



THE SCHOOL BOARD OF CHRIST THE KING PARISH

BYLAWS

REVISED OCTOBER 2014

ARTICLE I – AUTHORITY

1.1. The Parish Council (“Council”) of Christ the King Parish (“Parish”) approved these Bylaws in accordance with Diocesan legislation contained in *Norms of the Diocese of Nashville* (“Norms”). See Norms, § 44.

1.2. The School Board of Christ the King Parish (“Board”) operates in accordance with the Norms and the *Catholic School Rules and Policies, Guidelines for Parish School Boards* (“Guidelines”) published by the Catholic Schools Office of the Diocese of Nashville.

1.3. The rights and duties of the pastor and principal are set forth in Norms §§ 42-47. Those rights and duties are limited by the powers given to the Board in the following Article.

ARTICLE II – FUNCTION AND DUTIES

2.1. Advisory Role. By its nature, the Board is concerned with Catholic school education in the Parish. Its overarching purpose is to formulate policy that will guide Catholic school education. The Board does not regulate the ordinary operations of Christ the King School (“School”); that task, according to the Norms and Guidelines, belongs to the principal. The Board is consultative in nature and serves an advisory role. It is neither responsible for the day-to-day administration of the School nor a grievance board. All grievances are addressed to the principal.

2.2. Duties. The Board exercises the following functions and duties:

- a) To clarify and support the Mission of the School;
- b) To implement Diocesan rules and policies.
 1. To recommend and approve policies for the School in conformity with the Norms and Guidelines and Diocesan regulations and policies and to send a copy of approved policies to the pastor and the Superintendent of Schools;
 2. To recommend goals for the School, including long-range plans, in the areas of curriculum, staffing, finance, facilities, and development;

3. To propose policy that will guide the principal in implementing the approved goals. All policies will be presented to the pastor for ratification;
4. To evaluate the effectiveness of the Board's policy in achieving goals;
5. To direct the implementation of development goals, which must be approved by the pastor, principal, and Council;
 - a. To determine, with the appropriate input of the pastor and principal, whether to appoint a Development Council to implement development goals;
 - b. To maintain a Development Committee to coordinate all development and fundraising activities and planning for improvements to the School;
6. To write and submit to the Council an Annual Report, which discusses the progress towards the long-range plan as well as the financial status of the School's development plan;
- c) To propose an annual School budget to be integrated into the budget of the Parish;
 1. To help the principal develop the annual budget for approval by the Parish Finance Board and pastor; this budget shall include all aspects of the School's programs, including teacher salaries and tuition costs.
 2. To review the budget performance of School operations, approve expenditures from designated funds in excess of an amount set by the Board, and establish policies to promote School operations within the budgetary limits.
- d) To advise the pastor and Director of Religious Education concerning religious education and formation programs, without the authority to determine policy in these matters;
- e) To suggest to the Council the provision of the Board's organization and procedures to be incorporated in the Bylaws or acts of the Council;
- f) To consult with the pastor regarding the employment and evaluation of the principal if requested by the pastor; and
- g) To evaluate the Board's performance (self-evaluation).

2.3. Questions Concerning Board Authority. The Board should interpret this delegation of authority broadly, but if questions arise, they should be submitted by the Chairperson of the Board or by the principal to the pastor, whose decision shall be binding.

ARTICLE III - MEMBERSHIP

3.1. Members. The School Board shall be composed of nine members:

- One Chairperson appointed by the pastor for a two or three-year term as set forth in Article V;
- Seven members-at-large nominated and recommended by the Board and approved by the pastor to serve a three-year term; and
- One member selected by the Home & School Association to represent it for a one-year term as an ex-officio member of the Board.

3.2. Ex-Officio Members. The pastor and principal shall also serve as ex-officio members of the Board.

3.3. Membership-At-Large. Membership-at-large of the School Board shall be open to parents of School students, School alumni, parents of School alumni, and Parish community members at-large; provided, however, that no one who is an employee of the School, or the spouse, child, or sibling of an employee of the School, is eligible for Board membership without a waiver from the Superintendent of Schools.

3.4. Terms. The term of membership of the Chair shall be for two or three years in the discretion of the pastor with the option of a reappointment for a second two or three-year term. The term of membership for members-at-large shall be for three years with the option of reappointment for a second three-year term. The maximum number of consecutive terms of membership of any member is two.

3.5. Removal. The Board may replace any member who is absent for more than three meetings of the Board in any twelve-month period as indicated in Section 3.6 of this Article. Further, the Board may, by two-thirds (2/3) vote and with prior approval of the pastor, remove any member when in its judgment the best interests of the Board, School, and/or Parish will be served thereby.

3.6. Vacancies. In the event that the Chair is unable to complete his or her term for any reason, a replacement may be appointed by the pastor. In the interim, the Vice Chair shall serve as the Chair. In the event that a member-at-large of the Board is unable to complete his or her term for any reason, a replacement may be appointed to serve the remainder of the term by the pastor or by a majority vote of the remaining members of the Board pursuant to these Bylaws. In the event that the Home and School Association representative is unable to complete his or her term for any reason, the Association may appoint a replacement to serve the remainder of the term if necessary.

ARTICLE IV – VOTING

4.1. Voting Rights. All voting members of the Board shall be entitled to one vote upon any matter properly submitted to the Board for a vote. The act of a majority of members present at a meeting at which a quorum is present shall be the act of the Board.

4.2. Voting Members. All members of the Board shall be voting members, including ex-officio members, with the exception of the principal.

4.3. Quorum. A quorum of the Board shall consist of six voting members of the Board. In the event of a tie vote, the vote of the pastor shall count as two votes.

ARTICLE V - OFFICERS

5.1. Officers. The Board shall have three officers:

- Chairperson;

- Vice Chair; and
- Secretary.

5.2. Chairperson. The pastor reserves the right to appoint the Chairperson of the Board to the Board for a two or three-year term of office. The Chairperson shall have the following rights and duties:

- To preside at all regular meetings and all special meetings of the Board and to take charge of all business brought before the Board; and
- To appoint ad-hoc committees as needed.

5.3. Vice Chairperson. The Board shall select by majority vote one of its members to serve as its Vice Chairperson, with a term of office to be determined by the Board. If the Board does not specify a term of office, the term shall be for one year. The Vice Chairperson shall have the following rights and duties:

- To perform all the duties of the Chairperson when the Chairperson is absent or unable to act.

5.4. Secretary. The Board shall select by majority vote one of its members to serve as its Secretary for a one-year term. The Secretary shall have the following rights and duties:

- To maintain a written record of all actions of the Board;
- To conduct all correspondence as directed; and
- To preserve all reports and documents.

ARTICLE VI - COMMITTEES

6.1. Standing Committees. The Board shall have the following standing committees:

- Executive;
- Policy and Planning;
- Finance;
- Building and Grounds; and
- Development.

6.2. Committee Appointments. The Chairperson shall appoint members to these committees in his or her sole discretion and shall appoint a Chair of each committee. Meetings of standing committees may be called by their respective Chair. Each committee shall meet as often as is necessary to perform its functions. The Chair or Board may remove a member of a standing committee when in their judgment the best interests of the Board, School, and/or Parish will be served thereby.

6.3. Executive Committee. The Executive Committee consists of the three officers identified in Article V and any other Board members appointed to the Committee in the discretion of the Chairperson. If necessary, this committee may be called upon for a decision without

convening the entire Board, which may be achieved by telephone. Such action must be deemed necessary and essential by the Chairperson and either the principal or the pastor.

6.4. Ad-Hoc Committees. The Chairperson may from time to time create such ad hoc committees as he or she believes necessary or desirable to investigate matters or advise the Board. Ad hoc committees shall limit their activities to the accomplishment of the tasks for which created and shall have no power to act except as specifically conferred by resolution of the Board. Such committees shall operate until their tasks have been accomplished or until earlier discharged by the Chair or the Board.

ARTICLE VII - BOARD YEAR

7.1. The commencement of the Board Year shall coincide with the commencement of the School year.

ARTICLE VIII - MEETINGS

8.1. Regular Meetings. The Board shall meet each month during the Board Year at a date and time selected by the principal and approved by a majority of the members of the Board. The principal must be present in order to hold a meeting. Board meetings are only for board members and guest speakers. As such, all meetings shall be closed unless a majority of the voting members of the Board agree to open a meeting to non-members.

8.2. Special Meetings. Special meetings of the Board may be called by the Chairperson or by a majority of the members of the Board as needed. Notice of Meetings must be provided at least three business days before the special meeting but may be provided by any form reasonably intended to provide notice to Board members, which includes, but is not limited to, notice in writing, by telephone, or through the use of other telecommunication or electronic communication methods, including, but not limited to, electronic mail, approved by the Chair.

8.3. Conduct of Meetings. The following Rules of Order in Norm 21 should be used for conducting meetings of the Board and reaching a consensus of its members:

- The presiding officer shall call for directed discussion. This may proceed as follows: each member is invited to address the question; each may pass until others have spoken; no one may speak twice until all have been given the opportunity; after all have spoken, the presiding officer may attempt to formulate a consensus, with directed discussion continuing until the presiding officer has, in his or her judgment, expressed the consensus of the group and directs that the final formulation of the consensus be recorded as such in the minutes.
- The presiding officer may permit free (non-directed) discussion until he or she is satisfied with the formulation of a consensus.
- Any member has the right to propose that a particular meeting or portion of a meeting be conducted strictly in accordance with parliamentary procedure. Without permitting discussion of this proposal, the presiding officer will call for a vote and, with a majority consenting, use Robert's Rules of Order.

If any member makes a formal motion at any time during the meeting with the stated intention of invoking parliamentary procedure, the consideration of that motion and any amendments to it shall be conducted in accordance with Robert's Rules of Order.

8.4. Action without a Meeting. Any action required or permitted to be taken at a meeting by the Board, or by any committee thereof, may be taken without a meeting if a majority of the voting members of the Board or committee, as the case may be, consent to taking such action without a meeting. If a majority of the voting members of the Board or committee entitled to vote on the action consent to taking such action without a meeting, the affirmative vote of the numbers of votes that would be necessary to authorize or take such action at a meeting shall be the act of the Board or committee, as the case may be. Both the vote to take action without a meeting and the vote on the action to be taken without a meeting may be accomplished in writing, by telephone, or through the use of other telecommunication or electronic communication methods, including, but not limited to, electronic mail, approved by the Chair.

ARTICLE IX - AMENDMENTS AND INTERPRETATION

9.1. Amendments. Amendments to these Bylaws shall be approved by a majority of the voting members of the Board and then submitted to the Council and/or the pastor for approval.

9.2. Interpretation. Questions concerning the interpretation of these Bylaws should be referred to the pastor.



Fr. Dexter Brewer, Pastor

October 22, 2014

**APPENDIX A – SUMMARY OF MEMBERS, POSITIONS,
TERMS, AND VOTING RIGHTS**

No.	Member	Position/Committee	Term of Office	Term of Membership	Voting Member?
1	Chair, appointed by Pastor	Officer/Executive Committee	2 or 3 years	2 or 3 years	Yes
2	At-large, Vice Chair	Officer/Executive Committee	TBD by Board or 1 year	3 years	Yes
3	At-large, Secretary	Officer/Executive Committee	1 year	3 years	Yes
4	Home & School Association representative, selected by the Association	TBD	N/A	1 year	Yes
5	At-large	TBD	N/A	3 years	Yes
6	At-large	TBD	N/A	3 years	Yes
7	At-large	TBD	N/A	3 years	Yes
8	At-large	TBD	N/A	3 years	Yes
9	At-large	TBD	N/A	3 years	Yes
10	Pastor	Ex-officio	N/A	N/A	Yes
11	Principal	Ex-officio	N/A	N/A	No