

Constitution and Bylaws of the Saint Christopher School Advisory Board

Preamble

The St. Christopher School Advisory Board works to support and strengthen our school in its mission of providing students with an excellent academic education rooted in the values of Jesus Christ. St. Christopher School is operated by St. Augustine Parish, which is a Roman Catholic Parish of the Archdiocese of Chicago. As such, the religious and educational work of the school shall at all times be in accordance with the teachings and laws of the Roman Catholic Church and the Archdiocese of Chicago.

Article I – Name

The name of this organization shall be the St. Christopher School Advisory Board, hereafter referred to as “the Board.”

Article II – Purpose and Responsibilities

The Board is established to assist the Principal and the Pastor by providing advice and counsel in the following areas, as directed by the Principal and Pastor.

1. To help promote an understanding and communication of the school’s mission with the school families, alumni, and parish community.
2. To provide advice and counsel relating to policies which enable St. Christopher School to reach its goals and to promote the implementation of said policies.
3. To provide advice and counsel in the formation and implementation of long-range planning for the school as well as monitoring said plan, including strategic planning process for mission effectiveness, academic programming enhancements, fundraising initiatives, facilities studies, and sustaining and growing enrollment through marketing initiatives.
4. To engage in a timely review of the annual school budget and to provide advice and counsel with the Principal on financial matters related to financial planning, budget management and reporting to the school.
5. To collaborate with the Pastor in the hiring and periodic evaluation of the Principal.
6. To evaluate annually the Board’s effectiveness, productivity and internal operations.
7. To establish and maintain bylaws to annually evaluate the Board’s policies and performance.

It shall not be the purpose of the Board:

1. To act as a grievance committee or mediator for any group or party.
2. To hire, evaluate, renew, or terminate faculty and staff; nor does the Board advise the Principal in personnel matters.
3. To administer the school or tell the Principal how to administer the school.
4. To formulate or implement policies and procedures separate from the Principal or Pastor.
5. To determine the amount of parish funds to be designated in support of the school.
6. To determine school curriculum or academic programs.
7. Address or determine any student-related matters, including but not limited to admission, placement, exclusion or discipline.

Article III - Membership

The Board shall be representative of the Catholic community of the Parish. The Board shall consist of not less than seven (7) nor more than fifteen (15) members. The Pastor, the Principal, and a representative of the Parish Finance Committee are ex-officio members of the Board with no voting rights.

Section 1 – General Eligibility

Any person who meets the following criteria may be eligible to become a Board Member if the person:

1. Is at least 21 years of age;
2. Is a parent who has a child enrolled in the school or
3. Is an active participating parishioner of St. Augustine Parish;
4. Is an Alumnus or alumna of St. Christopher school;
5. Has shown a deep interest in and commitment to Catholic education;
6. Is willing to give the time and energy for the betterment of Catholic education.
7. Is approved or appointed by the Principal and Pastor

The Principal and Pastor will establish the appropriate ratios for the above-defined membership to ensure an appropriate distribution of members by constituents. No more than twenty percent (20%) of the Board may be non-Catholic. It is recommended (but not required) that no more than fifty percent (50%) of the current Board membership consist of current parents or guardians of students enrolled in the school.

School Parent Organization and School Athletic Organizations

The president of the school parent organization or a designated representative and the Athletic Director of the Athletic Association or a designated representative may serve as an *ex-officio* member of the Board with full active voice but no voting rights, at the discretion of the Principal or Pastor. The relationship between the Board and the school parent organization and athletic organization shall be characterized by respectful interactions exhibiting timely communication and intentional collaboration, as well as a common vision and clarity of roles and responsibilities. The purpose of the school parent organization differs from the Board in that it is generally directed to raise funds to improve the overall experience of the students (e.g., classroom parties, end of year picnic) and to foster social opportunities in the school for students and their parents/guardians. The purpose of the Athletic organization differs from the Board in that it is generally directed to provide extracurricular and competitive competition to enhance the overall experience of the student. The Principal and Pastor have the authority to designate other organization heads of the school with the same ex-officio status as new groups are formed or as needed.

Parish Finance Council and Pastoral Council

The president of the Parish Finance Council and Parish Pastoral Council or a designated representative may serve as an *ex-officio* member of the Board with full active voice but no voting rights. The relationship between the Board and the parish organizations shall be characterized by respectful interactions exhibiting timely communication and intentional collaboration, as well as a common vision and clarity of roles and responsibilities. The Pastor has the authority to designate other organization heads of the parish with the same ex-officio status as needed.

Section 2 – Non-Eligibility

1. Employment Exclusion: Employees of St. Christopher School or St. Augustine Parish, and their immediate family members, cannot serve on the Board
2. Household Limit: Only one person from a single household may serve on the Board at a time.
3. Dual Leadership Restriction: Board members should not hold leadership roles in the Family School Association, Athletic Board, Parish Finance Council, Parish Pastoral Council, or other groups selected by the Principal or Pastor unless the Principal and Pastor give explicit approval.

Section 3 – Terms of Membership:

1. Each member shall serve a term of three (3) years. No member may serve more than two (2) consecutive terms unless requested to do so by the Pastor and Principal, on a year-to-year basis.
2. To provide leadership succession, the Board members shall be divided into three groups of staggered terms. The first group of Board members has a term expiring after one (1) year. The second group of Board members has a term expiring after two (2) years. The third initial group of Board members has a term expiring after three (3) years.
3. Board members shall be eligible for reappointment after not serving on the Board for a period of one (1) school year.

Section 4 – Selection

Board candidacy shall be accomplished through nomination, application, or invitation. The process:

1. A Nominating Committee shall be appointed by the President. Its purpose shall be to obtain nominations for the School Advisory Board and conduct outreach for filling vacancies from resignations.
2. A Nominating Committee shall be formed in March.
3. Nominees and applicants shall be obtained through the use of available media such as the church bulletin, school newsletter and personal Board contact.
 - a. All applicants must meet general eligibility as set forth in the constitution.
 - b. Applicants shall complete and return an application.
 - c. The committee will evaluate each qualified applicant as applications are submitted.
 - d. A slate of nominees shall be derived from the applicants and submitted to the Principal and Pastor for review.
 - e. The Pastor and Principal must approve the individual candidates before joining the Board.
 - f. The appointees will take office at the Board's next regularly scheduled meeting for the School Year.
4. All Board members, new and existing, must sign a confidentiality agreement at the beginning of each school year or upon joining the Board if filling a vacancy.
5. Any member of the Board shall have the right to resign his/her membership on the Board.
6. Vacancies on the Board occurring during a Board member's term, defined in the Bylaws, shall be filled within 60 days via nomination, application or invitation.

- g. The Board shall compile a list of possible successors.
 - h. The Pastor and Principal must approve the individual candidates before joining the Board.
 - i. The successor will serve the balance of the vacated Board member's term.
- 7. A member of the Board may be removed from the Board for cause only by the affirmative vote of two-thirds (2/3) of the voting members of the Board. Any action to remove a Board member shall be by written secret ballot.
 - 8. Any member of the Board with three (3) unexcused absences or misses three (3) consecutive regular meetings in one year (July 1 through June 30) may have his/her position declared vacant by the President. If there are extenuating circumstances, a two-thirds (2/3) majority vote of the remaining Board members shall be taken to determine if this article can be overridden and membership status reinstated.
 - 9. A vacancy caused by death, resignation, disability, removal by the Pastor, removal by the Principal or declaration of the President, as provided above, shall be filled through description in Article III.

Article IV – Officers Roles and Responsibilities

Section 1 - Officers

- 1. Officers of the Board shall consist of President, Vice President and Secretary.
- 2. Any voting member of the Board is eligible for election as an officer of the Board.
- 3. Term of office shall be for one (1) year commencing July 1 – June 30.
- 4. An officer may not hold a position for more than 3 consecutive terms unless requested by the Principal and Pastor.
- 5. In the event that an officer is unable to complete his/her term, an election shall be held to fill the office for the remainder of the term. If an election is unable to be held, the office may be filled by appointment from the Pastor and Principal.

Section 2 – Process

- 1. Officers shall be elected at the regular June meeting or a month designated and voted on by majority of the Board, and shall assume the office at the next regular meeting subject to approval from the Pastor. Officers of the Board may also be appointed by the Pastor and the Principal.
- 2. All Board members will be asked if they wish to volunteer to be an officer or nominate another Board member to be an officer. Each nominee must be nominated by a Board Member.
 - a. The Board member being nominated must be present at the June meeting.
 - b. Each officer shall be considered separately.
 - c. Voting shall be done by secret ballot unless the position is uncontested.
 - d. All officers assume duty after elections are held.

Section 3 - Duties of the officers are:

- 1. President
 - a. Preside at all regular and special meetings of the Board.
 - b. Represent the Board before other ministries and organizations of St. Augustine Parish.
 - c. Make appointments of chairpersons of all standing committees of the Board and have the authority to create ad hoc committees of the Board and appoint members thereto.
 - d. Plan and organize the agendas of the Board meetings in consultation with the Principal and

Pastor.

- e. Ensure that Board decisions are implemented and that the functions of the Board committees are being properly performed.
- f. Be a practicing Catholic.

2. Vice President

- a. Perform duties of the President in his/her absence. When so acting, he/she shall have all the powers of and be subject to the restrictions on the President.
- b. Become President if and only if the position becomes vacant.
- c. Perform duties of the recording Secretary in his/her absence.
- d. Be a practicing Catholic.

3. Secretary

- a. Be responsible for the preparation and retention of the official minutes of all regular and special meetings of the Board. A record of all acts of the Board, maintained by the Secretary, will be preserved in the school files.
- b. Handle all Board correspondence as directed.
- c. Perform such other duties as designated by the Board.

Section 4 - Removal of Officers

- 1. Any officer may resign or may be removed for cause by two-third (2/3) majority vote of the voting members of the Board. Any action to remove an officer shall be by written secret ballot.
- 2. Any vacancy caused by death, resignation, or removal of any officer shall be filled by the Board at the next regularly scheduled meeting.
- 3. A vacancy in the President will be filled by the Vice President. A vacancy in the Vice President or Secretary will be filled by an election done in a manner similar to an officer's election but nominations and voting must be done by the next scheduled meeting.
- 4. If the current Vice President or Secretary believes they are unable to perform the functions of the vacated officer's position due to succession, they must inform the Board in writing. An officer election will be held as outlined in the Bylaws.
- 5. The newly appointed officer shall fill said vacancy for the unexpired term of the position he/she fills.

Article V – Committees of the Board

- 1. The Board shall function through Committees when practical. The President, immediately after his/her election each year, shall appoint from the members of the Board a chairperson for each standing committee.
- 2. A minimum of one committee member shall be a member of the Board. The remaining committee members may be composed of the parish and school community. These members may be chosen by the board or volunteers when the committees are established. At times, members of the surrounding community or individuals with specialized expertise in their field may also reside on a committee.
- 3. The President of the Board and the Principal of the School shall be ex-officio members of each

committee.

4. Ad Hoc Committees shall be created for a particular purpose as the need arises. They can be created by the President or by a vote of the Board and approved by the Principal and the Pastor

There are two types of committees, Standing and Ad Hoc. Membership on any Committee need not be limited to members of the Board, but a Board member appointed by the President must be the chairperson of the Committee.

Standing Committees

1. Executive Committee
 - a. The Executive Committee shall consist of the Principal serving as Administrative Officer, the President, Vice President and the Pastor. The Secretary may also be included in the Executive Committee meetings to take minutes. The Executive Committee meets prior to full Board meetings to discuss and agree on agenda items and monitor the progress of committee work.
2. Marketing and Enrollment Committee
 - a. Work with the school office to market school and encourage enrollment.
 - b. Review social media, newspapers, bulletin, mailings and other marketing effectiveness.
 - c. Work with and review with the school the effectiveness of the websites for the mission of the school, recruitment of students, and alumni benefit.
 - d. Work with the school in achieving its enrollment and recruitment goals.
 - e. To promote and market Fundraising and Alumni Committee events.
3. Fundraising and Alumni Committee
 - a. Work with the School and Parish for long term fundraising strategies.
 - b. Develop and implement fundraising strategies based on the strategic plan provided by the school and parish.
 - c. Assist in collecting and maintaining alumni information.
 - d. Creation and promotion of events that encourage alumni support and participation.
4. Faith Committee
 - a. To ensure Catholic identity and faith culture is entwined in the programs of the school, committees, and school organizations.
 - b. To assist the school in faith formation activities.

Ad Hoc Committees will include but are not limited to:

- a. Constitution and Bylaws
- b. Nominating Committee
- c. Principal Search
- d. Policy and Handbook Discussion
- e. Fiscal Management
- f. Strategic Planning

Article VI - Meetings

The Board shall meet every other month at a time and date agreed upon by the Board. Executive sessions will be held if necessary. Committee meetings will be held when needed and regularly.

1. Special meetings of the Board, for any purpose, may be called at any time by the President in

conjunction with the Principal and/or Pastor.

2. A simple majority of the voting members of the Board shall constitute a quorum for a regular meeting to be conducted.
3. The Board may fix its own rules of procedure, but in the absence of such rules, Roberts' Rules of Order shall apply.
4. The agenda of the Board meeting, along with the previous meeting's minutes, will be sent to the Board a week prior to the regular meeting. The agenda and the minutes will be posted on the St. Christopher School website after the approval of the Pastor and Principal.
5. All Board meetings are open to the school and parish community.
6. The following is the Visitor Policy for the St. Christopher School Advisory Board. The visitor policy is posted on the School Board webpage for all to review.
 - a. Visitors observe the board while it is in session. They do not engage in the discussion nor do they actively participate in the agenda either through comments or by offering their opinions on the topic being discussed, unless specifically requested to do so by the President, Pastor or Principal.
 - b. There will be a period for visitor comments regarding an agenda item. The visitor has one opportunity to express an opinion on matters covered during that meeting's agenda. Each individual may speak for a specified amount of time (2-3 minutes) on matters that concern the Advisory Board.
 - c. If a visitor wishes to bring up an item that is not on the agenda, they must submit a request to the Principal and Board President 72 hours before the start of the school board meeting, detailing the item they wish to bring up. The requested item will be placed at the beginning of the Agenda for discussion.
 - d. There is no discussion or debate between the visitors and the Board members.
 - e. It is understood that the issues raised will not be handled at the regular meeting. If appropriate to the parameters of the Board's responsibilities, the issue may be addressed at a future time.
 - f. If an executive session is called, visitors have to leave for the duration of the session. Visitors may return to the meeting once the executive session is completed.
7. Voting shall normally be conducted by simple voice vote or a show of hands. Voting can be taken by secret ballot if a Board member so requests.
8. The Board shall meet in an Executive Session in order to address sensitive issues that may not be shared with the public. The meeting minutes note that an Executive Session was held, but the

topic, issue and subsequent discussion are not published

Article VII – Amendments

Amendments to this Constitution shall be presented to the Board at one meeting and voted on at the meeting immediately following. This Constitution shall be amended by an affirmative vote of two-thirds (2/3) of the voting members of the Board and upon approval by the Pastor.

Article VIII – Compensation

Board members shall not receive compensation for their services. However, bona fide expenses may be reimbursed based on school/parish policy.

ARTICLE IX – INDEMNIFICATION

The Archdiocese of Chicago shall indemnify all Board Members for any alleged act of negligence or omission resulting in damage or injury if such person was acting in good faith and within the scope of his/her official capacity, unless such damage or injury was caused by willful and wanton or grossly negligent conduct of such person.

Adopted by:

School Board President: William L Spies

Signature: William L Spies Date: _____

Principal: Nicole Tzoumas

Signature: N Tzoumas Date: _____

Pastor: Rev. Robinson Ortiz

Signature: R Robinson Ortiz Date: 09/01/2026

Created April 16, 2015
Amended July 28, 2026