

ST. MARY'S PARISH OF BELLEVUE NEBRASKA  
BY-LAWS OF THE BOARD OF EDUCATION

ARTICLE I – TITLE

The name of this body shall be the St. Mary's Board of Education, hereinafter referred to as the "Board".

ARTICLE II – NATURE AND FUNCTION

Section 1. This Board is commissioned by the Pastoral Council of St. Mary's parish, Bellevue, Nebraska, to serve in an advisory capacity as outlined in Section 2-Duties and Functions. The Board is responsible to the Pastoral Council in those matters that are related to overall pastoral vision.

Section 2. Duties and Functions: The Board reviews and makes recommendations regarding all aspects of the formal educational programs of the **5-day school** and **Religious Education** programs, in cooperation with the Pastor, both religious and secular. In approving its programs, it must insure that they follow the intent and spirit of the policies laid down by the Archdiocesan Board of Education. A partial list of duties and functions follows:

- A. To grow together as a Board through prayer, through the study of appropriate Church documents and educational publications, and through participation in professional workshops and in-service programs.
- B. To approve the raising of revenues for educational programs when the need and the desirability of such assistance is determined.
- C. To recommend definitive action concerning the **5-day school** and **Religious Education** programs. The Board, acting in executive session, serves as a court of last resort in regard to parental appeal of disciplinary decisions. The Board will hear an appeal only after all other appropriate steps have been taken.
- D. To review programs, goals, and plans and recommend approval as appropriate, to the future goals and plans of the **5-day school** and **Religious Education** programs.
- E. To take responsibility for the approval or modification of the annual budgets of the **5-day school** and **Religious Education** programs, before submitting these budgets to the pastoral Council for final approval.
- F. To make recommendations relating to the planning, operating and maintenance of educational facilities and equipment.
- G. To serve in an advisory capacity in the planning and building of new educational facilities as required.

Section 3. Relationship with Other Governance/Auxiliary Bodies

- A. Archdiocesan School Board (if one such exists). The Board assures consonance of school policy with Archdiocesan School Board policy and implements those Archdiocesan policies relative to local boards.

- B. Relationship with the Pastoral Council. The board submits for parish council approval, mission and goal statement, and any other information or action deemed by the pastor as significantly impacting the parish.
- C. Relationship with the Chief School Administrator. The board provides direction for the administrator, assists the administrator with counsel and advise, and supports the administrator in her/his implementation of policies and exercise of responsibility for personnel, students, building and program.
- D. Relationship with School Auxiliary Bodies. The board requests and receives from organizations auxiliary to the school regular reports regarding their activities and financial operations. This could include the Home and School Association and the Athletic Committee.

### ARTICLE III – MEMBERSHIP

Section 1. Voting Members: Voting members of the Board shall consist of seven (7) members elected by the parishioners of St. Mary's parish.

Section 2. Election of Voting Members. The elected members of the Board must be 18 years of age or over when elected and be registered members of the Parish. They shall be elected by registered members of the parish as provided for herein. Each elected member shall serve a three-year term except for those elected or appointed to fill unexpired terms. Continuity shall be provided by elected members in the following manner: year 1 – two (2) members, year 2 – two (2) members, and year 3 – Three (3) members. Terms shall expire on June 30 of each year.

Section 3. Ex-Officio Members: Ex-Officio, non-voting members of the Board shall consist of the following members:

- A. The Principal of St. Mary's School
- B. A representative of School Development Committee
- C. The Director of the Athletic Committee
- D. A faculty representative of St. Mary's School
- E. The Director of Religious Education
- F. The Director of Youth Ministry
- G. The President of St. Mary's Home and School Association elected, by its own association.
- H. The Archbishop of the Omaha Archdiocese
- I. The Superintendent of School of the Omaha Archdiocese
- J. The Pastor and Associate pastor of St. Mary's Parish.

Section 4. Veto Power. While the Pastor is an ex-officio member of the Board, he by reason of his position, retains the power to veto.

Section 5. Principal: The Principal is responsible for implementing Board policies and curriculum, personnel, financial reports, monthly statements, evaluating staff, preparing a budget for the coming year.

Section 6. Election of Elected Members:

- A. The President of the Board shall appoint a nominating committee consisting of two (2) elected members of the Board; one of who shall be appointed chairperson. Other parishioners will be appointed by the Chairperson of the Nominating Committee to assist in the selection of an appropriate slate. This Nominating Committee shall strive to find a candidate or candidates who will reflect the following characteristics:
  - 1. A person whose views on life and Catholic education are such that his/her presence will enrich the Board and contribute to the spiritual health of the parish.
  - 2. A person free to attend meetings regularly and to work on subcommittees.
  - 3. A person who has an active growing interest in the success of the total educational programs of the **5-day school** and **Religious Education** programs.
  - 4. A person who is willing to take on work and one who can be relied on to complete a job he/she has undertaken.
  - 5. A person who is discreet and able to keep confidences.
  - 6. A person whose living reflects uncompromising faith in the ideals of Catholic Education.
  
- B. After the pastor's approval of the slate of candidates, the Nominating Committee shall present a slate of candidates to the Board at its April meeting. The Board shall publish a final slate of candidate's two weeks prior to the election by the Parish in May. The Nominating Committee, under the direction of the Chairperson, will be responsible for counting the votes.
  
- C. Elections for one-third of the elected members of the Board and for any unexpired term seats shall be held each spring to coincide with the Pastoral Council election. All registered member of the parish 18 years of age or older shall be eligible to vote.

Section 7. Term of Office of Elected Members. The term of office for all elected Board members shall be for three (3) years, except for those elected to fill unexpired terms. An elected member may be elected for additional terms.

Section 8. Absences from Meetings. The status of any elected member who has three (3) absences from regular meetings within a twelve-month period will be reviewed by the Board and upon two-thirds vote, the Board may remove such member from the Board and by a two-thirds vote appoint a new member who shall serve until the said person's term expires.

Section 9. Resignation of an Elected Member. An elected member wishing to resign shall submit his/her resignation in writing along with any Board record in his/her possession. Within thirty (30) days, the Board will appoint a replacement member by two-thirds vote, and such replacement member is to serve until the said person's term expires.

#### ARTICLE IV - OFFICERS

Section 1. Election of Officers. All elected members of the Board are eligible to hold office. The Officers of the Board shall consist of a President, President-elect and Secretary. Officers shall be elected by the elected members of the Board at the regular monthly meeting each May, and they shall assume their duties at the following meeting. The President-elect from the

preceding year shall become President. An Officer may succeed himself/herself in the same office. Voting for Officers shall be secret Ballot.

Section 2. Duties of the President: The President of the Board shall:

- A. Serve as the presiding officer at all Board meetings.
- B. Appoint any special committees, as needed, unless otherwise specified by the Board.
- C. Assume responsibility for formulating agendas in cooperation with the Principal and the Pastor.
- D. Assume responsibility for the direction of all statements issued by the Board, as well as the general program for the year.
- E. Attend or designate a member to attend all committee meetings as referenced in Article VII.

Section 3. Duties of the President-Elect. The President-Elect of the Board shall:

- A. Assume the responsibilities of the President in the President's absence.
- B. Meet with the President prior to Board meetings to assist in the orderly planning of the meetings.
- C. Become the President of the Board the following year.

Section 4. Duties of the Secretary. The Secretary of the Board shall:

- A. Keep an accurate record of all business transacted at the Board meetings.
- B. Have the unapproved, uncorrected copy of the minutes completed prior to the next scheduled meeting, and distribute copies to the Parish Administrative Assistant and to the School Administrative Assistant for distribution.
- C. Have a copy of the approved and corrected minutes available by the next meeting. An electronic copy will be available through St. Mary's School.

## ARTICLE V – MEETINGS

Section 1. Date: The Board shall meet on the **Second** Tuesday of the month (with the exception of June and July) at a publicly designed room. Special meetings may be called by the President as needed, or, by a majority of the elected members.

Section 2. Quorum: For the purpose of transacting official business it shall be necessary that a majority of the voting members be present.

Section 3. Majority Rule. A simple majority of those present and voting shall carry the motion unless otherwise specified in the by-laws.

Section 4. Open Meetings. All meetings of the Board are to be open meetings unless designated as being Executive Sessions. Only Board members may be present during

Executive sessions. Decisions made in Executive sessions must be presented and voted on at open sessions before becoming effective. The right of non-members to address the Board shall be limited to those whose petition has been approved for the agenda in advance of the meeting by the President. The President of the Board has the prerogative to recognize non-members and have them address the Board.

Section 5. Records. A written record of all acts of the Board, maintained by the Secretary shall be preserved in the Archives.

Section 6. Procedures. The rule of parliamentary procedure as contained in "Robert's Rules of Order" shall govern the meetings of the Board.

#### ARTICLE VI – COMMITTEES

- A. Executive – consists of the board officers (President, President-Elect, and Secretary), the Pastor, and School Principal. The Executive Committee shall transact necessary business between board meetings in case of emergency, and call special meeting if needed. Action taken by the Executive Committee shall be reported at the next board meeting.
- B. Other Committees – the Board establishes ad hoc committee as it deems advisable. Member of such committees may be appointed by the Board or elected by Board members. Ad hoc committee shall keep minutes of their meetings and provide reports of the deliberations to the Board.

#### ARTICLE VII – MEMBER DUTIES

Board members are appointed by the President or elected by the Board to perform the following duties:

- A. Finance Representative – a Board member will represent the Board on the parish Finance Committee, attending monthly Finance Committee meetings. This representative will be responsible for passing information between the Finance Committee and the Board of Education, and for making recommendations regarding financial decisions to the Board.
- B. School Development – a Board member will attend the monthly School Development meetings and communicate to the group.
- C. Pastoral Council – a Board member will attend the monthly Pastoral Council meetings and communicate to the group.

#### ARTICLE VIII – ORDER OF MEETINGS

The ordinary order of meetings shall be as follows:

- A. Opening Prayer
- B. Approval of Minutes
- C. Committee Reports

1. Pastoral Council
2. Five Day School
3. Religious Education
4. Youth Ministry
5. Finance Report
6. School Development
7. Athletic Club
8. Home and School

D. Unfinished Business

E. New Business

F. Adjournment

G. Next Meeting

#### ARTICLE IX – AMENDMENTS

These by-laws may be amended with a two-thirds majority vote of the board and subsequent approval by the Pastoral Council.

Amendments may take place at a regular meeting of the Board, provided that one week's written notice of the change and proposed working has been given to all Board members.

These by-laws were initially approved by St. Mary's Board of Education on April 1, 1980.

Amended by vote May 3, 1988

Amended by vote September 1, 1992

Amended by vote January 11, 1994

Amended by vote January 5, 1999

Amended by Vote November 13, 2001

Amended by vote April 12, 2005

Amended by vote April 8, 2008

Amended by vote September 13, 2016

Amended by vote November 8, 2016

These by-laws and policies will be revised every three (3) year or as deemed necessary by the Board.