



BYLAWS for the Saint John Neumann Catholic School Advisory Board

SJNCS Vision: Saint John Neumann Catholic School, in union with the Catholic faith community, is dedicated to forming disciples of Christ who live their faith and pursue academic excellence. We encourage students to seek greater knowledge, awareness, and expression of their gifts to glorify God. Guided by the Holy Spirit we provide an exceptional education and foster the Catholic virtues of faith, hope, and love.

SJNCS Mission: The mission of Saint John Neumann Catholic School is to serve God with loving hearts, joyfully embrace our Catholic faith, nurture individual and academic excellence.

SJNCS Philosophy: The philosophy for SJNC School Advisory Board is to bring families and school staff together in common support of the Parish and School Missions.

Article I. Name of Organization

1. The name of this organization will be Saint John Neumann Catholic School Advisory Board.
2. The voting members make recommendations to the pastor and principal for ratification. The ex-officio members are there to give data, input and perspective in shaping the recommendations made by the voting members. Saint John Neumann Catholic Schools Advisory Board works to include representation from:

VOTING MEMBERS

- a. Three individuals from Saint John Neumann Parish
- b. Two individuals from All Saints Parish
- c. One individual from Saint Thomas Parish
- d. PTMO President
- e. Appointed Faculty Representative

Ex-OFFICIO MEMBERS

- f. Pastor of SJNCS
- g. Principal and Dean(s) of SJNCS
- h. Admissions Director SJNCS
- i. Director of Development
- j. Director of Account Services
- k. Director of Communications

Article II. Purpose and Function

1. The Saint John Neumann Catholic School Advisory Board is established by the pastor and principal. The Advisory Board shall serve as an advisory body to the pastor or his representative and the principal of Saint John Neumann Catholic School (hereinafter "SJNCS") and it exists to serve as an advocate and supporter of SJNCS. The Advisory Board exists to serve the immediate and long-term strategic needs and priorities of SJNCS. The members of the Advisory Board should be a community of discernment and lead the school community in virtue and fruitfulness. They should be sensitive to the nature of the school as a Catholic community. They should foster unity in the school community, encourage full participation of parents, teachers, parishioners, neighboring parishes, and the communities of greater Farragut.

Article III. Membership

1. The pastor of SJNCS shall appoint representatives from among the lay faithful of St. John Neumann, All Saints, and St. Thomas who will form the majority of the voting members of the Advisory Board.
2. The appointed representatives shall serve a three (3) year term and may be reappointed to one (1) additional three (3) year term. Membership will be staggered over a three (3) year period to ensure that no more than one third (1/3) of the membership leaves the Advisory Board in a given year. Appointment terms should coincide with the fiscal year (fiscal year begins July 1 and ends June 30).
3. The appointed representatives are expected to participate fully in regular meetings of the Advisory Board and to actively serve on Advisory Board committees, to promote communication of the Advisory Board deliberations to the parishes, and to faithfully support and promote the goals of SJNCS. Appointed representatives will serve on at least one of the standing committees of the Advisory Board and may serve as the Chair.
4. The appointed representatives, other than *ex officio*, who are absent and unexcused from two (2) consecutive meetings without notice and sufficient cause, may be removed by the pastor.
5. Interim appointments are to be made through a similar process as regular appointments. An individual serving an interim appointment would still be eligible for two (2) additional three (3) year terms.
6. Members of the Advisory Board receive no compensation for their service. This is a voluntary role. They may be reimbursed only for expenses related to carrying out their Advisory Board duties.
7. Any member of the Advisory Board may resign by submitting a written letter of resignation to the principal.
8. The Advisory Board is a representative group of parishes and organizations responsible to the principal and pastor. The Advisory Board's function is to identify and articulate SJNCS educational goals and objectives by being a consultative body and an advocate of approved policies.
9. Advisory Board members must:

- a. Have an interest in and a commitment to Catholic education and the school's philosophy, mission, and vision;
 - b. Attend meetings and periodic in-service programs;
 - c. Serve on at least one sub-committee and participate in committee work;
 - d. Maintain elevated levels of integrity and confidentiality;
 - e. Deal with situations as they relate to the good of the entire school community;
 - f. Be credible witnesses of Christian values; and
 - g. Abide by the Code of Ethics for Catholic School Board Members.
10. The parish pastor, may, after consultation with the principal and the superintendent of schools remove a member of the Advisory Board without consultation with the other members of the Advisory Board.

Article IV. Duties

1. The Advisory Board is consultative in nature and its function is to provide advice, assistance, and perspective in areas pertinent to the mission of SJNCS.
2. Advisory Board is to be consulted in the following areas:
 - a. Strategic Planning
 - b. Policy formation and recommendations
 - c. Pre-K thru 8th grade educational goals, programs, athletics, and school activities
 - d. Adjunct programs which support the mission of SJNCS
 - e. Financing and budgeting
 - f. Facility/Building usage, safety, improvements, and maintenance
 - g. Advancement, fundraising, and alumni relations
 - h. Public relations, marketing, and recruitment and retention of students and staff
 - i. Communication and collaboration with other school systems both public and private
 - j. Personnel practices and procedures
 - k. Any other duties and responsibilities as directed by the Pastor of SJNCS
3. All policies recommended to the pastor or principal will not become binding until they are ratified by the pastor. Certain formulated policies will be submitted for diocesan review and approval to ensure they comply with the directives of the Diocese of Knoxville. Such policies subject to review are the prerogative of the Diocese of Knoxville. The Advisory Board shall be governed by diocesan policy and shall periodically monitor all its governing to ensure continued compliance. In all questions concerning conflict of policy, the policy and/or guidelines of the Diocese of Knoxville shall prevail.

Article V. Relationship with Other Groups

1. In its consultative role, the Advisory Board is guided by 1) the recognition that the responsibility of pastoral authority rests with the pastor, 2) that the Advisory Board has advisory responsibilities for planning and policy information but the execution and administration of these is the pastor's responsibility, and 3) that the pastor with the principal of SJNCS has the

responsibility to make advisory suggestions/votes binding and they are not binding until the pastor ratifies them.

Article VI. Officers

1. The officers of the Advisory Board will be the Chairperson and Vice Chairperson. They will be chosen by election by, and from, the voting members of the Advisory Board. Nominations for officers shall be accepted at an open meeting. The term of office shall be one (1) year. Officers may be re-elected for consecutive terms. The voting for the officers will take place at the July meeting or the first meeting after the beginning of the fiscal year.
2. A recording secretary will be chosen from the staff of SJNCS by the pastor and principal.
3. The Advisory Board Chairperson will 1) preside at all meetings and supervise the affairs of the Advisory Board 2) serve as the Pastor's delegated spokesperson for the Advisory Board, 3) with the principal and pastor, prepare annual Advisory Board objectives and meeting agendas, and 4) recommend standing and ad hoc committee members and chairs for review by the Advisory Board and appointment by the pastor.
4. The Vice Chairperson will 1) assume the duties of the Chairperson in his/her absence, 2) perform such duties as the Chair and/or Advisory Board directs, and 3) be willing to serve as the next Chairperson should it become open during his/her term.
5. The principal will 1) serve as an *ex officio* member of all standing and ad hoc committees, 2) keep permanent files of all regular and special meetings, 3) distribute agendas and recommend standing and ad hoc committee members and chairs for review by Advisory Board and appointment by the pastor.
6. The Recording Secretary will 1) record minutes of all regular and special meetings and provide them to the principal for distribution, 2) maintain attendance of members, visitors, and guests, and 3) post approved minutes for distribution (electronic or otherwise)
7. The pastor, in consultation with the principal, may remove an officer and appoint a replacement to fulfill the remainder of that officer's term.

Article VII. Meetings

1. The Advisory Board will meet regularly. The Advisory Board shall meet at least four times a year, though monthly meetings while school is in session are preferred. Additional meetings may be called by the Executive Committee (See article VII), Pastor, or principal. The Advisory Board may not meet without the principal or pastor present.
2. Meetings shall be held at such time, place, and date as the principal may designate, considering those who are to attend.
 - a The Advisory Board may never meet or act as a board without the principal or pastor's consent.
 - b A quorum shall be the principal, or designee, and at least four voting members. A quorum is necessary for voting.

3. Meeting agendas are to be prepared by the principal, in consultation with the Chairperson and the pastor, and distributed to each Advisory Board member, normally one (1) week prior to the scheduled meeting. Items submitted for placement on an agenda must be received at least two (2) weeks prior to the meeting. Additionally, agendas will be publicly posted on the SJNCS website.
4. The appointed representatives may ask for an item to be added to the meeting agenda. Appointed Advisory Board representatives from the parish should provide a summary of agenda items before the meeting.
5. Non-members, visitor(s), etc., may address the Advisory Board with permission of the pastor, principal, and chair. A written petition setting forth the matter being addressed should be submitted to the principal and/or chair seven (7) days prior to the meeting. The non-members shall have a maximum of five (5) minutes to speak to the Advisory Board, exclusive of member questions. Additional time may be allotted by the Advisory Board when needed.
6. The Advisory Board does not discuss the employment status of individual teachers or staff, or the enrollment status of individual students.
7. The Advisory Board's meeting and recommendations will be conducted on the principles of consensus and general agreement about a matter. However, when consensus or general agreement cannot be achieved, Advisory Board recommendations are made by simple majority (50% +1) vote of the voting (not ex-officio) members present.
 - a Those that cannot attend in person or via live interaction by electronic means may vote through proxy of another voting member. Notification of proxy should be sent to the Chair prior to the meeting.

Article VIII. Executive Committee

1. The Executive Committee of the Advisory Board will be comprised of the pastor, the principal, PTMO president, the Chairperson, and the Vice Chairperson. The committee may meet as required between meetings of the Advisory Board to discuss or act on Advisory Board business. The Executive Committee will be responsible for preparing recommendations for the Advisory Board on matters which do not fall under the guidelines of any other standing committee. It has the authority to act on emergency matters between meetings.
2. The Executive Committee shall review these bylaws every four years. If changes are recommended review by entire School Advisory Board and approval by the Diocese will be necessary.

Article IX. Conflict of Interest Clause

1. Should an Advisory Board member develop or become aware of a conflict of interest, the Advisory Board member shall immediately and fully disclose the interest to the pastor, the principal, and the chair. Should the pastor, principal, and the chair determine that the member's

interest is materially adverse, the member shall refrain and remove him/herself from any further Advisory Board consideration of that interest or issue. If the pastor, the principal, and the chair do not agree, the pastor shall make the final determination.