

**Sacred Heart Catholic School Advisory Board**

**Bylaws**

*Mission Statement*

**Being the Living example of God’s Love to others.**

Article I. Mission

In conjunction with the mission of Sacred Heart Parish “Being the Living Example of God’s Love to Others”, the mission of the School Advisory Board is to further the advancement of quality Catholic education for all students of Sacred Heart Catholic School by providing leadership, direction and support to the Pastor and Principal of the school.

Article II. Purpose of the Board

1. To function as an advisory body to the Pastor and Principal, in accordance with Diocese of Phoenix policy, to assist him and the Principal in the governance of the parish school. When the Board meets as Pastor, Principal, and member and agrees on a policy matter, the decision is effective and binding on all.
2. The Board is advisory in the following sense: its members cannot act apart from or make decisions binding for the school without the approval of the Pastor and Principal. All Board decisions will be consistent with Diocesan educational philosophy and policy.
3. To proclaim the teaching of the Catholic Church through the actions and activities of Sacred Heart Catholic School
4. To promote effective spiritual, intellectual, cultural, social and physical progress for the students at Sacred Heart Catholic School.
5. Strategic Planning: to assist in the development and annual updating of the long-range strategic plans and goals of the school.

Article III. Membership of the Board

Section 1. Number of Members

The Board shall consist of not less than five voting members. Failing to get five, the Board will recruit and appoint the number needed for membership. The Pastor, Principal, Parish Manager, Preschool Director and Sacred Heart Teacher Liaison will be ex-officio, non-voting members of the Board. The Pastor has veto power over all Board recommendations.

Section 2. General Eligibility

Any person from Sacred Heart Parish and school who is committed to Catholic education and is willing to give time and energies for the betterment of Catholic education and Sacred Heart School is eligible to become a member of the Board if they meet the following minimum criteria.

The minimum eligibility qualifications for serving as a School Advisory Board member. A member must be:

1. A registered member of the parish or parent of a child attending the school
2. At least 21 years of age
3. Available to attend monthly School Board meetings
4. Able to work effectively on a subcommittee
5. Willing to maintain a high level of integrity and confidentiality
6. Willing to promote school goals of service, welcome, academics, prayer and development
7. Willing to support and participate in development activities

In addition to these qualifications, the following restrictions apply to membership:

1. Board members may not concurrently serve as an officer of a school parent organization such as, but not limited to , the PTSO or Booster Club
2. No more than one member of a family may serve on the Board at the same time.

Section 3. Term of Membership

All board members shall be appointed to a three year term. Members may serve an additional consecutive term or a maximum of six years. No member shall serve more than 2 consecutive terms.

Section 4. Resignation

A member may resign from the Board at any time. Resignation should be made in writing and submitted to the Principal and Pastor.

Section 5. Consensus

The Board must strive to reach consensus on all issues, and voting should not occur. However, healthy discussion on issues can and should take place. Consensus does not imply one hundred percent agreement, instead consensus means that all members will support the decision reached by the Board as a whole. When consensus is attained, everyone agrees to the decision and is willing to take ownership of that decision. Consensus is achieved when there is general agreement or accord among the members of the Board. This is an approach to group decision-making. It presents an opportunity for all to be heard and avoids a “win/lose” posture that voting promotes. Consensus results in growth and is instrumental in building community within a group.

Section 6. Removal of Members

Grounds for removal include conduct detrimental to the school, lack of sympathy with its objectives or refusal to render reasonable assistance in carrying out the school mission. The Pastor will make the final decision.

Article IV. Offices and Duties

Section 1: Chair

The Chair shall be a person who has served on the Board for at minimum one year.

The chair shall preside at all regular and special meetings of the Board, shall make appointments, in consultation with the pastor and principal, of chairpersons of all standing subcommittees of the Board, shall have the authority to create ad hoc subcommittees and with the approval of the Pastor, appoint members thereto, shall see the functions of the Board subcommittees are being properly performed, shall plan and organize the agendas of the Board meetings in consultation with the Principal and Pastor, and shall insure the Board recommendations are implemented.

Section 2. Co-Chair

At the request of the Chair, or in the event of his/her absence or disability, the Co-Chair shall perform the duties and possess and exercise the powers of the Chair.

Section 3. Secretary

The secretary shall have charge of such documents and papers as the Board may determine. The secretary is responsible for recording and distributing accurate minutes of meetings, handling correspondence, and preserving reports and documents.

Section 4. Executive Officer

The Principal of Sacred Heart School shall be the Executive Officer of the Board and shall be responsible for implementing the Board’s advice and suggestions. The Principal will consult with the Pastor on any recommendations made by the School Board.

Article V. Subcommittees

Section 1. Subcommittee Membership

All Board members are expected to serve on a standing subcommittee. Each standing subcommittee shall have such authority and shall perform such duties as may be assigned to it by the School Advisory Board Chair. The Chair shall assign subcommittee memberships after consultation with the full Board and the Principal, and with the approval of the Pastor.

Section 2. Standing Subcommittees

There shall be such standing subcommittees as are necessary for the conduct of the business of the Board, including but not limited to he following:

1. Executive Subcommittee

The Executive Subcommittee shall consist of the Chair, the Co-Chair, and the Secretary. It shall prepare the agenda for the meetings in consultation with the Principal and review all subcommittee reports before distribution to the Board. It will also facilitate Board self-evaluation and the development of plans for improvement and the establishment of goals for the following year.

1. Marketing & Development Subcommittee

The marketing & development subcommittee shall consist of parents and any outside representative deem necessary by the Board. At least one member of the School Advisory Board shall serve on the Marketing & Development Subcommittee. The Director of the Development and the Principal shall serve as ex officio members.

1. Ad Hoc Subcommittees

Ad Hoc Subcommittees may be created by the Chair with the approval of the Pastor and Principal. Examples of subcommittees include Facilities, Strategic Planning, and Nominating.

Article VI. Meetings

Section 1. Regular Meetings

Regular meetings shall be held at monthly intervals from August through June (10 times a year) on a date selected by the Board. Regular meetings dates, time and place shall be determined and publicized each year. All meetings of the Boards, both regular and special, shall be open to the public unless the Chair or the Board by majority vote deems it necessary to go into Executive Session for discussion, deliberation, and vote. If any person other than a member of the Board wishes to bring a matter before the Boards, such a person must obtain the approval of the Chair to place such matter on the meeting agenda at least three (3) days prior to the meeting. The Chair or a majority of the members of the Board present at any meeting may waive this requirement.

Section 2. Special Meetings

Special meetings of the Board may be called at any time by the Pastor, Principal or Board Chair.

Section 3. Executive Session

Any member of the Board may request during the conduct of any regular or special meeting that the meeting convene an executive session, at which time guest will be excused except at the invitation of the member requesting the session or the chair. Anything said in the executive session is confidential and is not subject to disclosure unless required by law. Any break of confidentiality may result in a member being removed from the Board. When the executive session is adjourned, the open meeting is then begun anew. The minutes, as record by the Board’s secretary, simply reflect that a discussion was held in an executive session. The specifics are not listed in the minutes.

Section 4. Agenda

An agenda prepared by the Board Chair shall be distributed three (3) to five (5) days prior to each meeting. If a person other than a member wished to present a matter to the Board, that person must obtain the approval of the Chair prior to the meeting in order to place the matter on the agenda. The request for inclusion of a matter on the agenda must be submitted in writing and accompanied by an explanation of the item. Only issues that fall within the scope of the Board will be placed on the agenda. No agenda items will address discipline or personnel issues.

Section 5. Minutes:

Minutes of all Board meetings shall be prepared and forwarded to all Board members and the Principal. A signed copy of the meeting minutes will be kept in the school office. A recording secretary may be appointed by the Executive Board to keep the minutes of the meeting. These minutes will be made available on the parish and school websites.

Section 6. Principal

The Principal or designee shall attend all meetings. If necessary the Principal may cancel and/or reschedule a meeting.

Section 7. Quorum

A simple majority of the current membership of the Board shall constitute a quorum, and shall be required for the transaction of business at all meetings. At least one member of the school must also be present all meetings of the Board.

Article VII. Amendment to Bylaws

Section 1. Review of Bylaws

At least once every five year, or more often if determined by the Board, a review of the current Bylaws by the full Board shall take place.

Section 2. Procedure for Amendment

These Bylaws may be amended at any regular or special meeting of the Board by consensus having at least a quorum present. May be amended by a vote of two-thirds of the authorized voting members of the Boards and upon approval by the Pastor; provided, however that any proposed amendments shall have been presented in writing to the Board at the regular meeting immediately preceding the meeting at which such a vote Is taken. The proposed amendment(s) shall have been submitted, in writing, to the Members of the Board at least two weeks prior to the meeting at which it is to be voted upon. A copy of the proposed revisions shall be submitted to the Diocesan Catholic School Office for review prior to approval by the Council. The amendments will take effect upon approval of the Pastor and Principal.

By consensus of the School Advisory Board dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , the Council approves these Bylaws.

Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

David Lamper, Chair of the Board

Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shelly Cooper, Principal

Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fr. Irudayaraj John Britto, cmf, Pastor