

30 September 2014

**By-Laws of the School Advisory Board
Christ the King Catholic School
3401 TIDEWATER DR NORFOLK, VA 23509**

The Mission of CTK Catholic School

Christ the King Catholic School educates students in the Catholic tradition in spirit, heart, mind, and body in an academically competitive learning environment to be contributing members of their church and society.

ARTICLE I – NAME

The name of this organization shall be Christ the King Catholic School Advisory Board (“the Board”).

ARTICLE II - DEFINITIONS

The terms used throughout these Bylaws are defined as follows:

1. “Board” - means the Christ the King Catholic School Advisory Board.
2. “Standing Committee” - means a standing committee of the Board; a committee which is permanent.
3. “Board Member” - means an appointed member of the Board.
4. “Ex Officio Member” - means an ex officio member of the Board; a person serving on the Board due to his position rather than through election or selection.
5. “Executive Committee” - means the Executive Committee of the Board; a committee that has specific powers, outlined in these bylaws, which allows it to act on the Board’s behalf when a full Board meeting is not possible, or, when the full Board delegates a task.
6. “Executive Committee Member” - means a member of the Executive Committee.
7. “Chair” - means the chairman of the Board.
8. “Vice Chair” - means the vice chairman of the Board.
9. “Secretary” - means the secretary of the Board.
10. “Bylaws” - means the bylaws of the Board; the rules adopted by the Board to govern its operation.
11. “Principal” - means the Principal of Christ the King School.
12. “Pastor” – means the Pastor of Christ the King Parish.

ARTICLE III – PURPOSE AND FUNCTION

Section 1. The purpose of the Board is to recommend policies consistent with

Diocesan and state guidelines and directives for the operation of Christ the King Catholic School (“School”) so that the largest number of students may be effectively educated in a Catholic environment and encouraged to make a deep personal commitment to Jesus Christ and the church.

- Section 2. The primary function of the Board is to develop and recommend to the School Principal policies in the areas of finances, development, strategic planning, facilities and legislation that will ensure the successful operation of the School.
- Section 3. 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.
- Section 4. Board members shall be appointed by and serve at the pleasure of the Principal of Christ the King School, with approval and oversight by the Pastor of Christ the King Parish.
- Section 5. The Board, in consultation with the Pastor, shall assist in a search at such time as a vacancy in the Principal position occurs.
- Section 6. If a conflict arises between the Board and the School administration, the matter shall be referred to the Pastor for final resolution.
- Section 7. Policies recommended by the Board become a part of the Minutes

and are approved once the Principal and Pastor sign the minutes and the Board approves those minutes. Implementation of all policies remains the responsibility of the Principal.

ARTICLE IV – MEMBERSHIP

- Section 1. The membership of the Board shall consist of ten to fourteen members appointed by the Principal in consultation with the Pastor. The Pastor, the Principal and the Development Director shall serve as additional ex-officio members. The Board serves in a consultative relationship to the Principal and the Pastor.
- Section 2. The regular term of membership is three years, with an option of one additional term at a member's request. The terms shall be staggered to provide continuity of the Board.
- Section 3. Employees may not serve as members.
- Section 4. Board members serve at the pleasure of the Pastor and Principal. They may remove any member at any time.
- Section 5. Any Board Member shall be deemed to have resigned if he fails to attend (either in person or by telephone or teleconference) three consecutive duly called Board meetings, more than half of the duly called board meetings in one year, dies, or submits a letter of resignation to the Chair or the Principal. Exceptions to attendance may be granted at the discretion of the Principal for extraordinary circumstances.

ARTICLE V – RELATIONSHIPS TO OTHER GROUPS

Periodic diocesan and regional in-service programs will allow training and collaboration between parish, regional, and diocesan school boards. This collaboration and communication should allow best practices to be identified across the diocese for the benefit of all schools. However, these relationships must not blur the primary responsibility of Board members to advise the Principal and Pastor of Christ the King, and to maintain confidentiality within the Board itself.

The Board shall also maintain relationship to other entities related to school activities such as the CTK Athletic Association, the CTK Parent-Teacher Organization (PTO) and other appropriate organizations. A member from these groups will be invited to attend school board meetings.

ARTICLE VI – OFFICERS AND RESPONSIBILITIES

- Section 1. The officers of the Board shall be Chairperson, Vice-Chairperson and Secretary. The officers shall be elected by the Board and their term of office shall be three years. No person shall serve more than two consecutive terms in the same office.
- Section 2. The responsibilities of the officers:
- A. Chairperson: shall preside at Board meetings, Executive Committee meetings, and perform other duties usually associated with the office.
 - B. Vice-Chairperson: shall preside and act, as Chairperson in the absence of the Chairperson, be a member of the Executive Committee, and act as parliamentarian at Board meetings.
 - C. Secretary: shall be responsible for keeping Board minutes and submitting them to the Principal within seven days of the meeting.
- Section 3. If the office of the Chairperson becomes vacant before an appointed term has expired, the Vice-Chairperson shall serve as Chairperson for the remainder of the term. If the office of the Vice-Chairperson becomes vacant before expiration of an appointed term, a new Vice-Chairperson shall be appointed immediately by the Chairperson to serve the remainder of the term.

ARTICLE VII – MEETINGS

- Section 1. The Board shall meet a minimum of five times a year. Special meetings may be called at the request of the Chairperson, Principal or Pastor.
- Section 2. A written agenda and a copy of the minutes of the previous Board meeting will be made available to all Board members at least one week prior to each regularly scheduled Board meeting.
- Section 3. A quorum shall be established when a simple majority of members is present for a regular or special meeting. The action of a majority of voting members taken at a meeting at which a quorum is present shall constitute action of the Board.
- Section 4. The rules of parliamentary procedure as contained in Robert's Rules of Order shall govern meetings of the Board except as otherwise provided in the By- Laws.

ARTICLE VIII – COMMITTEES

Section 1. Standing Committees of the Board are:

A. Executive Committee

Duties:

- *Meet with School Administrator to determine goals for the year.*
- *Meet with School Administrator to determine goals for the year.*
- *Set yearly Calendar*
- *Nominate board members*

B. Development

Duties:

- *Serve as a Development Board to assist in developing a marketing plan.*
- *Assess the needs of the school; create a plan for the development of alternative funding.*
- *Address the statistics of the school and the public relations.*
- *Oversees the steering committee for a Capital Campaign.*

C. Finance

Duties:

- *Assists in developing and reviewing the budget with the Board.*
- *The chairperson of the Finance Committee serves on the Parish Finance Council (Parish schools only-the chair keeps the council informed of the financial status of the school).*
- *Reviews the financial status of the school throughout the year.*
- *Develops and reviews policy for financial aid.*
- *Conducts an annual review of policies, statements and records.*
- *Coordinates funding with the Parent Organization.*
- *Oversee investments and the endowment.*

D. Strategic Planning

Duties:

- *Defines the process to develop a strategic plan*

- *Involves as many constituents in the Planning Process as possible*
- *Prepares a preliminary report of constituent recommendations for the Board*
- *Develops a draft based on recommendations*
- *Procures as much input as possible on the draft from all constituents*
- *Refines draft and publishes for community (After Board approval, it should be attach to the minutes for final approval from Superintendent and School Administrator or Pastor and School Administrator).*
- *Implements and monitors plan.*

E. Facilities

Duties:

- *Conducts a building audit to determine needs.*
- *Creates a plan of renewal for present structures.*
- *Implements and monitors capital improvements.*
- *Appoints a sub-committee to oversee building construction.*

F. Legislation

Duties:

- *Responds to issues of State Assembly and Federal Level that affects Catholic Schools, as identified by the Virginia Catholic Conference.*
- *Monitors the Federal Programs available for School Funding.*
- *Creates a communication system among parents to notify them of current need of response.*
- *Reviews the Legislative Report from Virginia Council for Private Education and the Virginia Catholic Conference*
- *Partners with the Virginia Catholic Conference by encouraging parents to sign up for CAPWIZ*
- *Maintain communication with Principal.*

G. Board of Directors of CTK Bingo

Duties:

- *To have administrative oversight over Christ the King Bingo*
- *To ensure that CTK Bingo operations abide by this policy and all State regulations.*
- *To ensure that CTK Bingo has a Management Committee*

- *To advise both the School Board and the Management committee on the general operations and conduct of Bingo.*
- *To receive and analyze reports from the Management Committee.*
- *To ensure that proper financial procedures are followed by the Management committee.*
- *To ensure that diocesan policy is adhered to with regard to maintaining an accurate inventory of all bingo supplies and game materials.*
- *To approve budgets submitted by the Management committee.*
- *To approve the house rules submitted by the management committee.*

Section 2. The Executive Committee will consist of the Chairperson of the Board, Vice-Chairperson, the President and/or Principal.

Section 3. Members of the Standing Committees shall be appointed by the Board. Members of the committees need not be members of the Board. However, the Chairperson of each individual Standing Committee must be a Board Member.

Section 4. Ad Hoc committees shall be appointed by the Chairperson of the Board. These committees shall be dissolved upon completion of their assignment.

Chairpersons of Ad Hoc committees will attend board meetings and report on progress of the committee.

Section 5. The duties and responsibilities of both Standing and Ad Hoc committees shall be determined by the Board.

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, with subsequent approval by the Pastor and the Principal. No amendments may encroach on the Bishop's Article III, Section 3 powers.