

Bishop Neumann School Advisory Board

Procedures

Section 1

Name

The name of the Board shall be the Bishop Neumann School Advisory Board and shall be referred to hereinafter as "The Advisory Board".

Section 2

Purpose

The purpose of the Advisory Board is to bridge the communication among School administration and families within the community. The Advisory Board will discuss any school related agenda items that are brought forth from the school or community.

Section 3

Board Members

The Advisory's Board members shall be comprised of persons who reside in the parishes supporting Bishop Neumann-- St. Wenceslaus, St. James, St. Joseph, St. Vitus, St. Mary, St. John Nepomucene, St. Mary's, Sts. Mary and Joseph, Plasi, St. John the Baptist, (11)-- and are committed to improving the Bishop Neumann School and enhancing the lives of youth, families, and the community who serve them.

1. Membership Eligibility

Membership in the Advisory Board shall be open to all persons interested in school youth who believe in and will support the purposes of the Catholic School.

2. Number and Composition of Board Members

The Board shall determine the exact number of Board positions annually. There shall be at least 9 and no more than 11 Board members, unless otherwise approved by the Board. Each parish will have some type of representation; larger parishes may have additional board members. Two of the board members will be student representatives. Board representation may include parents who have children in elementary school or who have graduated.

Only one representation per family will be involved on the board at a time.

3. Duties and Expectations

- a) Board members shall make a commitment to be an active member of the Advisory Board and assume the responsibility for the promotion and support of the Advisory Board.
- b) Board members shall attend scheduled meetings and provide leadership in carrying out the purpose of the Advisory Board.

4. Nomination

- a) Any school community member interested in joining the board can complete a Nomination/Application Form. This form is then given to the Board President
- b) The Nomination Application Form is reviewed at the School Advisory Board and a new member is selected by majority vote.
- c) The Board President will inform the applicant of board selection.
- d) Nomination of a Board Member may be pre-determined by a Parish Council

5. Election and Terms of Office

All newly elected or re-elected Board members shall begin their term of office in August after their election. Each Board member will be eligible to a three (3) year term and may serve 2 terms for a total of six (6) years. After completion of the second three year term, the Board Member must retire one (1) year before being nominated and elected to another term as a Board member, should they be interested in doing so.

Should a newly elected Board Member be filling in for the unexpired portion of previous Board Member, that portion of their service shall not be counted towards their nomination and election as a full-term Board member beginning a three-year term. If elected to an Officer position of the Board, their term in the position must be within the 2, three-year term.

6. Compensation

Board members shall serve without compensation but may be reimbursed for necessary and appropriate expenses upon approval of the Board.

7. Attendance

All Board members shall attend regularly scheduled meetings. More than two (2) unexcused absences by any member during a 10-month period (August 1st through May 31st) may result in removal of the member by the Board. A Board member's absence is unexcused if the member fails to notify the Board President in advance of a meeting that the member will not attend the meeting.

8. Resignation and Termination

- a) Any Board member may resign at any time by giving written notice to the Board. Any such resignation shall take effect at the time specified therein, or, if time is not specified, at the time of acceptance by the President.
- b) The Board, at any meeting called for that purpose, may, by a majority of those present and by voting, remove a member for conduct injurious to the Advisory Board or its purposes. Any member who has been recommended for such action shall be entitled to reasonable advance notice of the basis for the same and the opportunity to submit a

response to the Board prior to the Board's action on the matter, all in accordance with procedures adopted by the Board.

Section 4

Meetings of the Board

Regular meetings shall be held on such date and time and at such place as determined by the Board members. Board members not present at a regular meeting shall be notified either by mail, electronically, or by fax, within a reasonable amount of time thereafter, of the next scheduled meeting

Board members may participate in a meeting in person or by means of conference call or of communications by which all participants in the meeting are able to hear and communicate with each other.

1. Special Meetings

- a) Special meetings may be held at any time when called for by the President or by one-third (1/3) or more of the Board members.
- b) Board members shall receive notice of the date, time and place of the special meeting and informed of the item(s) of business to be considered at the meeting.
- c) No other business shall be conducted at the special meeting other than that specified in the notice.

2. Notice of Meetings

- a) Board members shall receive written notice stating the date, time and place of any meeting either by mail, electronically, or by fax to each Board member.
- b) Notices shall be delivered no later than five (5) days prior to the date selected for the regular or special meeting.
- c) The five (5) day notification can be waived only if all members are notified by telephone.

3. Consensus

- a) The Advisory Board must strive to reach a consensus on all issues, and voting should not occur. Discussions on issues can and should take place. Consensus does not imply one hundred percent (100%) agreement, instead consensus means that all members will support the decision reached by the Advisory Board as a whole. When consensus is attained, everyone agrees to the decision and is willing to take ownership of that decision.
- b) Consensus is achieved when there is general agreement or accord among the members of the Advisory Board. This is an approach to group decision-making. It presents an opportunity for all to be heard and avoids a “win/lose” posture that voting promotes. Consensus results in growth and is instrumental in building community inside and outside the board.

4. Meeting Procedures

All Board meetings shall be conducted according to generally accepted procedures for the conduct of meetings. Should a procedural dispute arise, the President will seek consensus on dispute resolution among the Board members present.

5. Agenda

- a) The President shall approve the agenda for regular and special meetings and shall provide the agenda to Board members at least five (5) days prior to the meeting date.
- b) Any Board member may add an item to the agenda by submitting the item in writing to the President at least seven (7) days in advance of the meeting or making a motion to the Board to add an item to the regular or special meeting agendas at those respective meetings.

6. Minutes

The minutes of the regular and special meetings shall include a record of attendance and the results of any vote(s) and recommendations made, along with a summary of dissenting views.

Section 5

Officers and Elections

1. Eligibility

An officer must be a Board member in good standing for at least one (1) year, unless determined by the Board.

2. Composition

The officers of the Board shall consist of a President, Vice-President, and Secretary. As of 1/9/23, the current board does not have a Vice-President nor a Secretary. These positions will be assigned as board agrees as appropriate.

3. Terms of Office

- a) The terms of each officer will commence on August 1st of their election and will continue for three (3) years or until a successor is appointed to fill an unexpired term.
- b) The term of an officer can also expire by his/her resignation or removal in accordance with these by-laws.
- c) No elected officer will serve more than 1 year term.
- d) Officers cannot vacate their positions simultaneously.

4. Election Procedures

- a) Officers shall be elected, by written ballot, annually by a majority of the vote of the Board members present and voting during the election meeting. If the elected officers have not completed a two-year term and will continue in their elected capacity there will be no need for an election of officers at that time.
- b) Board members may cast one (1) vote for each office or at-large positions up for election.
- c) Nominations may be submitted from the floor prior to voting during the election meeting.
- d) Ten (10) day notice shall be given to all Board members prior to a meeting held for the purpose of elections.
- e) No two (2) elected offices may be held simultaneously by the same person.
- f) Officer elections shall take place on the meeting prior to the annual conference of each year.
- g) The term of office for all officers shall begin on August 1st of each year.

5. Officers and Duties

- a) President: Will preside at all Board meetings; be responsible for the general management and supervision of the affairs and operation of the Board; and be responsible for such other duties as may be necessary for the growth of the Advisory Board; Will record, or cause to be recorded, the attendance, resolutions, votes, minutes of meetings and send out copies of the minutes to Board members;
- b) Vice-President: Will preside at any meeting when the President is not in attendance; when so acting, will have the powers of and be subject to all restrictions upon the president; will act as an advisor with other officers; will perform such other duties as may be assigned to him/her by the President; and will succeed to the position of President in the event of a vacancy in that office.
- c) Treasurer: Will be the chief financial officer of the Board; will receive and supervise the safekeeping and expenditure of the funds of the Board; will keep full and accurate account of all receipts, collections, disbursements, and deposits in a bank or financial institution as determined by Board Members; upon the request of the President, prepare and furnish a financial report at the regular meetings; and will receive and supervise the safekeeping of all contractual agreements.
- d) Immediate Past President: The Past President immediately succeeding the President currently in office exists to be a source of advisement and resource to the serving president. The Immediate Past President is a member of the Board and also functions as an Officer in requirements related to meeting activity.
- e) Principal: Will keep, or cause to be kept, in a proper and safe manner, all documents, addresses, and records of the minutes; will maintain a list of Board members, officers and their terms. The Principal is an Ex Officio, non-voting member of the Board.

6. Vacancies

- a) If any office becomes vacant for any reason, the Board may explore potential candidates who at the next regular meeting or at a special meeting, be elected to fill the office for the unexpired term.
- b) If the office of President becomes vacant, the Vice-President will assume the duties of President for the unexpired term.
- c) Service in an office for the unexpired term does not make the officer ineligible for nomination or election to that office or any other office for two full consecutive terms.

7. Resignation and Termination

- a) Any officer may resign at any time by giving written notice to the Board President and/or Vice-President of the Board. Any such resignation will take effect at the time specified therein, or, if no time is specified, at the time of acceptance thereof by the Board.
- b) The Board, at any meeting called for that purpose may remove from office any officer whenever in the Board's judgment the best interests of the Advisory Board will be served by such removal. Any officer who has been recommended for removal shall be entitled to reasonable advance notice of the basis for same and the opportunity to submit a response to the Board prior to the Board's action on the matter, all in accordance with procedures adopted by the Board.

Updated 1/23/23