



# ST. LEONARD

CATHOLIC CHURCH & SCHOOL

St. Leonard Catholic School

3322 Clarence Avenue

Berwyn, IL 60402

## CONSTITUTION & BYLAWS – ADVISORY SCHOOL BOARD

### PREAMBLE

The Advisory School Board of St. Leonard Catholic School is operated by St. Leonard Parish, Berwyn, Illinois, which is a Roman Catholic Parish of the Archdiocese of Chicago. The elementary school is established to carry out the teaching ministry of the Catholic Church which includes the spiritual, intellectual, physical, emotional and social development of the students, as well as providing a challenging academic experience. As such, the religious and educational work of the school shall at all times be in accordance with the teachings and laws of the Roman Catholic Church and the Archdiocese of Chicago.

At this time, it is the intention of the Pastor of St. Leonard Catholic School to establish an Advisory Board that will collaborate with him and the Principal in the promotion of the sustainability and vitality of St. Leonard Catholic School. This Advisory Board of St. Leonard Catholic School is consistent with policies, procedures, and guidelines promulgated by the Archdiocese's Office of Catholic Schools (OCS) and shall be operated in conformity with the policies of the Archdiocese of Chicago, under the guidance of the Archdiocese's Office of Catholic Schools, the Superintendent of Catholic Schools, and the Pastor and Principal of St. Leonard Catholic School.

### INTRODUCTION AND RATIONALE

Working in close collaboration with the Principal (school administrator) and the Pastor (canonical administrator), this Advisory Board shall work in an advisory capacity to enable the school to reach its goals. The school's goals will be consistent with, but not limited to, the overall goals established by the Archdiocese of Chicago's Office of Catholic Schools.

### ARTICLE I – NAME

The name of this body shall be the St. Leonard Catholic School Advisory Board herein after referred to as the "Board."

### ARTICLE II – PURPOSE AND FUNCTION

The Board is established to assist the Principal and the Pastor by providing advice and counsel in the following areas, as directed by the Principal and Pastor.



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1. Strategic Planning: To provide advice and counsel in formulating goals for the long-term direction of the school, including participating in strategic planning process for mission effectiveness, academic programming enhancements (e.g., 1:1 technology study), fundraising initiatives, facilities studies, and sustaining and growing enrollment through marketing initiatives.
2. New Initiative Formulation: To provide advice and counsel with regard to school initiatives in areas determined by and/or directed by the Principal and Pastor, including but not limited to: exploratory programs (e.g., blended learning models), and/or operational issues (e.g., playground, start/end time to school day, uniform options).
3. Institutional Advancement/Development/Marketing: To provide advice and counsel with regard to the establishment and maintenance of development, fundraising and marketing initiatives to promote the long-term sustainability and vitality of the school.
4. Financial Planning and Financial Management: To provide advice and counsel with regard to long-range financial planning, budget monitoring, and financial reporting to the school community.
5. Communication: To provide advice and counsel with regard to communicating school activities as directed by the Principal to the various school constituencies and to actively promote the school's activities.
6. Mission Enhancement: To provide advice and counsel with regard to mission effectiveness and mission enhancement (e.g., student service projects, adult formation for school board members and school parents/guardians), opportunities to share religious and sacramental experiences (e.g., prayer services, family Masses).

The Board has no authority to formulate school or board policies separate from the Principal and the Pastor. In addition, the Board has no authority to: (1) determine the amount of parish funds to be designated in support of the school; (2) hire, evaluate, terminate or renew/non-renew teachers or school staff; (3) provide advice or counsel on any matters related to the employment of teachers or any school staff; (4) determine school curriculum or academic programs; and (5) address or determine any student related matter, including but not limited to admission, placement, exclusion or discipline.

## **ARTICLE III – RELATIONSHIP WITH OTHER GROUPS**

### **Archdiocese of Chicago**

Regular information from the Archdiocese of Chicago's Office of Catholic Schools concerning Archdiocesan policies impacting Catholic elementary schools shall be provided by the Principal to the Board when the Principal deems such information necessary for the Board to perform its functions.



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### **Pastor**

The Archbishop of Chicago appoints a Pastor who is the Canonical and spiritual leader of St. Leonard Catholic School. The Board shall respect the canonical powers held by the Pastor on behalf of the Archbishop.

### **Principal**

The Principal, who is the chief administrative officer of St. Leonard Catholic School, is responsible for the day-to-day operation/supervision of the school and all aspects of the school's spiritual, academic, extracurricular and other operational programs, as well as student and personnel matters. The Principal shall serve as the Administrative Officer to the Board and perform the duties to the Board set forth herein.

The Principal, or his/her designee, shall serve on all the committees and subcommittees as set forth herein. The Principal is accountable to the Pastor and is responsible for all school policy formation and implementation in accordance with the policies of the Archdiocese of Chicago's Office of Catholic Schools. The Principal shall provide regular communication of the Board's activities to the school community.

### **Parish Groups**

The Board shall work in a cooperative and collaborative manner with the parish Pastoral Council, Finance Council, Athletic Association and any/all other parish groups to ensure that its goals and objectives are not in direct conflict with other parish groups. The Board shall not duplicate and/or compromise the success of other parish initiatives and shall ensure that master calendars are aligned to avoid conflict and that the use of parish facilities are collegially negotiated.

### **School Parent Organization**

A member of the school parent organization or a designated representative appointed by the Chairperson of the school parent organization, can serve as an *ex-officio* member of the Board with full active voice but no voting rights, at the discretion of the Principal or Pastor. The relationship between the Board and the school parent organization shall be characterized by respectful interactions exhibiting timely communication and intentional collaboration, as well as a common vision and clarity of roles and responsibilities. The purpose of the school parent organization differs from the Board in that it is generally directed to raise funds to improve the overall experience of the students (e.g., classroom parties, end of year picnic) and to foster social opportunities in the school for students and their parents/guardians.

### **Faculty**

The relationship between the Board and the faculty shall be characterized by mutual support, good communication and cooperation. The Principal represents the faculty to the Board.



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## ARTICLE IV – MEMBERSHIP

### A. Membership Defined

The Board shall consist of a minimum of nine (9), but not more than twenty-one (21) members approved by the Principal and the Pastor. In addition, the Principal shall serve as an *ex-officio* member of the Board, with full active voice but without voting rights, and shall serve as the Board's Administrative Officer. The Pastor shall serve as an *ex-officio* member of the Board with full active voice but without voting rights.

### B. The membership of the Board shall be as follows:

1. Pastor (*ex-officio*);
2. Principal (*ex-officio*);
3. Parents/Guardians;
4. Alumni or Alumnae/Parents of Alumni or Alumnae;
5. Parishioners;
6. Those approved by the Principal and Pastor.

Board members must be at least twenty-one (21) years of age. The Principal and Pastor will establish the appropriate ratios for the above defined membership to ensure an appropriate distribution of members by constituents. No more than twenty percent (20%) of the Board may be non-Catholic. It is recommended (but not required) that no more than fifty percent (50%) of the current Board membership consist of current school parents/guardians.

### C. Nominations and Eligibility

The Board shall establish a process with regard to nominations. An *ad hoc* committee on Board Membership consisting of the Principal and three (3) Board members appointed by the Chairperson of the Board shall seek out and prepare a slate of prospective Board member nominees who meet the following criteria:

1. Interest in and commitment to Catholic education in general, and a specific commitment to the mission and philosophy of St. Leonard Catholic School.
2. Capacity to give witness to Catholic and Christian moral values within the school and be an active member of the parish community.
3. Availability to attend meetings and periodic in-service programs.
4. Availability to participate fully in Board and committee work.
5. Commitment to the various goals and objectives of the Board and an ability to devote the necessary and substantial time commitments to achieve those goals.
6. Ability to maintain high levels of ethics, integrity and confidentiality.
7. Ability to objectively assess data and make recommendations for the greater good of St Leonard Parish and School.
8. Ability to work positively with others to achieve consensus.
9. Ability to attend and assume a significant role in resource development



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- programs (e.g., galas, fundraisers) for the school.
10. Ability to disclose existing or potential conflicts of interest.

### **D. Nominations Process**

1. Members of the parish or school community may submit a nomination, either their own or another's (with his/her permission), to the *ad hoc* Board Membership Committee or any member of the Board. See Article IV, B and C for membership composition and eligibility requirements.
2. All nominees will be required to complete an application form.
3. The *ad hoc* Board Membership Committee will review applications for eligibility and recommend nominees to the Chairperson, Principal and Pastor who will then interview the nominees.
4. Nominees who are approved by the Principal and Pastor receive a written Board appointment letter.
5. The newly appointed Board members shall assume their responsibilities at the last official Board meeting of the school year.

### **E. Exclusions**

Employees of the parish and school and members of their immediate family, may not sit on the Board. The term *immediate family* shall be defined as: spouse, child, parent, brother, sister, in-law or other members of one's household. No Board member who is also a member of another parish board shall vote in decisions concerning that board without unanimous consent of the other Board members.

### **F. Appointment and Terms**

Each Board member, other than a Board member who serves in an *ex-officio* capacity, shall be appointed by the Principal and Pastor for a three (3) year renewable term. Each *ex-officio* Board member shall serve only during the time he or she serves in the designated position for which they were appointed to the Board.

To provide leadership succession, the initial Board members shall be divided into three groups of staggered terms. The first initial group of Board members has a term expiring after one (1) year. The second initial group of Board members has a term expiring after two (2) years. The third initial group of Board members has a term expiring after three (3) years. Board members may be reappointed for another three (3) year term provided, however, that no Board member shall serve more than two (2) consecutive terms, regardless of whether any such term shall be less than three (3) years. Board members shall be eligible for reappointment after not serving on the Board for a period of one (1) school year.

### **G. Resignation and Removal of Board Members**

Any Board member may resign at any time by giving written notice to the Chairperson of the Board, the Principal and Pastor. Such resignation shall take effect at the time



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specified therein. A Board member may be removed by the Pastor in his sole discretion, if he determines that removal is in the best interest of the parish and/or school. Reasons for removal include, but are not limited to, a Board member's violation of the established Code of Ethics.

## H. Vacancy

Any vacancy on the Board may be filled by the Pastor upon recommendation of the Board Chairperson and Principal for the unexpired portion of the term in the same manner as provided for in the original appointment.

## I. Attendance

Any Board member who is absent from three (3) successive regular Board meetings or a total of three (3) Board meetings in a year shall discuss their continuing service on the Board with the Principal and Pastor.

\*If you are absent from a meeting or multiple meetings, you may check in via phone or get missed noted to follow up with our meetings.

## ARTICLE V—OFFICERS ROLES AND RESPONSIBILITIES

### A. Officers

The officers of the Board shall be the Chairperson, Vice-Chairperson, and Secretary. They shall be selected annually by the Board membership, subject to ratification by the Principal and Pastor. The following process shall be used to select officers:

1. Any Board member (current and incoming) may be nominated for the offices of Chairperson, Vice-Chairperson and Secretary. Normally, the Chairperson is not an incoming member.
2. Nominations for officers must be seconded by another Board member.
3. The slate of officer candidates will be presented to the Board by the current Board Chairperson.
4. If the positions are not contested and the Board reaches consensus on the appointment of officers, a simple roll call vote will be taken and recorded by the current Board Secretary.
5. If the positions are contested, a confidential ballot will be provided. A simple majority will determine which of the nominees is appointed to office. The current Board Secretary shall count the ballots and announce/record the results.

### B. Duties of Officers

#### 1. Chairperson

The Chairperson shall facilitate and preside at all regular and special meetings of the Board. The Chairperson shall also preside at Executive Committee meetings at which the Board agenda and packet are discussed. The Chairperson shall set and create the meeting agenda with the Principal's and Pastor's approval. With the Principal's and Pastor's approval, the Chairperson shall have authority to assign additional duties and



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responsibilities to individual Board members consistent with the tasks assigned to the Board by the Principal or Pastor. The Chairperson of the Board shall be a practicing Catholic. The Chairperson shall be an *ex-officio* member of all Committees. The Chairperson also:

- a. Recognizes and cultivates leadership qualities in others;
- b. Accepts duties required by the office to which elected;
- c. Is punctual and is prepared for meetings;
- d. Ensures that Board members in a timely way receive agendas, minutes, and other materials in advance of Board meetings.

## 2. Vice Chairperson

In the absence of the Chairperson, the Vice-Chairperson shall perform all duties of the Chairperson. The Vice-Chairperson may also be a member of the Executive Committee. The Vice-Chairperson of the Board shall be a practicing Catholic.

## 3. Secretary

The Secretary shall be responsible for keeping accurate minutes and for all correspondence to/from the Board. The Secretary will summarize the discussions and decisions during the meeting and ask clarifying questions if needed to ensure an accurate account. In the absence of the Secretary at a meeting, any of the duties of the Secretary may be performed by a designated Board member for such meeting.

The Secretary shall also be responsible for keeping a permanent record of terms, attendance, and committee appointments and all reports and documents relating to Board activities including, but not limited to minutes and agendas. All Board documents shall be maintained in the office of the Principal. The Secretary, in cooperation with the Chairperson and Principal, shall ensure the timely distribution of information/documents to Board members in advance of Board meetings.

## 4. Administrative Officer

The Principal shall serve as the Administrative Officer of the Board. In that capacity, the Principal is a member of the Executive Committee. The Principal may also call meetings of the Executive Committee and shall be responsible for providing designated information to the Board.

## C. Terms

The term of office for Board officers, except for the Administrative Officer (Principal) who serves *ex-officio*, shall be one (1) year and shall begin with their election/appointment at the last official Board meeting of the school year and end with the election/appointment of their successor the following year. A second consecutive term is allowable if there is a need for continuity of leadership to achieve established pre-existing goals or if there are no members willing to serve in the role of officer. The newly elected officers shall assume their responsibilities at the last official meeting of the school year.



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## **D. Resignation and Removal of Officers**

An officer is expected to serve their entire one (1) year term. However, under special circumstances (e.g., personal hardship, illness) an officer may resign mid-term by giving written notice to the Chairperson of the Board (if Vice-Chairperson or Secretary), and to the Principal and Pastor. Such resignation shall take effect at the time specified therein. A replacement shall be selected from the current Board members to complete the remainder of the unfinished term per Article V – Section A.

An officer may be removed from the Board by the Pastor if he determines, in his sole discretion, that removal is in the best interest of the parish and/or school. Reasons for removal include, but are not limited to, an officer's violation of the established Code of Ethics.

## **ARTICLE VI – MEETINGS**

### **A. Regular Meetings**

Regular meetings of the Board shall be held bi-monthly, at least six (6) times per year. The minutes of all the Board meetings shall be taken by the Secretary (or his/her designee) and shall be forwarded to the Pastor, the Principal and all members of the Board for their review and approval before the information therefrom is made available to the various parish and school constituents.

### **B. Committee Meetings**

Committee meetings shall be held as needed to complete the responsibilities assigned to the committee. Minutes shall be taken at all committee meetings and shared in a written report with the rest of the Board at the next scheduled meeting.

### **C. Special Meetings**

Special meetings may be called by the Pastor, the Chairperson, and the Principal or by written request of one third (1/3) of the Board members. Written notice should be provided at least five (5) days prior to special meetings.

### **D. Executive Session**

If necessary, the Board may go into Executive Session in which the minutes are taken separately and are not shared with the various parish and school constituents, non-Board members shall not be present, and the contents of the discussion shall be treated as confidential.

### **E. Annual Meeting/Retreat**

The annual meeting/retreat shall be held in June of each year. At the annual meeting/retreat, the following shall occur:

1. The Chairperson, with the Principal and the Pastor, shall provide an appropriate





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spiritual experience to help nurture the faith life of the Board members.

2. Each committee chairperson shall present a brief written status report of committee work from the current school year and recommended goals for the upcoming school year.
3. The annual committee reports shall be distributed and reviewed by the Pastor, Principal and Board members prior to the annual meeting.
4. Members of the Board shall review the recommended committee goals and agree to either enact or revise them for the upcoming school year.

## **F. Meeting Protocol**

The regular meetings of the Board shall be posted in the parish bulletin, school calendar, school newsletters, and on the school website. Meetings are only open to the members of St. Leonard Catholic School and parish community. Members of the school and parish community may address the Board at a regular meeting in accordance with its established protocol. The Board shall establish how and when non-Board members of the school or parish community may address the Board. Such protocol will require prior approval of the Chairperson, Principal and Pastor.

Employees of the school are not allowed to attend a Board meeting as a visitor nor shall address the Board regarding any employment issues as the Board has no authority in these areas. Employees of the school may be invited as a guest by the Principal for the sole purpose of presenting any school information the Principal requests.

## **G. Quorum**

A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the Board constitutes a quorum. Board meetings occur only when the Principal is present. Board members shall be permitted to attend a regular meeting telephonically, in accordance with established internal protocols, so long as there is a quorum of Board members physically present and that all Board members are able to hear and respond to each other.

## **ARTICLE VII – RULES OF ORDER**

### **A. Consensus**

Where possible, the Board shall reach a consensus on all recommended action items. A simple majority of the voting Board members shall constitute a consensus. If the Board is unable to reach consensus on an issue, the minutes are to reflect the different positions taken by the Board members and the reason(s) supporting the Board's recommendation. When a vote needs to be made, a roll call vote will be taken by the Chairperson and recorded by the Secretary.

### **B. Parliamentary Rules**



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As necessary, Robert's Rules of Order will be employed as a guide (most recent copyrighted version). The Chairperson shall appoint a parliamentarian when appropriate.

## **C. Code of Ethics and Confidentiality Agreements**

Board and committee members will be required to execute a Code of Ethics and Confidentiality agreements as approved by the Board, as a condition of their participation on the Board or a committee.

## **ARTICLE VIII – COMMITTEES**

### **A. Executive Committee**

The Executive Committee shall consist of the Principal serving as Administrative Officer, the Chairperson, Vice-Chairperson and the Pastor. The Secretary may also be included in the Executive Committee meetings to take minutes. The Executive Committee meets prior to full Board meetings to discuss and agree on agenda items and monitor the progress of committee work.

### **B. Standing Committees**

The standing committees of the Board shall be:

1. Executive Committee – Determines the agenda items and monitors the progress and effectiveness of the Board.
2. Mission Effectiveness and Evangelization Spiritual Development Committee – Ensures that Catholic mission/identity, vision, and faith-based core values are present.
3. Safety Committee – Assist the Principal and Pastor to develop short and long term-range improvements plan and planning model, prioritizing such plans and projects with the safety of the students, faculty, and school community at first priority.
4. Institutional Advancement – Promotes development, communication, marketing, and enrollment management.
5. Fundraising and Development Committee – Provides advice regarding long range plans to ensure the sustainability and vitality of the school. This committee shall assume the primary responsibility for assisting the fundraising efforts for the school, support the School in execution of a fundraising and development strategy.

### **C. Committee Membership and Leadership**

The Chairperson of the Board and the Principal (or his/her designee) shall be *ex-officio* members of all standing committees. All Board members are expected to serve on one or more standing committees. Members of standing committees shall be appointed by the Chairperson of the Board. Committee chairpersons must be members of the



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Board, although committee members may be drawn from outside of the Board membership, with the approval of the Principal and Pastor. Non-Board committee members will be expected to sign a Code of Ethics and Confidentiality agreements as approved by the Board, as a condition of their participation on the committee. Non-Board committee members do not have articulated eligibility requirements nor imposed terms and can serve on the committee as long as they are able or needed.

## **D. Committee Charges**

The Board shall examine specific committee charges each year and each committee shall set and monitor yearly goals giving a brief summary report on the outcomes of those goals at each Board meeting.

## **D. Ad Hoc Committees**

Ad hoc committees may be established by approval of the Principal and the Pastor as they deem necessary. Any ad hoc committee may be discontinued at the Principal's and Pastor's discretion.

## **ARTICLE IX – COMPENSATION**

Board members shall not receive compensation for their services. However, bona fide expenses may be reimbursed based on school/parish policy.

## **ARTICLE X – CODE OF ETHICS**

Board Members must ascribe to the following Code of Ethics in their common work as a condition of their appointment to the Board and will sign a Code of Ethics form at the beginning of each new school year.

### **A. Conflict of Interest**

Board Members shall avoid situations that present actual, perceived or potential conflict between their interest and the interest of St. Leonard Catholic School. Board Members must disclose actual, perceived or potential conflicts between their interest and the interests of St. Leonard Catholic School to the full Board and abstain from voting on matters where an actual, perceived or potential conflict exists.

### **B. Confidentiality**

Board Members must maintain the confidentiality of all matters discussed at Board, committee or subcommittee meetings.

### **C. Objectivity and Unity**



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Board members will approach each issue presented to the Board with an open mind and will honestly discuss his/her viewpoint on each issue with all Board members. Board members will communicate positively with one another and will work to gain consensus. Board members must support the decisions made by the Principal/Pastor based upon the Board's work even when such decisions are contrary to a Board member's viewpoint.

## **ARTICLE XI – INDEMNIFICATION**

The Archdiocese of Chicago shall indemnify all Board Members for any alleged act of negligence or omission resulting in damage or injury if such person was acting in good faith and within the scope of his/her official capacity, unless such damage or injury was caused by willful and wanton or grossly negligent conduct of such person.

## **ARTICLE XII – REVIEW AND AMENDMENTS**

These bylaws shall be reviewed every three (3) years, may be amended by a two-thirds (2/3) majority vote of the Board, with written approval by the Principal, Pastor and written ratification by the Archdiocesan of Chicago's Superintendent of Catholic Schools who delegates his/her authority to the Vicariate Regional Director. Board members must receive written notice of amendments and copies of amendments one (1) month before a vote to amend.

### **ADOPTED BY:**

**Chairperson: Alice Solis**

**Signature:** \_\_\_\_\_

**Date:**

**Principal: Scott DeCaluwe**

**Signature:** \_\_\_\_\_

**Date:**

**Pastor: Father Bobby Kruger**

**Signature:** \_\_\_\_\_

**Date:**

*Original signed copy to be kept in the Principal's office. Photocopies to be provided to all Board Members.*



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