict arises between the Board and the Principal, the matter shall be referred to the Pastor for final resolution of the matter.

Section 4. The Board provides advice and counsel to the Principal and Pastor. Neither the Board as a whole, nor any individual member, shall formally or informally address concerns or complaints until they have first been referred to the Principal, Confidentiality governs all board discussions, interactions and non-public policy outcomes.

Section 5. The Board, in consultation with the Pastor and the Superintendent of the Office of Catholic Schools for the Diocese of Richmond, shall assist in a search at such time as a vacancy in the lead School Administrator position occurs.

Section 6. All actions of the Board shall become effective when the Pastor has signed the minutes of the respective meeting and those minutes are approved by the Board.

Section 7. Certain powers are reserved to the Bishop of Richmond. Only he shall have the power to:

A. Change the philosophy, objectives or purpose of the School or its technical and religious standards.

B. Dissolve or liquidate the School.

C. Approve a merger or consolidation of the School.

D. Approve the creation of any subsidiary organization or the affiliation of the School with any other entity for the purpose of the joint conduct of business or other programs, whether in the forms of participation in a corporation, partnership, joint venture, co-tenancy, or any form of ownership or control.

E. Approve the conveyance of, or the granting of, mortgages, deeds of trust, or the creation of other liens on, any real property assets of the School.

F. Approve the conveyance of any other assets of the School or the incurring of any indebtedness or series of indebtedness or the guaranteeing of any indebtedness or series of indebtedness.

ARTICLE III - MEMBERSHIP

Section 1. Membership shall consist of the Pastor, Principal, Assistant Principal, Director of Development and seven (7) appointed Board members.

Section 2. Members shall be appointed by the Principal and approved by the Pastor. Appointed Board members shall be representative of the school and/or parish community. As per diocesan policy, Board members cannot be paid employees or spouses of paid employees of the school. Appointed Board members serve at the pleasure of the Pastor.

Section 3. The regular term of membership is three (3) years that commences on September 1 and ends on August 31. Appointed Board members may not serve more than two (2) consecutive terms without approval from the Principal. The terms shall be staggered to provide continuity of the Board.

Section 4. The Principal, Assistant Principal, and Director of Development, serve as

ex-officio members.

Section 5. Attendance is vital to the success of the Board and its ability to transact business. Appointed members are required to attend a majority of the regular Board meetings. If a Board member is going to be absent, he or she should notify the Principal, Chairperson or Secretary within a reasonable amount of time in advance of the meeting.

Section 6. Appointed Board members shall include the Athletic Director, President of the Home and School Association, and the Chairpersons from the following standing committees: Facilities, Finance, Legislative, Parish Liason, and Strategic Planning.

Section 7. Board members shall actively recruit and recommend to the Principal potential Board and committee members when a vacancy arises.

Section 8. The Principal reserves the right to fill any vacancy on the Board resulting from the resignation, death, or from any other cause.

ARTICLE IV – OFFICERS AND RESPONSIBILITIES

Section 1. The officers of the Board shall be Chairperson and Secretary. The term of office shall be three (3) years with the ability to serve a consecutive term. No person shall serve more than two consecutive terms in the same office without the approval of the Principal.

Section 2. The Chairperson shall preside at Board meetings and perform other duties usually associated with the office. If the office of the chairperson becomes vacant before the expiration of an appointed term, a new Chairperson shall be appointed immediately by the Principal to serve the remainder of the term.

Section 3. The Secretary shall be responsible for keeping Board minutes and submitting them to the Pastor and Principal.

ARTICLE V - COMMITTEES

Section 1. Standing Committees of the Board shall include:

A. Athletics: Develops and coordinates fall, winter and spring sports programming to include: basketball, cross-country, cheerleading, track and field, field hockey, golf, lacrosse, wrestling and football.

B. Home and School Association: Promotes an understanding of the mutual education responsibility of parents and faculty by organizing social activities and fundraisers for the school community.

C. Facilities: Assists in developing, implementing and monitoring a building and maintenance plan for the school building and grounds and collaborates with the parish council on the development and establishment of future phases in the construction of the School.

D. Finance: Reviews, advises and assists in the preparation of the annual budget, including setting tuition rates to ensure fiscal responsibility and long-term viability of the School, Coordinates with parish finance council on budget issues related to the school, working with the parish staff to ensure that the school is fiscally responsible and supportive of parish resources.

E. Legislative: Advises the Board of pertinent legislation and legislative issues.

F. Parish Liason: Acts as the intermediary between the School and Parish Council.

G. Strategic Planning: Provides a plan for long-term goals and initiatives for the Board in one year and five year increments.

Section 2. Members of the Standing Committees need not be members of the Board; however, the Chairperson of each individual Standing Committee must be a Board Member.

Section 3. Ad Hoc committees shall be appointed by the Chairperson of the Board. These committees shall be dissolved upon completion of their assignment.

ARTICLE VI - MEETINGS

Section 1. The Board shall convene at least four (4) times a year, from September 1 to June 1.

Section 2. Prior to each meeting, notice of the date, time, place and agenda shall be provided.

Section 3. Minutes of the meetings shall be kept and provided to members for approval and a copy of the approved minutes shall be made available in the School Office.

Section 4. Meetings shall be governed under the consensus model, following the agenda prepared by the Chairperson and circulated to Board members within a reasonable amount of time in advance of the meeting

Section 5. A quorum shall be established when a simple majority of members is present for a regular or special meeting for purposes of voting and transaction of Board business.

Section 6. The action of a majority of voting members taken at a meeting at which a quorum is present shall constitute action of the Board and will take effect when approved by the Pastor and the Principal.

Section 7. All actions of the Board shall become effective when the Board has approved the minutes of the respective meeting and the Pastor has signed the minutes.

Section 8. Special meetings may be scheduled by the Pastor, Principal or Chairperson, as necessary.

Section 9. Members are expected to attend regular meetings of the Board, but should notify the Chairperson or Secretary if he or she cannot attend a meeting,

Section 10. Visitors to the Board meeting will only be permitted to address the Board through an agenda request, submitted in writing to the Principal one week in advance of the regular meeting.

Section 11. Regular Board meetings are open to the school and parish community during the first fifteen minutes of each meeting, unless otherwise

ARTICLE VII -
AMENDMENTS

These By-Laws and all subsequent amendments shall be effective upon recommendation of a simple majority of the voting members of the Board at a meeting in which a quorum is present and upon the approval of the principal and pastor. No amendments may encroach on the Bishop's *Article II, Section 7* powers.

THIS IS TO CERTIFY THAT THE FOREGOING BYLAWS WERE APPROVED AND ADOPTED AS THE BYLAWS OF STAR OF THE SEA CATHOLIC SCHOOL BOARD BY THE PASTOR OF STAR OF THE SEA CATHOLIC PARISH AND A MAJORITY AT THE SCHOOL BOARD MEETING HELD ON SEPTEMBER 12, 2018.

Effective
this day of
September,
2018.

Carey Averill, Ph.D.,
Principal

Father Steven DeLeon,
Pastor

Elizabeth Ufkes,
Chairperson