

Our Lady of Victory School Board By-Laws

Article I. Name, Purpose, Function and Authority of the Board

Section 1. Name

The name of this organization shall be Our Lady of Victory School Board, herein referred to as the Board.

Section 2. Purpose of the Board.

The purpose of the OLV Board is to provide advice and assistance to the Pastor of Our Lady of Victory Parish and the Principal of Our Lady of Victory School in the governance of the School. The Board fulfills its purpose and exercises its function in accord with the mission and goals of the Parish and with the goals, policies and regulations of the Archdiocese of Washington.

Section 3. Responsibilities of the Board.

A. Planning, which includes goal-setting for the school, in light of the Parish's mission statement, and long-range planning for the School.

B. Policy, which includes setting admissions policy, enrollment policy, and discipline policy for the School.

C. Finance, which includes budget preparation, setting of tuition fees, and planning for the long-term financial viability of the School.

D. Public Relations, which includes developing a program to project the School's image both within the Parish community and to the public outside the parish.

E. Development, which includes fund-raising for the School.

F. Evaluation, which includes analysis of effectiveness of current School programs in the light of goals established by the Board. The Board shall also undertake regular evaluations of its own effectiveness in accomplishing its work.

G. Nominations, which includes recruitment, consideration, and recommendation of qualified candidates for vacancies on the School Board.

Section 4. Authority of the Board.

Since the Board is advisory to the Pastor and Principal, Board members individually or collectively do not have the authority to bind the Pastor, Principal or others in the School. However, when the Board acts, together with the Pastor and Principal, the decisions are binding on all members of the Board

Article II. Membership of the Board

Section 1. Membership and Composition of the Board.

The OLV Board shall be composed of sixteen (16) members, including *ex officio* members.

A. *Ex officio* members of the Board include the Pastor, who has the title of President of the Board, the Principal, and the President of the Home and School Association.

B. Other members of the Board should include the following persons:

- a. Parents or guardians of children in the School
- b. Faculty member elected by the faculty
- c. Member of the Parish without children in the School
- d. Member of the Parish Finance Council
- e. Member of the Parish Pastoral Council

C. Members may also include:

- a. Persons with special talents in areas of Board functioning
- b. Non-Catholic parents

Section 2. Qualifications of Members.

Board Members will be registered members of the Parish, parents or guardians of children in the School, or faculty members. Members must be at least eighteen (18) years of age and willing and able to make a substantial time commitment to the work of the Board.

Section 3. Selection of Board Members.

Candidates for the Board shall be nominated by the Board to the Pastor and Principal for appointment. The nomination process will be handled by the Nominations Committee and shall include the following steps:

- a. Recruitment by the Nominations Committee of qualified candidates, especially from among existing Board committee members, for each vacancy, and submission of all candidate resumes to the Board members for review.
- b. Consideration of each candidate by the Nominations Committee to determine the candidate's interest, qualifications, and understanding of Board functioning and purpose.
- c. Presentation of candidates by the Committee to the Board.
- d. Final recommendation by the Board to the Pastor for approval.

Section 4. Term of Office.

- A. Each member shall serve for a term of three years and shall be limited to two terms, which may be separated by a year or more.
- B. Terms shall start in April, and be staggered so that not more than one-third of the membership of the Board shall be replaced each year.
- C. On recommendation of the Board, the Pastor may appoint someone to fill a vacancy due to resignation, death or removal.
- D. All members serve at the discretion of the Pastor.

Article III. Officers

Section 1. Positions.

The Board shall have a Chairman, Vice Chairman, and a Secretary who, along with the Pastor and Principal, shall constitute the Executive Committee.

- A. The Chairman presides at all meetings of the Board and is responsible for developing the Board's agenda in conjunction with the Principal, the Executive Secretary, and the Pastor, and performs other duties as required.
- B. The Vice Chairman presides in the absence of the Chairman, performs other duties as required, and succeeds to the office of Chairman upon approval of the Pastor.
- C. The Secretary takes minutes at each meeting, makes them available to Board members, and performs other duties as required.

Section 2. Selection Procedure and Term of Office.

Officers of the Board are nominated and elected by the Board, and appointed for one-year terms by the Pastor. They may be reelected by the Board and reappointed by the

Pastor. Officers shall ordinarily be selected at the final meeting of the Board. Board members may nominate themselves for an office.

Article IV. Committees

Section 1. Standing Committees.

Standing Committees of the Board shall include: Planning, Policy, Finance, Public Relations and Marketing, Development, Evaluation, and Nominations. The Board may also establish ad hoc and temporary committees as the need arises.

Section 2. Responsibilities of the Committees:

The Planning Committee works to implement the mission and vision of the School by identifying long range goals and needs and developing an action plan for accomplishing those goals and meeting those needs.

The Planning Committee assists the Pastor and the Principal in two specific tasks: First, developing a strategic plan every five years and updating it annually as required under the Catholic Schools Office of the Archdiocese of Washington; and second, conducting ongoing appraisals of the School and defining School improvement projects that are part of the accreditation process of the Middle States Association of Colleges and Schools.

The Planning Committee works closely with the other Committees on the Board to identify issues and to build consensus about goals and objectives. It has a special tie to the Evaluation Committee to ensure that the results of surveys and studies are linked to and integrated into the strategic planning cycle.

The role of the Policy Committee is to provide advice to the Pastor and the Principal on important decisions facing the School community, such as those concerning admissions, curriculum, and extra-curricular activities.

By policy is meant the broad direction to be taken by the School on a particular subject. It does not include the procedures or regulations needed to enforce the policy. For example, the Board may develop a policy on the integration of technology throughout the curriculum. However, the Board does not have the responsibility for scheduling, staffing, and purchasing materials necessary to implement the policy. All School policies must be consistent with the Archdiocesan policies outlined in the Administrator's manual, which is kept in the Principal's office.

Policy development begins with a need which may be brought to the Board by the Pastor, the Principal, the parents, or the Board members themselves. The Policy Committee presents the need to the Board along with pertinent information, research, and rationale for a policy to meet that need. The Board discusses the policy and makes suggestions to the committee, which makes appropriate adjustments. When the policy is ultimately passed, it must be approved by the administrative team who then establishes procedures for implementation.

The Finance Committee provides assistance to the Pastor and the Principal on budget issues, tuition policies and rates, financial assistance, and planning for the long term financial stability of the School.

After working with the Principal on the development of the budget, the Finance Committee presents that budget to the entire Board for consideration. The Committee

subsequently presents the budget as approved by the Board to the Parish Finance Council, and then asks for the Pastor's final approval of the budget.

When offering assistance in developing tuition rates and policies, the Finance Committee researches practices and procedures of other schools and presents them to the Board for consideration. The policies to be discussed include financial assistance and tuition collection.

Finally, the Finance Committee works closely with the Planning and Development Committees of the Board in order to ensure the future financial stability of the School. A major section of the long-range strategic plan is an historical review of the School's finances, a projection of the costs necessary to implement goals, and an action plan for ways to finance those goals.

The School Board, with the Pastor and Principal, bears the primary responsibility for marketing the School. The Board should conduct and analyze research, establish goals, plot marketing events on a calendar, assign responsibilities, evaluate success, and get the whole School into the business of marketing.

The Public Relations and Marketing Committee should consist of several Board members and others in the School and Parish community, and may include persons who have special skills or experience related to marketing, advertising, business, journalism, graphic art, photography, printing, and high school or college admissions. Each member of the Committee should review the School's strategic plan, and utilize the research conducted in the strategic planning process.

The National Catholic Educational Association (NCEA) has authored the *National Marketing Campaign for Catholic Schools Handbook*. Every member of the Committee should read the handbook, and become familiar with the fundamentals of marketing and the possibilities that exist for your School. NCEA can also provide a catalogue of short publications on school marketing and public relations (202-337-6232). In addition, the chairperson of the Committee should contact the Archdiocesan Director of School Marketing (301-853-4589) to arrange a meeting with the Committee.

The purpose of the Development Committee is twofold. At the most basic level, it offers advice about and lends fund-raising support to activities in the School. More importantly, it plans and monitors new sources of revenue for the School, such as alumni drives, capital campaigns, endowments, and planned giving programs.

The Committee relies heavily for direction on the School's long-range strategic plan and on the participation of the School's Pastor and Principal. Through these sources the needs and dreams of the School are articulated and a development plan is created.

Because of the large number of people needed on the Development Committee, it should be expanded to include individuals who are not Board members. Members should be chosen for their knowledge, experience, and access to financial support. The Committee may be composed of business leaders, financial management directors, CEO's, lawyers, and accountants.

The Evaluation Committee of the Board has the following responsibilities: first, to evaluate the effectiveness of the Board, and second, to evaluate School programs in light of the policies and goals established by the Board.

In evaluating the School Board, the Evaluation Committee considers the number of issues brought to policy decisions each year. It does not consider how many issues are still pending at the end of the year. School Board evaluations are done annually.

In evaluating School programs, the Evaluation Committee considers how well the School is implementing agreed-upon policies. The Evaluation Committee may conduct a survey of School parents every two years.

Responsibility for evaluating the faculty of the School belongs to the Principal rather than to the Evaluation Committee. And although input from the Board is part of the evaluation of the Principal, the supervision and evaluation of the Principal is the responsibility of the Pastor.

Please refer to Article II, Section 3, for a description of the responsibilities of the Nominations Committee.

Article V. Meetings.

Section 1. Frequency of Meeting.

The OLV School Board will meet once a month during the school year, usually on the first Tuesday of the month. Additional meetings may be called by the Chairman.

Section 2. Quorum.

Nine (9) members shall constitute a quorum necessary for Board activity.

Section 3. Decision-Making Process.

Decisions of the Board are made by simple majority.

Section 4. Attendance of Meetings

Meetings may be opened to all interested parties if the Board votes to do so.

Article VI. Amendment of By-Laws.

These By-Laws may be amended by vote of two-thirds (2/3) of the present Board members.