

**Aquinas and St. Mary's Catholic School
Board of Advisors By-Laws**

Purpose:

The Aquinas and St. Mary's Board of Advisors (BOA) shall include the school administrators, pastors and at least two committee members from the Finance, Facilities, Intentional Discipleship, and Outreach Committees. They shall advise and assist the Chief Administrative Officer (CAO) and Administration in the successful operation and growth of the schools.

Duties and Functions of Board of Advisors and their subcommittees:

- 1) Meet as a subcommittee at least twice a semester, and have two representatives at each general BOA meeting.
- 2) Serve in an advisory capacity for school finances, spiritual growth, facilities, marketing, and enrollment.

Membership:

The Aquinas and St. Mary's BOA will consist of the following:

- 1) Chief Administrative Officer of School system, Principal of Aquinas, Principal of St. Mary's
- 2) The Dean of the David City Deanery and Pastor of St. Mary's Parish (all deanery priests are welcome to attend)
- 3) Aquinas School Council representative
- 4) St. Mary's School Council representative
- 5) Assistant Development Director (Outreach member)
- 6) Marketing & Enrollment Coordinator (Outreach member)
- 7) Two members from each of the committees (Finance, Facilities, and Outreach)
- 8) Recording Secretary (bookkeeper)

Manner of selecting members:

- 1) CAO will seek volunteers to serve one four year term on one of the committees. Committee members are responsible for nominating two new committee members, with the assistance and approval of the CAO, at the end the four-year term. Every two years the subcommittee will decide on their representatives for the general BOA meetings.
- 2) Two committee members shall represent their committee at a general BOA meeting.

- 3) The School Councils shall appoint one member to represent them in September before the October BOA Meeting for a two year term.
- 4) The BOA President shall be elected for a two year-term at the October meeting.

Terms of Board members:

- 1) BOA committee members serve one four year term on the general board beginning in the 2017-18 school year. At the end of four years, one different committee member will be asked to represent the committee on the general board. BOA Committee members will alternate four-year terms, where one member will be replaced every two years. If they are willing, BOA members who have fulfilled their four year term may be asked to stay on the subcommittee that they represent.
- 2) The President shall be elected for a two year term. An election for a new president will occur at the October meeting every two years.
- 3) The term of each newly elected board member shall commence on the first day of October in the year of election.

School Council Representatives will serve one two-year term and new members will be determined by the School councils in their by-laws.