

Bylaws of Christ the King School Board

Preamble

Christ the King School is an educational mission of the Christ the King Parish. The school is established to carry out the teaching ministry of the Catholic Church. As such, the school's religious and educational efforts shall at all times be in accordance with the teachings and laws of the Roman Catholic Church and the Diocese of Springfield –in-Illinois.

The Pastor has established a School Board as an “Advisory Board” to further the advancement of excellence in Catholic education for students at Christ the King School by providing leadership, direction, and support.

Article I – Name

Section 1. Name. The name of this organization shall be Christ the King School Advisory Board, hereinafter referred to as the “Board”.

Section 2. Location. Christ the King School is located at 1920 Barberry, Springfield, IL 62704.

Section 3. CTK Mission Statement and Axiom. Christ the King School, in partnership with families, empowers children in their Catholic faith journey to promote academic excellence and life-long service. Our Axiom: Enriching Minds, Enhancing Faith

Article II – Purpose and Function

Section 1. Purpose. The Board has been formed by the Pastor as an advisory body in matters pertaining to educational programs and facilities at Christ the King School. The purpose of the Board is to advise the Pastor in the establishment of policy and to advise the Principal in the implementation of policy. The day-to-day operations of Christ the King School are entrusted to the Principal and his/her staff.

Section 2. Function. The Board shall be responsible for recommending policies and providing advice to the Pastor and the Principal in matters pertaining to the intent and spirit of the Diocese of Springfield-in-Illinois' Handbook of Policies for the Ministries of the Office for Catechesis.

Article III – Authority

Section 1. The Pastor. The Pastor is the spiritual and temporal shepherd of the parish. He is responsible for presenting the Catholic message under the jurisdiction of the Bishop according to the mind of the Church and the contemporary needs of the people (Canon 528). A portion of this responsibility is carried out through the parish school. He is the key person in relation to the parish educational program.

The Pastor is the leader in all the decision-making processes within the parish. The Pastor, with the advice of the Board, has the responsibility to make decisions consistent with the educational policies established by the Diocese. The Pastor's authority at the parish level includes the right to approve or disapprove all recommendations made by the Board (including budgetary recommendations), and to

select the Principal of the school and members of the Board. In addition, the Pastor has the authority to ratify the hiring of all school employees.

Section 2. The Principal. The Principal is accountable to the Pastor for the spiritual leadership and the administration of the school. The Principal has a serious responsibility as spiritual leader of the school. The Principal assumes responsibility for understanding and accepting the unique role that Catholic schools serve in the educational mission of the Church. The Principal serves as the chief spokesperson in articulating this mission of the Church. The Principal serves as the chief spokesperson in articulating this mission and in calling the faculty and student to participate in a significant way in the life of the Church.

In addition to spiritual leadership, the Principal is responsible for the administration of the school program. This responsibility includes the employment, supervision, and evaluation of staff, the establishment of educational programming, and the evaluation and management of student behavior. These responsibilities are assumed within established diocesan and local policies. Also the Principal serves as an ex-officio member of the Board. The responsibilities of the Principal to the Board are to:

- a. Set the agenda with the Board Chair and in consultation with the Pastor.
- b. Keep the Board informed of the policy needs of the school.
- c. Establish administrative regulations to implement policies.
- d. Keep the Board informed of such implementations.
- e. Assist the Board in annual goal setting.
- f. Report on school finances.
- g. Keep the Board adequately informed about the operation of the school.
- h. Inform the Board of major school events.
- i. Review the Board meeting minutes before disseminating them.
- j. Help to provide appropriate training for the Board.

Section 3. The Board. As established by the Pastor to offer advisory guidance in the formation and implementation of policy, the functions of the Board shall be:

- a. To advise the pastor in the formation of statements of mission and vision for the school.
- b. To help promote and maintain the Catholic identity of the school.
- c. To ensure that the Diocese of Springfield-in-Illinois' Handbook of Policies for the Ministries of the Office for Catechesis are implemented at the local level.
- d. To determine the needs of the school.
- e. To establish and coordinate long-range planning and intermediate goals for the school.
- f. To consult on and review school policy handbooks.
- g. To develop, in consultation with the Principal, the annual budget and tuition rates and recommend its approval to the Pastor.
- h. To establish a program of development and marketing intended to help provide resources necessary to the school's operation.
- i. To recommend policies designed to ensure fiscal responsibility.

- j. To recommend policies relating to acquiring, operating and maintaining school facilities and equipment.
- k. To advise in the formation of any other necessary school policies.
- l. To advise in the coordination of all extracurricular programs and activities of the school.
- m. To monitor the school's web site and other venues of social media.
- n. To develop and maintain a good relationship between school and parish.
- o. To act as public liaison to the community and appropriate public authorities.
- p. To seek wider support of Catholic education with the local community.
- q. To undertake special projects as assigned by the pastor.

Article IV-Membership

Section 1. Membership. The membership of the Board shall consist of nine (9) members as follows:

- a. The Pastor of Christ the King is an ex-officio non-voting member.
- b. The Principal is an ex-officio non-voting member.
- c. Board members are appointed by the Pastor in collaboration with the Principal and discerned by the Board.
- d. At least one member of the Pastoral Council and one member of the Parish Finance Council shall be appointed as board members.
- e. Board members shall serve a term of three (3) years. No more than one-third of the Board members will end their term in any one year. The Pastor, in consultation with the Principal may appoint members to serve less than a three-year term in order to achieve this ratio and stability of the Board.
- f. Board members may be re-appointed.
- g. In the event that a member of the Board is unable to complete his/her term, the Pastor, in collaboration with the Principal, will appoint a replacement to finish the term of that individual.
- h. A minimum of five (5) board members should be parents of children currently enrolled at Christ the King School.

Section 2. Eligibility. The Board shall consist of school parents, alumni/parents of alumni, active parishioners and leaders within the parish community.

- a. Board members shall meet the following criteria:
 1. Have interest in, and commitment to, Catholic education and the school's philosophy and mission;
 2. Have views, and act in a manner, consistent with the Catholic faith;
 3. Have willingness to enhance the school environment and facilities;
 4. Have expertise in the specific areas defined in the functions of the Board (Article III);
 5. Have the ability to make the time commitments for meetings, committee work, and in-services;
 6. Maintain high levels of integrity and confidentiality;

7. Provide leadership for resource development programs for the school;
 8. Deal with situations as they relate to the good of the entire school community; and
 9. Be able to work in a collaborative manner with the other members of the board.
- b. Any current school or parish employee, or family member of the said employee, or any person whose membership would pose a conflict of interest are ineligible to serve on the Board.

Section 3. Removal of Board Members.

- a. Any member not in attendance for two (2) regular meetings in a year will relinquish membership on the Board unless, in the Board's opinion, a reasonable excuse for these absences has been given.
- b. The Pastor may remove a board member if it is deemed that removal is in the best interest of the school.
- c. A board member may be removed by a majority vote of the board if the member is negligent in duty or for other serious reason.

Article V – Officers of the Board

Section 1. Officers. The officers of the Board shall consist of a Chair, Vice-Chair and Secretary, all of whom shall be elected annually by the Board at its Annual Meeting.

Section 2. Eligibility. All members of the Board are eligible for any office.

Section 3. Duties. The duties of the officers shall be as follows”

- a. Chair – The Chair shall preside at all regular and special meetings of the Board, shall determine the agenda for all regular and special meetings in collaboration with the principal, shall see that all orders and resolutions of the board are carried out and perform other duties that may be assigned by the Board.
- b. Vice-Chair – The Vice-Chair, in the absence of the Chair or in the event of his/her inability or refusal to act, shall perform all duties of the Chair. The Vice-Chair shall perform other duties as may be assigned to him/her by the Chair or by the Board.
- c. Secretary /Designee – The Secretary shall keep the minutes of all meetings of the Board. The Principal must approve all minutes prior to the next Board meeting. The Secretary/Designee shall furnish a copy of the approved minutes of each meeting to all Board members. The Secretary/Designee shall be responsible for all correspondence of the Board.

Section 4. Terms of Service. Officers shall serve one-year terms. Officers may be re-elected.

Article VI – Meetings

Section 1. Frequency. The Board shall meet monthly at a designated time and place. A schedule of board meetings shall be included on the school calendar.

Section 2. Annual Meeting. The meeting held the first Tuesday in June or September?? time frame shall be the Board's Annual Meeting at which election of officers are held, committee chairs are appointed and committee memberships reviewed.

Section 3. Special Meetings. Special meeting of the board may be called, with the approval of the Pastor, and in consultation with the Principal, by the Chair or by a majority of the board members.

Section 4. Required Attendance. No Board meeting will be held without the Principal and the Pastor (or his designated representative) in attendance.

Section 5. Open Meetings. All meetings of the Board shall be open to the members of the parish and the parents or guardians of children in attendance at the parish programs. The right of such non-members and visitors to address the Board shall be limited to those whose petition has been approved by the Chair, the Pastor and/or the Principal for the agenda at least five (5) days in advance of the meeting, including all written materials for the Board review. The time limitation shall be made with regard to the scope and complexity of the issue(s) involved and the other business before the Board. Only one person may speak as the spokesperson for a group.

Generally, the Petitioner will be allowed no more than ten (10) minutes to address the Board and respond to any questions. The board will consider the Petitioner's request at the following Board meeting (or the next Board meeting as consideration would be practical) unless facts and circumstances require immediate Board action. The determination as to when the Board will address the Petitioner's request shall rest with the Chair and/or the Pastor.

Section 6. Executive Session. By majority vote, the Board may declare itself in Executive Session. Only board members have the right to attend such sessions.

Section 7. Quorum. For the purpose of transacting official business, it shall be necessary that a majority of the total members be present.

Section 8. Consensus. The consensus method of decision-making shall be used. Consensus is a Christian approach to group decision-making. It presents an opportunity for all to be heard. Consensus results in the growth of the group and in fuller ownership of decisions. Consensus has been achieved when there is general agreement or accord among the members of the Board. If the Board fails to arrive at a consensus and the issue must be decided immediately, the Chair shall call for a majority vote.

Section 9. Meeting Procedure. The Board may fix its own rules of procedure, but in the absence of such rules, Robert's Rules of Order shall apply.

Section 10. Meeting Order. The ordinary order of business shall be:

- a. Call to Order
- b. Prayer
- c. Delegations (if any)
- d. Approval of Minutes

- e. Principal's Reports
- f. Pastor's Comments/Report
- g. Old Business
- h. Committee Reports
- i. New Business
- j. Closing Prayer

Article VII – Committees

Section 1. Standing committees. The Board will establish and maintain the following standing committees;

- a. Executive Committee – The Executive Committee shall consist of the Board's Officers and the Principal. The Pastor is entitled to attend any Executive Committee Meeting. The Chair of the Board is the Chair of the Executive Committee. The committee shall develop meeting agendas and ensure appropriate materials are distributed to Board members. The committee shall monitor the implementation of the long-range strategic plan and, upon request, assist the Pastor in evaluating the Principal.
- b. Finance/Budget Liaison – The Finance/Budget Liaison shall be appointed by the Pastor and assist in developing the plans and means to finance the on-going educational program of Christ the King School (i.e. setting the tuition, negotiating the parish subsidy with the Pastor and Parish Finance Council, and developing the annual operating budget). The committee may analyze the financial aid process and periodically monitor the budget/financial actuals.
- c. Development/Marketing Committee – The Development/Marketing Committee shall assist in the formulation and implementation of a long-range development plan, including communications and marketing, fundraising, enrollment management strategies and alumni relations. The committee shall monitor the school's web site and social media outlets.
- d. Governance Committee – The Policy/Planning Committee shall assist in the development and annual updating of the long-range strategic plan and the goals of the school. The committee shall ensure compliance with diocesan policy and review handbooks (student/parent, faculty, athletic, etc.). The committee shall work with the Pastor and Principal to identify policy needs.
- e. Sports Advisory – The CTK Sports Advisory Subcommittee serves to elect coaches for all CTK sports programs. It is made up of various members of the CTK School Board. This subcommittee also assists the Principal, Pastor, and Athletic Director with updates and review of CTK Sports Policy Manual.
- f. Fundraising – Assist school families in coordinating the annual school auction and raffle as a committee member. Work as liaison to the school board and the parent committee. All members are encouraged to bring new fundraising ideas to the school board for discussion and possible implementation with the school parent committee.

Section 2. Ad Hoc committees. The Chair, in consultation with the Pastor and the Principal, shall establish ad hoc committees as needed.

Section 3. Committee Chairs. The Chairs of Committees shall be Board members. A non-Board member may Co-Chair a committee with a Board member. The Board, in consultation with the Pastor and the Principal, shall annually appoint or reappoint Committee Chairs and Co-Chairs at the Annual Meeting.

Section 4. Committee Membership. Committees shall consist of a minimum of one board member and others recommended by the Committee Chair and approved by the Board.

Section 5. Vacancies. Vacancies in the membership of any committee may be filled by recommendations from the Committee Chair and approved by the Board.

Section 6. Quorum. Unless otherwise provided in the resolution of the Board designating a committee, a majority of the appointed committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be an act of the Committee.

Section 7. Authority. The responsibility of all committees shall be fact-finding and advisory, but never legislative or administrative. Recommendations by any committee shall be subject to ratification by the Board.

Article VII – Approval and Amendments

Section 1. Approval. All Board bylaws must be recommended by the Board and approved by the Pastor.

Section 2. Amendments. These Bylaws may be amended by the Pastor upon recommendation of the Board. Recommendations should be made by consensus, or failing consensus, by a vote of a simple majority of the members present at any Board meeting at which a quorum is present.

Section 3. Review. Every five years the Board will review or appoint an ad hoc committee, composed of Board members, to review the Bylaws and recommend necessary revisions.

Recommended by the Christ the King School Board: Month, Year.

Approved by: _____

(Pastor)

Date _____