



Saints Peter and Paul Schools
900 High Street
Easton MD 21601
410.822.2251

Saints Peter and Paul School Advisory Board

Bylaws

Article I

Name

The name of this organization is the **Saints Peter and Paul School Advisory Board** (herein referred to as the **Board**).

Article II

Purpose of the Board

The Board is an advisory board to provide advice and counsel to the Pastor of Saints Peter and Paul Parish and the leadership of Saints Peter and Paul School, subject to the policies and procedures established by the Bishop of the Diocese of Wilmington. The Board was established to assist the Pastor and school leadership in making choices pertaining to Saints Peter and Paul School in:

- a. Planning
- b. Policy Development
- c. Finance
- d. Advancement
- e. Program Development
- f. Facilities

The Board is advisory in that its members cannot act apart from or render decisions binding on the school without the approval of the Pastor. All board decisions will be consistent with Diocesan educational policy.

Article III

Membership

Section 1. Number of members

The Board is composed of up to thirteen (13) members appointed by the Pastor for three year terms. After their initial appointments, the Board Governance and Nominating Committee will prepare and present a slate of potential members to the Pastor three (3) months prior to the end of the term. Note: Current employees of the school/parish (or their immediate families) are not eligible and parents of current students must comprise less than one-fourth (1/4) of the voting members.

Section 3. Term

Officers will be elected for one year terms and can be reelected.

Section 4. Duties of officers

The Chairperson will preside at all meetings, make committee and committee chair appointments, in consultation with the Pastor, and assign committee responsibilities.

The Vice Chairperson shall perform the duties of the Chairperson, at the request of the Chairperson or in the absence of the Chairperson.

The Secretary will record and distribute minutes of meetings, handle correspondence and preserve reports and documents.

The Executive Officers will assist the Pastor and the Superintendent's office of the Diocese of Wilmington in an annual review of the President; they will help ensure that the President's roles and responsibilities are clear and will work with the Pastor to establish achievable standards of accountability.

Article V

Meetings

Section 1. Regular meetings

Regular meetings will be held at least five (5) to eight (8) times per year. The Board will determine the meeting calendar at the June board meeting on dates selected by the board in harmony with the Pastor's calendar. Regular meeting dates and locations will be determined and publicized.

Section 2. Special meetings

Special meetings may be called at any time by the Pastor and Chairperson.

Section 3. Closed Session

A closed session may be declared by the Chairperson and/or the Pastor to discuss sensitive issues with voting Board members. The Pastor may select individual ex officio members to participate. Discussions held in closed sessions must be kept confidential. The minutes will only reflect that the Board met in closed session.

Section 4. Agenda and minutes

An agenda will be set in advance by the Executive Committee and distributed to all members. The minutes will be prepared and sent to all members before the next board meeting. Approved minutes will be signed by the Secretary and kept with meeting handouts in a location approved by the Pastor.

Section 5. Quorum

A quorum is required for the transaction of business and a simple majority of current voting members will constitute a quorum.

Ad Hoc committees may be established with the approval of the Board. Members of the committee will be appointed by the Chairperson in consultation with the Pastor. Non-board members may be named to ad hoc committees.

Article VII

Amendments

Section 1. Amendments

Proposed amendments may be submitted to the Governance and Nominating Committee for review. The committee will determine the viability and usefulness then present suggested amendments to the Board for its consideration.

Section 2. Approval by Diocese

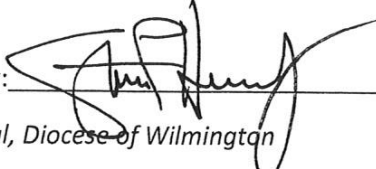
All by-laws and amendments are subject to approval by the Diocese of Wilmington.

Article VIII

Indemnification

Saints Peter and Paul Parish and the Diocese of Wilmington shall indemnify each board member appointed under the bylaws to the full extent of that permitted by Maryland and Delaware State Law.


Saints Peter and Paul School or the Diocese of Wilmington shall maintain Directors and Officers liability insurance to protect the board members and officers from liability.

Approved by:  _____ Date 10-12-2016

Vicar General, Diocese of Wilmington

Approved by: Vy. Rev. James Neesh, V.F. _____ Date 10-17-16

Pastor, Saints Peter and Paul Parish and School

Adopted by:  _____ Date 10-17-16

Chairperson, Saints Peter and Paul School Advisory Board

Prepared: _____ (date)

Revised: _____ (date)

Revised: _____ (date)