

**By-Laws  
Of  
Holy Spirit Catholic School  
School Board**

**Adopted October, 2002**

Amended May, 2008, October, 2013

**Article I  
Title**

The name of this body will be The Holy Spirit Catholic School **Advisory** Board.

**Article II  
Nature and Function**

- Section 1. The Board will serve in an advisory capacity to the school administration.
- Section 2. The Board will support established school policies and procedures set forth by the Pastor and Principal.
- Section 3. It will be the function of this Board to follow the intent and spirit of the policies set down by **their Pastor, the Bishop** of the Diocese of St. Augustine, **the Superintendent**, and the Diocesan Advisory Board of Education (DABE) by adhering to the following:
- a. provide, share, and give input consistent with the mission and goals of the school, diocese, and accrediting association;
  - b. communicate the mission statement, goals, and objectives of Holy Spirit School to the parish community and DABE;
  - c. serve in a consultative role with the pastor in the hiring of the school principal;
  - d. assist the pastor in the planning and development of new educational facilities;
  - e. assist with the formation of policies pertaining to the planning, operating, and maintenance of the school's facilities and equipment;
  - f. assist in the implementation of diocesan and Holy Spirit school policies;
  - g. foster positive public relations by promoting Catholic education and Holy Spirit School;
  - h. provide input as to annual budgetary priorities and facility needs.

**Article III  
Membership**

The School Board membership will consist of the Pastor (ex officio), Principal (ex officio), a designated representative of the faculty, Home and School Association (HSA) **Past** President or representative thereof, the Tuition Assistance Coordinator, a representative from the Parish Finance Committee, and up to five other at-large members (parents, guardians, or parishioners).

**Article IV  
Officers and Terms of Service**

- Section 1. The Officers will be the Chairperson and a Secretary
- Section 2. The Board members will choose the officers from among themselves.
- Section 3. Lay members will serve a term of three years with an optional fourth term at the approval of the pastor and principal. Officers may have their length of term extended at the discretion of the Board.
- Section 4. Notification of Board vacancies will be announced in April. Candidates will submit an application to the Principal to be reviewed by the School Board Chair. Appointments will be made in May for a July 1 effective date.
- Section 5. Terms of service will begin July 1 and end June 30 of each year.
- Section 6. When a vacancy occurs, the Pastor, Principal, and School Board Chair will appoint a member from the applications on file.

**Article VI  
Committees**

Ad hoc committees will be appointed on an as-needed basis. Such committees may include, but not be limited to, Finance, Membership, Technology, and Athletics.

**Article VII  
Quorum**

A quorum of four voting members will be the minimum who must be present at a meeting in order for business to be transacted. In the event of a tie vote, the Principal will become a voting member of the Board.

**Article VIII  
Amendments**

These By-laws may be amended at any regular meeting provided the proposed amendment(s) have been read at the previous meeting as notice to amend.

Proposed 8/1/02  
Adopted 10/22/02  
Revised 10/29/13