

BY-LAWS OF OUR MOTHER OF PERPETUAL HELP SCHOOL BOARD OF EDUCATION

MISSION OF OMPH SCHOOL

Our Mother of Perpetual Help School (OMPH) is dedicated to nurturing all that is Christ-like in our children. Offering instruction to children in preschool through eighth grade, OMPH strives to present an education that is rigorous and fully adequate to prepare students for their future role in the world, while ensuring the strong spiritual formation of our youth in the rich traditions of the Catholic faith. The vision of the administration, teachers, and staff is to embrace the education of the whole child: spiritually, intellectually, socially, and physically.

MISSION OF THE OMPH SCHOOL BOARD

The Our Mother of Perpetual Help School Board of Education is committed to the Mission of OMPH School and serves the Pastor and Principal on behalf of the school community as the Parish Pastoral Council serves the Pastor on behalf of the parish community. It is a consultative group of people who are committed to the school, Catholic education, and who are willing to work with the Pastor and Principal for both the good of the school and the parish.

ARTICLE I. NAME OF THE ORGANIZATION

The name of this body shall be the Our Mother of Perpetual Help School Board of Education (hereafter referred to as "Board").

ARTICLE II. PURPOSES AND FUNCTIONS

- A. The Board is established by the Pastor, in accord with the diocesan policy to assist him and the Principal in the governance of the parish school.
- B. When the Board meets with the Pastor and Principal and reaches consensus on a policy matter, the decision is binding.
- C. The Board is consultative (i.e., the members cannot act apart from the Pastor and Principal and cannot make decisions binding on the parish school without the approval of the Pastor and Principal).
- D. It is expected that the Board be consulted on more important matters that include, but are not limited to, the following areas:
 - Long-range strategic planning;
 - Policy development, formulation, and admission criteria;
 - Financing (including budgeting and policies for financial management);
 - Properties and maintenance;
 - Public relations/marketing/development;
 - Selection of a lay Principal;
 - Evaluation of the Principal's relationship with the Board; and,
 - Major curriculum changes.

ARTICLE III. RELATIONSHIPS WITH OTHER GROUPS

A. Parish Pastoral Council

The Board and the Parish Pastoral Council are both consultative to the Pastor and must have strong communication with each other. This relationship is one of information sharing and common planning for the benefits of the total parish community.

B. Parish Finance Council

The Finance Committee of the Board and the Parish Finance Council meet to plan the financial contribution/subsidy from the parish to the school. The parish finance council includes the financial contribution to the school as part of the total parish budget that is approved according to the practice of the parish.

C. Organizations

All non-student organizations or associations connected with OMPH School are subordinate to the Principal and will submit meeting minutes and updates to the Principal. Policies and programs of these organizations will be shared with the Board by the Principal.

D. Diocese

The relationship between the Board and the Diocese is stated in Diocesan Education Policies that are available for Board members and any other member of the parish.

ARTICLE IV. MEMBERSHIP

- A. The membership of the OMPH School Board of Education will consist of a minimum of 6 members who represent all three parishes (OMPH, St. James, and Our Lady of Lourdes).
- B. At least four members of the Board, except in extraordinary circumstances, will represent OMPH parish; these may be elected or appointed by the pastor. The pastors of St. James and Our Lady of Lourdes parishes may appoint up to two Board members per Parish. Positions that are not appointed will be elected.
- C. In addition to elected and appointed members, the Pastor and Principal serve on the Board, *ex-officio*.
- D. The Pastor, in consultation with the Principal and the Board, will appoint a Finance Minister, as one of the members.
- E. Members shall serve for a three-year term that begins on the June 1 after the election or appointment.
- F. The Pastors of St. James and Our Lady of Lourdes Parishes are invited to attend monthly Board meetings.

G. Administrators, faculty and staff of OMPH School, and members from OMPH, St. James, and OLOL parishes may be consulted as resources on relevant matters.

ARTICLE V. NOMINATIONS AND ELECTIONS

A. ELIGIBILITY

1. A Nominating Committee consisting of at least three members from the Board shall seek out and prepare a slate of prospective Board member nominees to be brought before the Board for approval.
2. Nominees shall meet the following criteria:
 - Responsible adult;
 - Possess an interest in and are deeply committed to Catholic education and to OMPH School's philosophy and mission;
 - Committed to attending meetings, periodic in-service programs, and 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;
 - Credible witness of the Catholic faith and to the school community and beyond;
 - Cannot be the spouse, child, or parent of paid full-time employees of OMPH School; and,
 - Good standing with their church.

B. ELECTIONS

1. During the spring, the Nominating Committee will announce that the Board is taking nominations for open positions. OMPH School and parish will be asked to run a nominating ballot and to submit names to the Nominating Committee to be considered for the Board. This committee will prepare ballots with names of nominees listed in alphabetical order.
2. Eligible individuals must submit, in writing or by email, their names and desire to run for membership on the Board to any member of the Nominating Committee no later than March 15.
3. Voting shall take place no later than April, in which a precise period of time will be established. The voting period shall be at least one week long and shall end no later than April 30. The voting period shall not be changed for any reason unless authorized by the Pastor.
4. Voting shall be by secret ballot. Ballots not received by the time or at the place designated by the Board each year shall not be valid. Only original ballots distributed by the Board as prepared by the Nominating Committee shall be valid. Ballots shall be distributed and counted as determined by the Nominating Committee each year. Candidates for election shall not participate in the collection and counting of ballots.
5. There shall be one ballot per parent of each family attending OMPH as of January 1 of that year, including pre-school and kindergarten, regardless of the number of children any family may have enrolled at OMPH School. Ballots will be sent to school families in the communication envelope. In addition, ballots will also be available to interested OMPH parishioners to cast their vote during one weekend of masses.
6. The candidates receiving the highest number of votes shall be elected to a three-year term as voting members of the Board. In the event of a tie, lots will be drawn to select the Board member.
7. Write-in votes will not be accepted, but the presence of a write-in vote on a ballot will not invalidate otherwise valid votes cast for other nominees listed on the ballot. If more votes are cast than the number of positions open on one ballot, none of the votes on that ballot shall be accepted.

ARTICLE VI. OFFICERS

At the first meeting on or after June 1, officers are elected by the Board and serve a one-year term in that position, subject to yearly reelection. If an officer position becomes vacant, the Board, at its next meeting shall elect a replacement officer to serve the remainder of the term.

- A. The officers of the Board shall be as follows:
 - 1. Chairperson
 - 2. Vice-Chairperson
 - 3. Finance Minister
- B. The Chairperson shall preside at all meetings of the Board, conduct internal elections, call all regular and special meetings, set the agenda with the Principal, assist in preparing the budget, direct the functions and goals of the Board of Education, enforce the by-laws and perform any and all duties incident to the office of Chairperson.
- C. The Vice-Chairperson shall assist the Chairperson and assume the duties of the Chairperson, in the Chairperson's absence.
- D. The Finance Minister in consultation with the Pastor and Principal shall assist in the preparation and presentation of the annual budget. At each Board meeting, the Finance Minister shall report on the current status of income and savings accounts or loans.

ARTICLE VII. MEETINGS

- A. The full Board meets at least three times on or between June 1 and December 31 and at least three times on or between January 1 and May 31.
- B. Standing committees meet as needed.
- C. The Pastor, Principal, or Chairperson may arrange special board meetings. As in the case of the Parish Council, the Board may not meet in the absence of the Pastor and Principal. Were it to do so, the minutes and decisions of the meeting would need to be validated by the Pastor and Principal.
- D. During Board meetings that are attended by non-members, the Board may go into executive session when the issues involve confidential and sensitive matters.
- E. A majority of voting Board members shall constitute a quorum for the transaction of official business in any special or regular meeting.

- F. All meetings of the full Board, except for executive sessions, shall be open to any faculty member, members of the three parishes (OMPH, St. James, and OLOL), and to any parent/guardian of students currently attending OMPH School.
- G. Any issue to be brought before the Board must be formally submitted to the Chairperson for consideration at least seven days prior to a scheduled meeting so that it can be added to the agenda prior to the meeting.
- H. The Chairperson is responsible to establish meeting dates and formulate and distribute the agenda at least three business days prior to the meeting.
- I. The Secretary will take and maintain minutes of all meetings and disseminate the minutes of each meeting to all Board members and Pastors within two weeks of the meeting date.
- J. Each committee Chairperson of a standing or ad hoc committee or a person designated by the committee chairperson shall make notes of all meetings of the committee and provide the Secretary with a summary report for incorporation into the records of the Board.
- K. All Board members shall be informed in advance of the date and time of all meetings of all standing and ad hoc committees to the extent feasible and reasonable and shall be permitted to attend all meetings.
- L. Members who miss 50% or more of the board meetings in a June 1 to May 31 period and are not excused by the Chairperson, may lose membership by action of the Board. The member will be notified by the Chairperson or Pastor and shall be given an opportunity to respond; the Board may act or not act as the case may indicate.
- M. In the event that an immediate family member (spouse, daughter/son, or parent) of a Board member or Board member-elect shall become a paid, full-time employee of OMPH School, that Board member shall immediately lose membership on the Board.

ARTICLE VIII. EXECUTIVE COMMITTEE

The members of the Executive Committee are the Pastor, Principal, and Chairperson of the Board. The Executive Committee should meet to plan the agenda for the regular Board meetings.

ARTICLE IX. STANDING AND AD HOC COMMITTEES

The Chairperson of the Board will assign a Board member to serve as a liaison between each of the specialized areas listed below. The Officers and members of the Board may serve as chairperson or as a member of the specialized area of interest or committee.

SPIRITUAL LIFE

This group assists with instilling and nurturing a school-wide spiritual presence that embraces and exemplifies Christ's teachings.

LONG-RANGE PLANNING

This group will work together with school personnel to plan future development for the school and establish rational plans that will provide for the Catholicity, educational quality, enrollment, fundraising and, financial stability of the school.

FINANCE

The Finance Minister, in consultation with the Pastor and Principal, will prepare and present the budget, monitor the budget, regularly develop control procedures, and perform other duties related to finance. The Finance Committee of the Board and the Parish Finance Council will meet to plan the financial contribution/subsidy from the parish to the school. The parish finance council includes the financial contribution to the school as part of the total parish budget that is approved according to the practice of the parish.

PROPERTIES AND MAINTENANCE

The individuals overseeing property and maintenance are responsible to assist in monitoring the maintenance and improvement of the building and grounds, including its operational needs, custodial staffing, its repair and improvement, its cleanliness, and any other related matters.

MARKETING AND PUBLIC RELATIONS

The individuals on this committee are liaisons to the Development, Marketing, and Public Relations programs of the school. These individuals may assist the current personnel in expanding their roles to achieve growth in our student population.

TECHNOLOGY

These individuals will be liaisons to the Technology Team of the school. They will assist in assessing the technology needs of the school on an ongoing basis to ensure the timely updating of equipment and software. These individuals may also make recommendations to the Board regarding any other related technology matters.

AD HOC COMMITTEES

These committees, when needed, will be formed by the Chairperson of the Board and may consist of Board and/or non-Board members.

ARTICLE X. AMENDMENTS

These by-laws may be amended by consensus of the Board or by vote of two-thirds of the membership of the Board, provided the amendment has been presented at two Board meetings and has been recorded.

ARTICLE XI. RULES OF ORDER

- A. Decisions should result from a process of consensus rather than from a majority vote. Through consensus, decisions are made by the general consent of the group rather than by the majority rule used in parliamentary procedure.
- B. The Pastor, Principal, and Board should work together for consensus, but the Pastor's and Principal's consent is an essential element of any consensus. The Principal may participate fully in the discussion and maintain *ex officio* status.
- C. In the event of an impasse, time should be taken during the meeting for the entire Board to pray for the guidance of the Holy Spirit on the present deliberation. If a Board is unable to reach a consensus, the item will be tabled for further study and research. If the resolution is passed by a majority vote with the support of the Pastor, it is promulgated and then implemented.
- D. In order to fulfill the Board's consultative role and functions, these by-laws shall be construed liberally to achieve, rather than thwart, the purpose for which the Board is established.

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