

**BYLAWS OF
THE OUR LADY OF THE LAKE ADVISORY BOARD**



EDUCATION † FAITH † CITIZENSHIP

PREAMBLE

The Bishop of the Diocese of Kalamazoo is canonically responsible for all activities of the Parish schools within the Diocese, including Our Lady of the Lake Catholic School, in St. Joseph, Michigan and holds title to all property, both real and personal.

The Diocese of Kalamazoo Office of Schools (“Office of Schools”) serves as the administrative structure through which the Bishop directs and moderates the education and catechetical activity of the Parish Schools within the Diocese. The Office of Schools also enacts Diocese policies, monitors school improvements through accreditation, provides opportunities for orientations, in-services, and workshops, and provides administrative assistance to the Parish schools within the Diocese.

To further assist the Bishop and the Office of Schools in meeting these responsibilities for Our Lady of the Lake Catholic School, the Bishop has authorized an organizational structure for governance and management to include:

- i) Executive Leadership comprised of the Superintendent of Catholic Schools, the President if instated, the Canonical Pastor, the Principals; and
- ii) Advisory Board, as requested by the Canonical Pastor to assist the Principals.

For many years, the consultative advisory board for the Lake Michigan Catholic Schools has operated as the Catholic Community Education Commission (“CCEC”), or other named advisory bodies before that, with Bylaws last revised in 2019. In March 2022, the Lake Michigan Catholic Schools were reconsecrated and renamed by Most Reverend Bishop Paul J. Bradley into Our Lady of the Lake Catholic School (“the School”). To ensure the governance of the School remains consistent with its mission, the former CCEC is being renamed Our Lady of the Lake Advisory Board.

This consultative advisory board remains established to assist the Executive Leadership in the governance of the School. As the Canonical Representative of the Parishes, including this School, the Canonical Pastor entrusts this consultative advisory board to make recommendations regarding policy, promote the School’s advancement and assist in the governance of the School by working closely with the Principals, in the areas specified in these Bylaws and consistent with the Diocesan policies. It is expected that the Canonical Pastor and the Principals will give weighted

consideration to the advice of the Board on matters in which the Canonical Pastor delegates to it unless it is contrary to the mission of the Parishes, including the School, and/or the policies and procedures as set by the Diocese of Kalamazoo.

ARTICLE I. Name.

The name of this body shall be the Our Lady of the Lake Advisory Board, hereinafter referred to as “the Advisory Board.”

ARTICLE II. Purpose, Duties, Goals, and Responsibilities.

Section 1. Purpose. The purpose of this Advisory Board is to promote and advance the mission of the School for a quality educational experience for students in keeping with the principles of the Roman Catholic Church, Diocesan policies, and the Seven Pillars – Governance, Catholic Culture, Academics, Finances, Enrollment Management, Development, and Infrastructure, at the direction of the Canonical Pastor, by assisting and advising the Pastor on issues pertaining to the School, including the formulation of policies, the organization of events or programs, School finances, fundraising, enrollment, and in areas that otherwise ensure and evaluate a course of education as prescribed by the Diocese of Kalamazoo, Office of Schools, and the applicable laws, ordinances, and regulations of the City of St. Joseph, the Charter Township of St. Joseph, and the State of Michigan.

Section 2. Duties. Members should be able to maintain high levels of integrity and confidentiality. Members agree that they will use their talents, gifts, and insights for the common good of the School community to promote the mission and goals of Catholic education. Members will defer their personal agendas in order to discern with other Members the issues, concerns, and challenges they face in meeting the educational needs of the students.

Members agree to follow the policies and administrative procedures of the Diocese of Kalamazoo and the Office of Schools.

Members should be able to deal with situations as they relate to the good of the entire Our Lady of the Lake Catholic School community.

The Advisory Board functions only when it is in session. This relieves Members of “being on duty” at social or school events or when they meet other Members of the community.

Section 3. Goals. To fulfill such a mission the Advisory Board shall offer advice, counsel, and recommendations to the Canonical Pastor, and Administrators, keeping in mind the following general goals of Education, Faith, and Citizenship:

- A. Train young people to live knowingly and understandingly as children of God through a school environment that proclaims Catholic teachings and promotes fellowship in Community, and encourages service to others.
- B. Promote in students and adults a deep concern for and skill in peacemaking and the achievement of justice, to help them learn and be sensitive to human needs, to respond positively to such needs through individual and joint action.
- C. Create and maintain in the school a living, conscious, active community of faith where teachers, staff, and Administrators, by work and by integration of faith and their own personal conduct, enable students to live a life in Christ.
- D. Encourage a teaching and learning atmosphere permeated with the Gospel Spirit of freedom and love.
- E. Provide quality education in all areas of a school curriculum without regard to the economic, cultural, ethnic, or racial background of the student.
- F. Maintain a deep reverence for the uniqueness and giftedness of each student as a person and as a member of the community of families.
- G. Maintain an appreciation of the traditions of each ethnic culture and encouragement for unity and the diversity of these cultures.

- H. Strive to maintain an environment that provides character development and encourages responsible citizenship.

Section 4. Advisory Board Responsibilities. The Canonical Pastor has delegated the Advisory Board as a participatory, advisory body for matters pertaining to the Seven Pillars of the School, as prescribed in these Bylaws. All decisions or recommendations of the Advisory Board shall be in compliance with canon law, the letter, and the intent of the policies, rules, and regulations of the Office of Schools for the Diocese of Kalamazoo, and the applicable federal, state, and local laws.

The Advisory Board seeks to promote the highest possible standards of Education, Faith, and Citizenship for all students and to provide policy direction to the School in these specified areas when directed to do so by the Canonical Pastor:

- A. Advise and offer recommendations to the Canonical Pastor and Administrators on the educational program and needs of the school.
- B. Advise and offer recommendations to the Canonical Pastor and Administrators on the establishment, implementation, and regular review and revision of policies, which the Administrators implement.
- C. Advise and offer recommendations to the Canonical Pastor and Administrators on establishing long-range planning for the school.
- D. Advise and offer recommendations to the Canonical Pastor and Administrators on financial management and resource development.
- E. Advise and offer recommendations to the Canonical Pastor and Administrators on buildings, grounds, and equipment standards.
- F. Serve on committees that focus on the school's seven pillars – Governance, Catholic Culture, Academics, Finances, Enrollment Management, Development, and Infrastructure.
- G. Advise and offer recommendations to the Canonical Pastor and Administrators regarding public relations and marketing schemes for the school system.

H. Evaluate the effectiveness of the Advisory Boards' policies and whether established goals are being met.

ARTICLE III. Board Membership.

Section 1. Appointment. The Canonical Pastor appoints the Members of the Advisory Board in accordance with Diocesan policies and procedures, after a vote of the Advisory Board.

Section 2. Board Makeup. In order to maintain diverse perspectives from the Members of the Advisory Board, it shall consist of **nine (9) Members** representing three(3) Members from Saint Joseph Parish, three(3) Members from S.S. John and Bernard Parish, and three(3) at large Members which could include non-Catholic Members. All Members of the Advisory Board will be appointed, with the approval of the Canonical Pastor, to seats based on their background and talents.

Section 3. Membership Terms.

A. Each Advisory Board Member shall serve a term of three (3) years.

B. Each Advisory Board Member shall serve a maximum of two (2) consecutive terms. A waiver of this requirement may be granted by the Canonical Pastor.

C. Newly appointed Advisory Members shall attend the Advisory Board meeting that immediately follows the Advisory Board's members' appointment, and will be seated at the next to last item of business at that meeting. Terms expire for those Advisory Board Members being replaced when the new Advisory Board Members are seated.

Newly appointed Advisory Board Members must attend an in-service (orientation) sponsored by the Diocese of Kalamazoo.

D. A vacancy on the Advisory Board may be filled by the Canonical Pastor.

Section 4. Appointment Process. When a Member seat is open or anticipated to be open, candidates will be required to submit an application of why they qualify to be a Member of the Advisory Board. This application will be available to all voting Members of the Advisory Board. The final appointment of Members will be at the discretion of the Canonical Pastor.

Section 5. Voting Member Eligibility. Appointed voting Members of the Advisory Board shall adhere to the Diocesan policy which is as follows: Membership in the organization may be open to school parents, parishioners, or members of the local community. Because of a potential conflict of interest, immediate family members of a school employee are not eligible to be members. A waiver of this requirement may be granted by the Canonical Pastor.

Section 6. Vacancies. In the event that an existing Member of the Advisory Board shall become unable to act as a Member, due to term limits, resignation, or any other reason, during his/her term, a qualified successor shall be nominated by a majority vote of the Advisory Board Members and decided by the Canonical Pastor. Each person so appointed shall serve the remainder of the term of the Member they are replacing.

Section 7. Nominations. The nominations will occur in the Spring of each school year (no later than June, 1st) with new terms starting in July of each year at the first meeting of the Advisory Board after the close of the school year. The nomination date will be announced at least 30 days in advance, whenever possible.

Section 8. Officers. The Board's officers shall be the President, the Vice-President, and the Secretary.

A. President. The President shall chair all meetings as the executive head of the Advisory Board. The Advisory Board President shall have the authority to call such special meetings as in his or her judgment may be necessary. The Advisory Board President shall also appoint committee chairpersons.

B. Vice-President. The Vice-President, in the absence of the Advisory Board President or in the event of the Advisory Board President's inability (for any reason) to carry out the functions of his or her office, shall assume the duties of the Advisory Board President

during such period of absence or disability. In addition, the Vice-President shall perform such other duties as may be delegated by the Advisory Board President.

C. Secretary. The Secretary shall be responsible for the recording of the minutes of all Advisory Board meetings, for preserving them in a permanent form and for sending copies to all Members of the Advisory Board at least one (1) week prior to the next regularly scheduled meeting, along with the agenda for said coming meeting. The Secretary shall report the actions of the Advisory Board to the Bishop of Kalamazoo through the Diocesan Superintendent. The Secretary shall be the custodian of the records of the Advisory Board and shall perform such other duties as from time to time may be assigned by the President of the Advisory Board. The Secretary's duties may be assisted by a recording secretary.

D. If neither the Advisory Board President nor the Vice-President can attend the Advisory Board Meeting, a President Pro-Tem will be selected by the Advisory Board.

E. Election and Term of Office. The Advisory Board's officers shall be elected at the last meeting of the Advisory Board before the conclusion of the School Year, the term shall begin on July 1. The election will be done by confidential written ballot of the Advisory Board Members. The Canonical Pastor will count the ballots. The officers shall hold office until their successors are duly elected and qualified. No Member shall hold the same office for more than two (2) consecutive years. A waiver of this may be granted by the Canonical Pastor. All appointed voting Advisory Board Members are eligible to serve as an officer.

ARTICLE IV. Code of Ethics.

The Advisory Board shall have a Code of Ethics under which each Advisory Board Member shall agree to operate. This Code of Ethics shall be mindful of the legal, moral, and ethical considerations fostered by the Catholic Church through the Ordinary of the Diocese and the Office of Schools as well as applicable Federal, State, and Local Laws. Each Advisory Board Member shall agree, through written signature, to adhere to this Code of Ethics.

ARTICLE VI. Removal.

An Advisory Board Member may be removed by a majority vote of the Advisory Board based on what the Advisory Board believes to be in the best interest of the School, at the Advisory Board's discretion after approval from the Canonical Pastor.

ARTICLE VII. Meetings.

Section 1. The Advisory Board shall meet from time to time according to a yearly schedule agreed upon at the first meeting, as it may be amended from time to time. There shall be a minimum of four (4) meetings scheduled each year between the months of September and May. Additional meetings may be called to accomplish committee work.

Section 2. A majority of the entire Advisory Board shall constitute a quorum and actions approved by a simple majority vote shall suffice for the transaction of matters which come before the Advisory Board, subject to the approval of the Canonical Pastor.

Section 3. All meetings of the Advisory Board are to be open meetings unless a meeting is previously designated as being executive. The right of non-members to address the Advisory Board shall be limited to those whose written Petition has been received at least eight (8) days prior to the meeting date and approved for the agenda by the Advisory Board President or the presiding officer, or as otherwise consented to by the Advisory Board President.

Section 4. A written record of all acts of the Advisory Board, maintained by the Secretary or Recording Secretary, shall be preserved.

Section 5. The Advisory Board may fix its own rules of procedure, but in the absence of such Rules, "Roberts Rules of Order, Revised" shall apply.

ARTICLE VIII. Special Meetings.

Special meetings of the Advisory Board may be called at the request of the Advisory Board President or at the request of three (3) Members of the Advisory Board on at least three (3) days notice to each Advisory Board Member given personally by telephone or by written notice.

ARTICLE IX. Committees.

The Advisory Board may appoint standing and ad-hoc Committees as deemed necessary for a specific purpose. Such Committees may be established to investigate and prepare for a discussion on certain topics and proposals to be treated at an Advisory Board meeting. The functions of these Committees shall ordinarily be fact-seeking and advisory. Committee meetings will be announced at Advisory Board meetings and the time and place of the meetings incorporated into the minutes for purposes of public announcement. These Committees are meant to execute the School's mission and vision and to bring about wider consultation and involvement of the greater Our Lady of the Lake School Community. Standing and ad-hoc committees of the Advisory Board may consist of, but not be limited to, the following:

Finance

Diversity and Inclusion

Academic Excellence

Enrollment Management

ARTICLE X. Indemnification.

Our Lady of the Lake Catholic School shall indemnify to the full extent permitted by law, defend and hold harmless, any person who is made, or threatened to be made, a party to, or otherwise involved in, any threatened,

pending or completed action, suit, or proceeding, whether civil, criminal, administrative, investigative or otherwise, by reason of the fact that the person is or was acting as a Member of the Advisory Board or any of its Committees, except when the person is accused of and/or found liable for acts which are grossly negligent, willful and wanton misconduct, or in violation of any criminal law, statute or municipal ordinance. The person shall be indemnified against expenses, including attorney fees, judgments, penalties, fines, and amounts paid in settlement actually and reasonably incurred by the person in connection with the action, suit, or proceeding.

ARTICLE XI. Severability.

Every article, section, provision, and sentence of these Bylaws shall be severable, and if any section, provision or sentence or part thereof is declared to be invalid by a court of competent jurisdiction, the remaining articles, section, provision or sentence shall not be affected.

ARTICLE XII. Amending the Bylaws.

These Bylaws may be amended by the recommendation of the Advisory Board and the approval of the Canonical Pastor and Office of Schools.

Adopted this _____ day of _____ 2022

Father John Fleckenstein

Approved:

Diocese of Kalamazoo Office of Schools By:

Its: _____

Revised 2022

Exhibit 1

MEMBERSHIP:

Canonical Pastor

RESPONSIBILITIES:

- Overview of the religious instruction programs to assure that they are consistent with the teachings of the Church.
- Approval (or non-approval) of the principals, director of religious education and business manager, with due consideration of area education Advisory Board recommendations.
- Confirmation of teaching personnel prior to contract offer, in accord with Diocesan Policy #4111. Especially important is approval of all persons teaching religion. The Pastoral Board will select one of its members as a representative to fulfill this responsibility.
- Assures that all programs operate within Diocesan policies.

- Approval of capital fund drives or any major campaigns.
- Approval of major capital renovation or expansion plans.
- Approval of annual operating budget.
- Approval of parish subsidies to the schools and religious education program.
- Enactment of policies proposed by the area education Advisory Board.
- Approval of proposed changes in the By-laws or Constitution.
- Determination of the process for selection of area education Advisory Board officers, including appointment by the Pastoral Board if they so choose.
- Prior review and approval of area education Advisory Board transactions with the Local Ordinary.

Review of other matters as may be recommended from time to time by the Kalamazoo Diocese Office of Schools (i.e. contractual and personnel matters)