



Saint Luke School
425 East 38th Street
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BY-LAWS OF THE SAINT LUKE SCHOOL ADVISORY BOARD

Article I: Title

The name of this body shall be the “Saint Luke School Advisory Board.”

Article II: Name and Function

Section 1:

The Saint Luke School Advisory Board is a consultative body. It shall work in concert with the Pastor and school Principal in the operation of educational programs at Saint Luke School, subject to such regulations that may be promulgated by the Diocesan Board of Education.

Section 2:

The Saint Luke School Advisory Board shall provide counsel, information and expertise to all aspects of the formal education programs of the school. A partial list of duties and functions include:

COMMITTEES:

- 1. Building Committee:** The building committee shall assist in the care of the physical plant of the school, and its operational needs including repair, improvement, maintenance, and cleanliness.
- 2. Budgetary Committee:** The budgetary committee shall submit its preliminary budget to the Parish Finance Council before the new budget is finalized.
- 3. Development & Marketing Committee:** The development and marketing committee shall support and work directly with the school Advancement Director to plan the overall development and marketing of our school, promote the Saint Luke School Fund, and seek out alternative funding. In addition, they shall strive to increase volunteer participation and enthusiasm.
- 4. Fundraising Committee:** The fundraising committee shall research, develop and implement all established and/or new fundraising opportunities for budgetary purposes.

Section 3:

Each member of the Saint Luke School Advisory Board must serve on at least one active committee, and all committees must have at least two members.

Article III: Membership

Section 1:

- A. Members of the Saint Luke School Advisory Board shall be ten persons elected among the school and parish family communities and four ex officio members: the Pastor & Parish Priest(s), Principal, Advancement Director, and one Faculty Representative, or their designee.
- B. The elected members shall be parish members and/or school parents. No more than two members shall be without children in the school.

Section 2:

No employee of the school or parish staff may serve on the board with the exception of the ex officio members included in Section 1 (A), listed above.

Section 3:

- A. Elected members shall serve a term of three years
- B. Terms shall expire June 30th of each year.

Section 4:

- A. The Saint Luke School Advisory Board Vice President shall appoint a nominating committee by January of each year.
- B. The nominating committee shall request nominees from the school and parish communities. In order to qualify, a nominee must submit a letter of interest.
- C. The nominating committee shall present the slate to the School Advisory Board by the March meeting, and conduct the school-wide election in April in order that the results may be announced at the May meeting.
 - a. The “school-wide” community includes current school parents and/or guardian(s) as well as contracted, full-time and permanent employees, not to exceed one vote per person.

Section 5:

The board shall fill any vacancies, which may occur by selecting, if possible, the next person receiving the next highest number of votes on that year’s ballot. Members thus elected to the School Advisory Board shall serve the full-unexpired portion of the term for which there was an opening. If the number of candidates is fewer than the number of open positions, the President shall be able to appoint an interim person to fill the vacancy.

Section 6:

When a Board member misses three consecutive regularly scheduled meetings without justification, it will be assumed that he/she has tendered his/her resignation.

Article IV: Officers

Section 1:

The officers of the Saint Luke School Advisory Board shall consist of the President, Vice-President, and Secretary- all of whom shall be elected annually by the School Advisory Board members at the first regular meeting in August.

Section 2:

All members of the School Advisory Board are eligible for any office.

Section 3:

- A. **President:** The President shall preside at all regular and special meetings of the Board and is ex officio member of all committees.
- B. **Vice-President:** The Vice-President shall perform all of the duties of the President when he/she is absent or is unable to act. The Vice-President shall also serve as the chairperson of the nominating committee.
- C. **Secretary:** The Secretary shall maintain a written record of all acts of the Board; conduct, receive and dispose of all correspondence as directed; preserve all reports and documents committed to his/her care.
- D. **Designated member of school board for Finance Council:** The designated member shall attend all Parish Finance Council meetings and act as the liaison between the Saint Luke School Advisory Board and the Finance Council.

Article V: Meetings

Section 1:

The Saint Luke School Advisory Board shall meet on the third Tuesday of every month at a designated time and place on school/parish grounds. Special meetings may be called by the President, Pastor, or Principal as needed or by a majority of the School Advisory Board members.

Section 2:

Quorum: for the purpose of transacting business, it shall be necessary that six voting members be present and voting.

Section 3:

A simple majority of those present shall carry the motion unless otherwise specified in the constitution or the *Robert's Rules of Order*.

Section 4:

All regular meetings of the School Advisory Board shall be announced in the parish bulletin. They shall be open to members of the parish and to parents of children receiving their education under the auspices of the parish. The exceptions are meetings designated as being executive.

Section 5:

A written record of all acts of the School Advisory Board, maintained by the Secretary, shall be preserved in the parish archives.

Section 6:

The Pastor and Principal have the power to veto decisions.

Section 7:

Any board members shall refrain from voting where a conflict of interest would exist.

Article VI: Conduct of Meetings

Section 1:

The rules of parliamentary procedure as contained in *Robert's Rules of Order* shall govern meetings of the School Advisory Board.

Section 2:

The ordinary order of meetings shall be:

1. Call to order by President with role call
2. Prayer
3. Approval of minutes
4. Public comments (limited to five minutes to person)
 - a. See also Article VI, Section 3
5. Pastor report
6. Principal report
7. Advancement Director report
8. Committees reports
9. Old business
10. New business
11. Closing prayer and adjournment

Section 3:

Anyone who wishes to discuss any subject regarding the school may secure a place on the agenda by requesting time of the President at least one week prior to the scheduled meeting. Also, requests may be forwarded through any member of the School Advisory Board to the President.

Article VII: Amendments

Section 1:

These by-laws may be amended by a vote of two thirds of the total membership of the Saint Luke School Advisory Board.

Section 2:

Amendments must be presented to the Saint Luke School Advisory Board at least one regular meeting prior to voting on such.