

# **FATHER ANDREW WHITE SCHOOL ADVISORY BOARD BYLAWS**

*Approved, January 2026*

## **Article I. Name, Purpose, Functions, and Regionalized School Relationship**

**Section 1 - Name:** The name of this organization shall be the Father Andrew White School Advisory Board, hereafter referred to as the Board.

**Section 2 - Purpose:** The purpose of the Board is to provide advice and assistance to Father Andrew White School's administrative team (the Canonical Administrator and Chief Administrator) in the governance of the school. The Board fulfills its purpose and exercises its functions in accordance with the mission and goals of the school and the parishes. In addition, it functions in accordance with the goals, policies and regulations of the Archdiocese of Washington utilizing the *Handbook for Archdiocesan Catholic School Advisory Boards* of the Archdiocese of Washington (ADW) as its guide.

**Section 3 - Functions:** The functions of the Board are:

- A. Strategic Planning: Recommending immediate and long-range goal setting for the school, in alignment with the school's mission statement.
- B. Policy Development: Advising on development of policies for the school. A policy is a guide for the administration. It advises the Canonical Administrator and the Chief Administrator in general how the Board would like to have the school function. It differs from a regulation in which the administration spells out specifically how a board policy is to be implemented.
- C. Financial Management: With the administration, creating a draft budget, tuition policies, and plans for long-term stability of the school.
- D. Public Relations and Marketing: Providing ongoing support to project the school image both within the school and the community.
- E. Goal Setting: During the August and September meetings, the Board will determine its goals for the school year and make them a part of the October Board minutes. The goals will be reassessed during the January meeting and evaluated for overall success during the May meeting.

**Section 4 - Board Authority:** Since the Board is advisory to the administrative team, Board members individually and collectively do not have the authority to bind the Canonical Administrator, or the Chief Administrator, or others in the school. However, when the Board acts together, in conjunction and with the agreement of the administrative team, the decisions are binding on all.

**Section 5 - Regionalized School Relationship:** Father Andrew White School is an inter-parish school serving multiple sponsoring/supporting parish communities. As such, the Regional Agreement influences the school's operation. The Board is responsible for working with the administrative team to review this agreement every two years and to work with the administrative team to ensure that all parishes' contributions and responsibilities are represented fairly within the agreement.

## **Article II. Membership, Composition, Qualifications, Selection of Board Members, Absences, and Terms of Office**

**Section 1 - Membership and Composition of the Board:** The Board should be composed of sixteen members, including five ex-officio members. Each parish identified in the Regionalization Agreement shall have two members on the Board, excluding the Type B supporting parishes.

- A. The official members of the Board should include persons who are:
  - i. One parent of a child/children in the school
  - ii. One representative from the non-Catholic community
  - iii. The President of the Father Andrew White Home and School Association.

- iv. Six parish members from the sponsoring/supporting parishes, consisting of at least one member from each of the St. Aloysius, St. Francis Xavier, and Our Lady's Church parishes.
- v. Two at-large members

B. The five ex-officio, non-voting positions of the Board shall include the pastors of the sponsoring/supporting (Type A) parishes, the Chief Administrator, and the staff member representative.

**Section 2 - Qualifications of the Board Members:** Board members shall be:

- A. Registered members of the parishes sponsoring/supporting the school and/or parents of children in the school.
  - a. Exceptions:
    - i. Though preferred, the two at-large members are not required to be members of the supporting parishes or parents of children at the school. The Canonical Administrator, the Chief Administrator, and the Board Chair are charged with using their discretion when evaluating an at-large candidate's qualifications.
- B. Eighteen years of age and must be willing and able to make a substantial time commitment to the work of the Board;
- C. Prepared to attend all meetings throughout the school year and additional meetings as deemed necessary by the Executive Committee of the Board, as well as special events connected with the school community;
- D. Informed about the school's Catholic mission.
- E. Prepared to review agendas and supporting materials prior to the Board and committee meetings.
- F. Willing to actively participate on a minimum of one of the Board's standing committees and ad hoc committees as needed.
- G. Comfortable informing the community about the school.
- H. Prepared to follow the Conflict of Interest and Confidentiality Policies.

**Section 3 - Nomination and Appointment of Board Members:**

- A. The Canonical Administrator of Father Andrew White School in collaboration with the Chief Administrator of the school shall appoint all Board members after receiving recommendations from the sponsoring and supporting pastors.
- B. The pastors of the sponsoring/supporting parishes shall nominate board parish members. In making the selections, each sponsoring/supporting (Type A) parish pastor is responsible for ensuring that any nominee meets the criteria set out in Article II - Section 2.

**Section 4 - Board Member Absences:** A Board member who anticipates being absent from a regularly scheduled Board meeting, shall notify the Chairperson of the Board that he/she will be absent. If a Board member evidences repeated absences, the Executive Committee of the Board in conjunction with the Canonical Administrator shall review the absences and the reasons for the absences. If it is determined the repeated absences are negatively impacting the work of the Board, the Canonical Administrator and the Executive Committee shall work with the member and his/her sponsoring or supporting pastor to determine whether or not the member shall continue on the Board. In the event the member does not continue on the Board, the pastor of the member's parish shall nominate a new Board member to complete the term of this member.

**Section 5 - Terms of Office:** With the exception of the Home & School President and the Staff Representative, who serve one-year terms, Board members will be appointed for a three-year term. With the agreement of the sponsoring/supporting parish's pastor and the Board member, terms are renewable for a maximum of one extension. Though it is understood to not always be possible, terms for each member should be staggered in an effort to ensure that not more than a third of the membership is replaced each year. A list of members and their term limits shall be reviewed and updated annually as a part of the June Board Minutes.

### Article III. Board Officers

**Section 1 - Officer Positions.** The officers of the Board shall be the Chair, the Vice-Chair, and the Secretary. The officers shall be nominated and elected by the Board Members by simple majority vote.

**Section 2 - Officers' Responsibilities:** The Responsibilities of the Officers shall be:

- A. Chairperson: The Chair, in collaboration with the Principal shall:
  - a. Be a member of the Executive Committee;
  - b. Schedule all Board meetings;
  - c. Developing a draft agenda and distributing it to the Board Members at least two days prior to a scheduled meeting for review and recommendations.
  - d. Preside at all Board meetings;
  - e. Plan all Executive Committee meetings;
  - f. Preside at all Executive Committee meetings;
  - g. Plan and direct the activities of the Board;
  - h. Sign all official documents and papers on behalf of the Board;
  - i. Be the representative of the Board to make contact, send condolences, cards and the like upon important occurrences;
  - j. Make all special appointments;
  - k. Deliver all official records in their custody to their successor upon expiration of their term of office;
  - l. Perform other duties as outlined in these bylaws; and
  - m. Perform other duties usually associated with the office.
- B. Vice Chair: The Vice Chair shall:
  - a. Be a member of the Executive Committee;
  - b. Preside and act as Chair in the absence of the Chair;
  - c. Deliver all official records in their custody to their successor upon expiration of his term of office;
  - d. Perform other duties as outlined in these bylaws;
  - e. Perform other duties usually associated with the office; and
- C. Secretary: The Secretary shall:
  - a. Be a member of the Executive Committee;
  - b. Record, or ensure the recording of, the proceedings of all Meetings, keep them in his/her custody, and distribute copies to the Board and others designated by the Board and the Superintendent;
  - c. Record the proceedings of all Executive Committee meetings, keep them in his custody, and distribute copies to the Executive Board and others designated by the Executive Board and the Superintendent;
  - d. Be responsible for any correspondence and meeting notices;
  - e. Keep on file all communications received and dispatched from the Board or the Executive Board;
  - f. Sign, together with the Chair, all official documents;
  - g. Keep an accurate list of the names, addresses, and electronic mail addresses of all Members, committees, and special appointments, and make such list available to the same upon request as is appropriate;
  - h. Deliver all official records in their custody to their successor upon expiration of their term of office;
  - i. Perform other duties as outlined in these bylaws;
  - j. Perform other duties usually associated with the office;
  - k. Maintain bylaws; and
  - l. Provide a summary of the minutes for inclusion on the school website, parish bulletins/websites, and/or other appropriate media.

**Section 3 - Terms of Office and Selection Procedures for Board Officers:** Members are nominated to fill the officers' positions either by a fellow Board member or may volunteer to serve. Officers may be nominated for and serve multiple terms for the same office.

- A. The nomination slate of officers will be presented to the Canonical Administrator for approval and appointment to the one-year terms.

- B. Generally, nominations shall occur annually at the May meeting of the Board. The nomination slate will be presented to the Canonical Administrator during this meeting for appointment confirmation annually at the June meeting of the Board.
- C. No Board Member shall serve more than two consecutive complete terms in the same office.

#### **Article IV. Board Committees**

**Section 1. – Executive Committee:** The Executive Committee shall consist of the Officers, as well as the Canonical Administrator and the Chief Administrator.

**Section 2. - Standing Committees:** The Board shall have ongoing standing committees. These committees shall include: Executive, Finance, Publicity and Marketing, Facilities, and Strategic Planning.

**Section 3. - Ad Hoc Committees:** The Board appoints ad hoc committees as necessary. Ad hoc committee duties and responsibilities shall be determined by the Board. These committees shall be dissolved upon completion of their assignments.

**Section 4. - Committee Responsibilities:** All committees whether standing or ad hoc, shall:

- A. Establish a chairperson who is responsible for guiding the work of the committee.
- B. Establish annual goals and procedures for achieving them prior to the June Board meeting (or, in the case of an ad hoc committee, by the next board meeting).
- C. Meet regularly (no less than on a bi-monthly basis throughout the school year).
- D. Provide either a written or oral report to the Board at each Board meeting to be included in the Board minutes.

**Section 5. - Standing Committee Functions:** Advice and assistance are provided to the administrative team and the Board through the functions of the committees. The most important work of the Board is accomplished in and through these committees.

- A. **Executive Committee:** The Executive Committee provides support to the administrative team by working on issues that involve the functions, organization, and planning of the Board. The primary responsibility of the committee is establishing and publishing the Board meeting schedule.
- B. **Finance Committee:** The Finance Committee provides assistance to the administrative team on budget issues, tuition policies, financial assistance, and planning for the long-term financial stability of the school. This committee works collaboratively with the administrative team in the development of the budget and the establishment of the annual school tuition. The Finance Committee of the Board will review financial statements regularly (no less than on a bi monthly basis), assist with the presentation of the budget to the Board, and as appropriate, to the parishes' Finance and Pastoral Councils, and the Home & School Association.
- C. **Publicity and Marketing Committee:** The Publicity and Marketing Committee provides support to the administrative team by working collaboratively to market the school. The committee works to develop and distribute ongoing publicity and marketing events that highlight the successes of the school community members including students and staff. Committee members plan for publicity and marketing materials to be distributed at community events. Members attend identified events to support the marketing process. The committee will collaborate with the Chief Administrator to plan and implement support for an annual open house for which a date will be determined for no later than the August Advisory Board meeting.
- D. **Facilities Committee:** The facilities committee provides support to the administrative team by working collaboratively to identify and plan for ongoing annual maintenance and repair costs that need to be included in the School Operating Budget. In addition, this committee works to identify immediate and long-term building capital improvements that are necessary for the sustainability of the school and grounds. Committee members work as liaisons with the community to obtain a minimum of 3 bids for each project estimated to cost over \$3000 so that the Board can identify realistic plans for development activities that generate the funds to support these capital improvements.

- E. **Strategic Planning Committee:** The strategic planning is responsible for long-range goal setting for the school in alignment with the school's mission statement. At a minimum, the committee will establish a five-year plan in coordination with the Canonical Administrator and Chief Administrator.
- F. **Ad Hoc Committees:** Ad Hoc committees shall be appointed by the Chair. Their duties and responsibilities shall be determined by the Board. These committees shall be dissolved upon completion of their assignments.

## **Article V. Board Meetings**

**Section 1. - Schedule of Meetings:** The Board shall meet on a monthly basis during the school year. The Executive Committee, when necessary may call additional meetings. The Executive Committee shall establish the year's dates and times for each meeting and present them to the entire Board during the first meeting of the school year.

**Section 2. - Frequency of Executive Committee Meetings:** The Executive Committee shall meet as designated by the Chair. Special meetings may be called at the request of the Chair, at the request of three Executive Committee Members, or at the request of the Principal of the School.

**Section 3. - Time and Location for Meetings:** The Chair shall designate the time and location for the meeting.

**Section 4. - Preparation for Meetings:** The Chair shall distribute an agenda and a copy of the minutes of the previous Board meeting to all Board Members at least two days prior to each regularly scheduled Board meeting. Such reports may be amended, however, to reflect new matters or changes which occur between publication and the meeting. The Chair shall distribute an agenda and such other necessary materials to all Executive Committee Members prior to a scheduled Executive Committee meeting.

**Section 5. - Quorum:** A quorum shall be established when at least five of the Board Members on the Official Board Roster described herein, are present. Ex-Officio Members of the Board, shall not be counted for purposes of establishing a quorum. However, either the Canonical Administrator or Chief Administrator must be present at all board meetings.

**Section 6. - Rules:** The rules of parliamentary procedure as contained in the current edition of Robert's Rules of Order shall govern all meetings of the Board or its committees, with the exception that the consensus method of decision-making shall be the process used by the Board. When agreement cannot be reached a vote shall be taken. The results of the vote shall be recorded in the minutes of the meeting.

**Section 7. - Open Meetings:** Any non-Board Member may request that an item be placed on the agenda of a meeting of the Board or its committees so long as this request is made to the Chair, at least fourteen days prior to the meeting. Regardless, the Board or committee may meet in executive session to consider matters the Board deems to be of a sensitive nature. Individuals or representatives of groups may speak on agenda matters provided that notification is given to the Chair (or committee chair in the event that the meeting is a committee meeting) at least fourteen days prior to the meeting.

**Section 8. - Mode of Meetings:** Meetings may be conducted via telephone, computer, or any other form of live communication.

**Section 9. - Order of Business:** The following shall be the Order of Business for all Meetings and Executive Committee Meetings:

- A. Call to Order.
- B. Note Attendance.
- C. Opening Prayer.
- D. Review and Approval of Minutes from Last Meeting.
- E. Report of Officers.
- F. Report of HSA.

- G. Report from Standing Committees.
- H. Report from Ad Hoc Committees (as applicable).
- I. Old Business.
- J. New Business.
- K. Future Business.
- L. Announcements.
- M. Adjournment.

**Section 10. - Effect of Board Decisions:** All actions of the Board shall become immediately effective upon an approval by consensus or an approved motion.

## **Article VI. Bylaw Amendment Process**

**Section 1. - Proposing Amendments of the Bylaws:** When a Board member or committee proposes an amendment(s) to the by-laws, the following process shall be followed:

- A. The proposing member or committee will draft the proposed amendment(s). The proposed draft amendment(s) will be distributed at least 48 hours prior to the scheduled Board meeting at which the proposed amendment(s) are to be discussed.
- B. The proposed amendment(s) shall be presented and discussed at the scheduled Board meeting.

**Section 2. - Approving Amendments of the Bylaws:** These Bylaws and all subsequent amendments shall be effective upon approval by a simple majority of the voting Board Members at a meeting in which a quorum is present, and there has been at least fifteen (15) days prior notice that the amendment will be sought.

**Section 3. - Publishing the Amended Bylaws:** The Board Chair shall be responsible for revising, distributing, and publishing the updated amended by laws to all Board members.

**Section 4. – Review:** The Chair shall initiate a complete review of these bylaws every two school years.

### **ANNUAL ACTION CALENDAR**

Meeting Month	Required Actions
September	<ul style="list-style-type: none"> <li>1. Install New Board Officers</li> <li>2. Initial Discussion of Annual Board Goals</li> </ul>
October	<ul style="list-style-type: none"> <li>1. Finalize Board Goals for the Academic Year</li> <li>2. Include Board Goals in Meeting Minutes</li> </ul>
November	(No Required Actions)
December	(No Required Actions)
January	<ul style="list-style-type: none"> <li>1. Assess Progress / Reassess Board Goals</li> </ul>
February	(No Required Actions)

March	(No Required Actions)
April	(No Required Actions)
May	1. Evaluate Overall Success in Meeting Board Goals
June	1. Review and Update Board Membership 2. Conduct Nominations of Board Officers for Next Academic Year

Even Years (Start of School Year)	Review Regionalization Agreement
Odd years (Start of School Year)	Review Advisory Board Bylaws