



EST. 1882

Constitution and By-Laws
of the
Immaculate Conception School Advisory Board

Revised March 27, 2015

Amended: May 11, 1992
May 21, 1992
December 4, 1996
October 20, 1999
December 4, 2001
April 3, 2002
September 13, 2010
November 8, 2010
June 21, 2012
March 27, 2015

Constitution and By-Laws of the Immaculate Conception School Advisory Board

Article I – Purpose

The purpose and function of the School Advisory Board shall be for the welfare of the Immaculate Conception School. The School Advisory Board shall be responsible for the recommendation and development of policies of all matters with respect to the administration of the school. It shall be the responsibility of the School Advisory Board to assist the Principal, the Pastor and the School Business Manager in the preparation of the annual school budget, review sources of funding and fundraising and recommend the implementation of projects to the Pastor.

Article II – Membership

The number of voting members on the School Advisory Board shall be five to nine members (5-9) with the membership consisting of the following:

- a. Two school parents from the Immaculate Conception Parish serving a term of three (3) years as a voting member. School parents may not make up more than 20% of the Board.
- b. Five-Nine interested parishioners from the Immaculate Conception Parish serving a term of three (3) years as voting members.
- c. One (1) member of the Parish Staff who acts as a liaison between the Immaculate Conception School and the Immaculate Conception Parish as a voting member.
- d. The Chairperson of the Building & Grounds Committee, the Technology Committee, the Development Committee and the Parent Organization are all invited to attend Public Sessions and are non-voting members.
- e. The School Business Manager is invited to attend Public Sessions and is a non-voting member. The Business Manager may also be asked to attend Executive Sessions as a present with no voting privileges.
- f. The Pastor and Principal shall be members of the School Advisory Board serving in an advisory capacity and are non-voting members. Other full-time, paid employees of the school are not eligible for membership. If a conflict of interest occurs, any member will be excused from the meeting.

Article III – Officers

The officers of the School Advisory Board shall consist of a chairperson and secretary. Any member of the School Advisory Board can be elected to office for a period of one year. The maximum term any member can serve as an officer is three years in succession. At least one year must separate terms. Elections shall be held at the first meeting of each school year.

Article IV – Meeting

The School Advisory meetings shall be held on a regular, posted basis from September through June. The meeting shall not exceed two (2) hours. Special meetings may be called if the chairperson determines it necessary or as voted by the School Advisory Board. A quorum shall consist of four (4) voting members.

An Executive Session may be called by any Board member and will be a closed meeting with only Board members present.

The date, time and place of monthly meetings shall be posted by the Principal in a conspicuous place and shall be noted in the school calendar and on the school website.

Article V – Relationships

The School Advisory Board shall have a relationship and responsibility to the Archdiocese, Pastor, Principal, Faculty, Parents and the Parish Community.

Article VI – Committees

Committees shall be appointed as needed by the Principal. The Principal will work with all School Advisory Board members to determine when a committee is needed and the membership of such committee.

Article VII – Policy

The process for adopting policy shall be as follows:

- a. Formulated at the first meeting
- b. Voted on at the first meeting and a recommendation made to the Principal.

Article VIII – Hiring of a Principal

The hiring of a Principal shall be in accordance with Archdiocesan policy.

Article IX – Annual School Budget

It is the responsibility of the School Business Manager to submit to the Board a completed budget at the regular November meeting. The Pastor and Principal or their designee (School Business Manager) shall present to the Board a quarterly analysis of revenue and expense with regards to actual versus budget and actual versus prior year.

Article X – New Membership

Any current Board member may submit names of prospective Board members. Election to membership will be held at the regular Board meeting. Prior to election by the Board member, the Pastor and Principal must approve all prospective members. Any member missing (3) scheduled meetings in a year without the authorization of the Chairman may be requested to resign.

Article XI – Duties of Officers

The chairperson shall preside at all meetings. The chairperson shall not be required to vote unless he or she feels it is necessary. It shall be the responsibility of the chairperson to develop the agenda with the Principal and present it to the Board members in advance of all meetings.

The secretary shall maintain and record attendance at all meetings. The minutes of regular meetings, after approval of the Board, shall be available to anyone on request. The minutes are also posted on the school website. (Note: Executive Session Minutes are not available to anyone other than IC School Board Members, the Pastor and the Principal).

Article XII – Public Participation

All regular meeting shall be open to the public. If anyone from the public desires to speak to the Board, the procedure is as follows:

- a. The person shall give 72 hours advance notice to the chairperson and specify the topic of discussion
- b. If the public is placed on the agenda, the chairperson first must recognize the sponsor of the topic before the discussion may begin
- c. If the subject is not placed on the agenda ahead of time, a two-thirds (2/3) vote of the Board present at the meeting is required before discussion on the requested topic may take place

Article XIII – Order of Business

- a. Open meeting with a prayer provided by the Principal
- b. Roll call of attendees by Secretary
- c. Approval of Previous Meeting Minutes by all present
- d. Pastor's Report
- e. Principal's Report
- f. Sub Committee Reports
- g. Old Business
- h. New Business
- i. Public Participation
- j. Adjournment

Article XIV – Amendments

The constitution and by-laws of the School Advisory Board shall be reviewed and amended once a year at a regular monthly meeting. Additions, revisions or amendments shall require a majority vote of the members present.