

Sacred Heart Parish School
School Advisory Board
Diocese of Monterey

Bylaws

**ARTICLE ONE
PURPOSE OF THE BOARD**

The Sacred Heart Parish School Advisory Board, hereinafter referred to as the "Board" shall render advice and assistance to the Pastor and Principal of the school. The areas in which the Board will offer advisement are:

- a. Planning (long range strategic planning)
- b. Policy Development (formulating policies that give general direction for administrative action)
- c. Financial (including budgeting and general financial policy)
- d. Development (including public relations, marketing, and fundraising)
- e. Program Development (spiritual, academic, physical, and social)
- f. Facilities (planning and management)

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 the Diocese of Monterey educational philosophy and policy.

**ARTICLE TWO
MISSION OF THE SCHOOL**

The Board's mission is to further the advancement of quality Catholic education for the students of Sacred Heart Parish School by providing leadership, direction, and support to the Pastor and Principal of the school. They serve to carry out the larger school mission:

Sacred Heart Parish School, in ministry with the parish, is committed to service, justice, and compassion. Together, with our families and our Parish, we are dedicated to the pursuit of academic excellence, the achievement of individual potential, and fostering a culture of high expectations and moral values.

ARTICLE THREE MEMBERSHIP OF THE BOARD

Section 1. Membership

Including both ex officio and appointed members, the Board shall consist of no less than 9 and no more than 13 members as determined by the needs of the Board. The Principal, Assistant Principal(s), and the Pastor will serve as ex officio members.

At least one(1) of the appointed members must be a community member who is not currently a parent of a child attending the school

Serving on the Board is a ministry providing a service for the school community. A member who offers to serve needs to be open-minded, and use data to make informed decisions. The member must keep in mind the overall good of the school as the basis upon which to make decisions. A Board member has no authority as an individual. Only when the Board meets as a group does the person function as a Board member. Board members do not serve as conduits to the Pastor or Principal for parents/guardians who have questions, complaints and/or concerns. Board members must always refer such calls to the appropriate person. Members should be motivated for service of the school community rather than for personal agendas.

Section 2. Eligibility

There are minimum qualifications for serving as a Board member. A member must be:

- a. a registered member of the parish, community member committed to Catholic education, or parent of a child attending the school
- b. at least 21 years of age
- c. available to attend monthly Board meetings (the demands of other commitments must be considered)
- d. able to serve for three years
- e. able to work effectively on a subcommittee
- f. willing to maintain a high level of integrity and confidentiality
- g. willing to promote school goals of service, welcome, academics, prayer and development
- h. willing to support and participate in development activities

Section 3. Procedure for Appointment

Information will be distributed in the spring of each school year. Persons interested in appointment to the Board will submit a Letter of Intent to the principal, which will also be reviewed by the Pastor. In consultation with the Pastor and Principal, the Board will make new appointments in May of each year. The pastor will approve all Board appointments.

Section 4. Term

All Board members will serve a term of three (3) years. Members may serve an additional consecutive term or a maximum of six (6) years. After a lapse of two (2) years, a former member may be reappointed with the pastor's approval.

Section 5. 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 6. Consensus

In keeping with its advisory role, 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 7. 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. Any member who has three (3) absences from regular meetings in an eleven (11) month period will result in the member's automatic removal from the Board. Members with two absences shall be notified by the Chair that a third absence will result in the member's automatic removal from the Board with the pastor's approval.

ARTICLE FOUR OFFICERS OF THE BOARD

Section 1. Executive Officers

The officers of the Board will be the Chair, Vice-Chair, and Secretary.

Section 2. Selection of Officers

The process of discernment is recommended for the selection of officers.

Section 3. Term of Office

The selection of officers shall take place at the June meeting of the Board. New officers will preside at the August meeting. Officers' terms shall run from June to June of each year. Officers may serve two additional terms of one year.

ARTICLE FIVE DUTIES OF THE OFFICERS

Section 1. Chair

The Chair shall be a person who has served on the Board for one year. The Chair shall preside at all regular and special meetings of the Board, shall make appointments, with the approval of the pastor, of chairpersons of all standing committees of the Board, shall have the authority to create ad hoc committees and with the approval of the pastor, appoint members thereto, shall see the functions of the Board committees 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. Vice-Chair

At the request of the Chair, or in the event of his/her absence or disability, the Vice-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. The secretary shall also keep track of the terms of board members and the dates of their service as officers.

ARTICLE SIX COMMITTEES

Section 1. Committee Membership

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

Section 2. Standing Committees

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

a. Executive Committee

The Executive Committee shall consist of the Chair, the Vice-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.

b. Finance Committee

The Finance Committee shall consist of school parents, parishioners, and any outside representative deemed necessary by the Board. At least one member of the Board shall serve on the Finance Subcommittee. The school bookkeeper and the Principal shall serve as ex officio members.

c. Marketing & Development Committee

The Marketing & Development Committee shall consist of parents and any outside representative deemed necessary by the Board. At least one member of the School Advisory Board shall serve on the Marketing & Development Committee. The Director of Development and the principal shall serve as ex officio members.

Section 3. Ad Hoc Committees

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

**ARTICLE SEVEN
MEETINGS**

Section 1. Regular Meetings

Regular meetings shall be held at monthly intervals from August through June, on a date selected by the Board. The Board typically does not meet in December. Regular meeting dates, time and place shall be determined and published each year.

Section 2. Special Meetings

Special meetings of the Board may be called at any time by the pastor, principal, Superintendent, 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 guests 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 breach 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 recorded 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 seven (7) to ten (10) days prior to each meeting. If a person other than a member wishes 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

A recording secretary may be appointed by the Executive Board to keep the minutes of the meetings. Minutes of all Board meetings shall be prepared and forwarded by email to all Board members within one week after a meeting. Board members can ask for clarification or amendment via email for a two-week review period, after which the Chair can approve the minutes. A copy signed by the chair of all meeting minutes will be kept in the school office.

ARTICLE EIGHT QUORUM

A simple majority of the current membership, appointed and ex-officio, of the Board shall constitute a quorum, and shall be required for the transaction of business at all meetings.

ARTICLE NINE AMENDMENTS TO BYLAWS

Section 1. Review of Bylaws

At least once every five years, 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. 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 Monterey Diocese Department of Catholic Schools for review prior to approval by the Board. The amendments will take effect upon approval of the pastor, principal, and Superintendent.

Pastor's Signature: _____ Date: _____

Diocese of Monterey

Superintendent of Schools Signature: _____

Date: _____

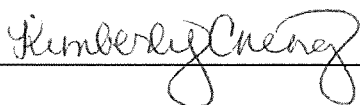
Principal's Signature: _____ Date: _____

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Pastor's Signature:  Date: 9/25/23

Diocese of Monterey
Superintendent of Schools Signature:  Date: 8/28/2023

Principal's Signature:  Date: 9/25/23