

Holy Family School Board
South Pasadena, California

CONSTITUTION/BYLAWS

INTRODUCTION

As a parish elementary school, Holy Family School is an expression of the teaching mission of the Church and of Holy Family Parish and of the Archdiocese of Los Angeles. Holy Family School exists primarily to integrate elements of faith with the learning process. Therefore, the Pastor/Parish Life Director are responsible to the Archbishop for the administration of the total parish, including the parish school. The Principal functions as the chief administrator of the school and as a member of the parish staff. In the spirit of shared responsibility, the Pastor/Parish Life Director recognize the importance of involving the laity in the governance of Holy Family School.

ARTICLE I

ESTABLISHMENT

Section I.1 Establishment

The Pastor/Parish Life Director of Holy Family Parish establishes the Holy Family School Board as a board of limited jurisdiction.

Section I.2 Purposes and Functions

Sharing responsibility with the Pastor/Parish Life Director the Holy Family School Board is established as a policy formulating body in matters of Catholic school education at Holy Family School. Selected Board policy and decisions shall be binding throughout the school upon ratification by the Pastor/Parish Life Director.

Section I.3 Responsibilities to the Pastor/Parish Life Director

The Board of Holy Family School shall be responsible to the Pastor/Parish Life Director for:

- a. Seeking approval of a philosophy and mission statement for Holy Family School.
- b. Seeking approval for capital improvements, additions or structural changes to the facility.
- c. Seeking approval before incurring financial obligations to include capital expenditures.
- d. Seeking approval before changing its bylaws.
- e. Seeking ratification of Board policies and decisions as determined by the Pastor/Parish Life Director.
- f. Seeking approval for members of the Board.
- g. Seeking approval for legal counsel.
- h. Seeking approval for auditing counsel.
- i. Seeking approval for the hiring of the chief administrator (Principal).

The Pastor/Parish Life Director shall be responsible for hiring and contracting with the Principal.

Section I.4 Specific Functions

The functions of the Holy Family School Board are to work in conjunction with the Principal to:

- a. Develop the annual operating budget for Holy Family School.
- b. Establish and annually update a long range plan for Holy Family School.
- c. Develop and formulate educational and financial policies that will guide the administration in achieving the objectives of the long range plan. Said policies of the Board shall be in compliance with the laws of the Roman Catholic Church and the regulations and policies of the Archdiocese of Los Angeles.
- d. Communicate Holy Family Board policies and decisions to the school community.
- e. Develop and enact resource development and public relations programs for Holy Family School.
- f. Evaluate the effectiveness of implementation of strategic plans and policies according to approved Archdiocesan policy and procedure.

ARTICLE II

MEMBERS

Section II.1 Membership

The Board shall consist of not less than nine (9) not more than twenty-four (24) persons and shall be appointed by the Pastor/Parish Life Director.

Section II. 2 Classes of Membership

Type I Board members shall be parents of students currently enrolled in Holy Family School. No more than one-third of the total Board membership shall be composed of parents. The President of the Parent Guild shall be designated a Type II Board member and shall serve ex-officio by virtue of his/her position. Type III members shall be parishioners of Holy Family Parish. The remaining Board members may be appointed from the alumni and the community at large and shall be designated Type IV Board members. At the discretion of the Pastor/Parish Life Director, the immediate past President of the Board may serve as a Type IV member. Type I, III and IV Board members shall have full voting rights. The Principal of Holy Family School shall serve as non-voting, ex-officio member of the Board. Emeritus members: the Pastor/Parish Life Director may appoint any former School Board member to the "emeritus" position.

Section II.3 Membership Criteria

Members shall meet the following criteria:

- a. An interest in and commitment to Catholic elementary school education, and Holy Family School philosophy and mission.
- b. Availability to attend meetings and periodic in-service programs and to participate in committee work.
- c. Maintain high levels of integrity and confidentiality.
- d. Deal with situations as they relate to the good of the entire school.
- e. Be a credible witness to the Catholic faith (or to one's own religion) in the school community and beyond.

Section II.4 Restrictions

Full-time employees (excepting the Principal) and spouses of full time employees of Holy Family School are not eligible for Board membership. Parents of current students of Holy Family School may not be President of the Holy Family School Board.

Section II.5 Nomination for Membership

New members of the Holy Family School Board shall be nominated annually in accordance with the nomination process developed by the Board and approved by the Pastor/Parish Life Director. The Executive Committee will serve as the nominating committee.

Section II.6 Terms of Members

Board members designated as Type I, III and IV will serve a term of three (3) years. Members may not serve more than two terms consecutively. All terms of office of Board members begin on July 1 and end on June 30.

Type II Board members shall serve as long as they hold the office for which they were appointed.

Section II.7 Vacancy

Vacancies shall be filled by the Pastor/Parish Life Director for the remainder of the term vacated, based on nominations from the Board.

Section II.8 Appointment of Members

In order to provide for staggered terms, the initial Board, except for the Type II Board member, shall be divided into three groups of nearly equal membership, with the term of one group of Board members expiring in each year during a three year period. Board members may be reappointed by the Pastor/Parish Life Director.

Section II.9 Month of Appointment

The appointment of members of the Holy Family School Board shall preferably take place prior to July 1st. An exception may be made at the discretion of the Pastor/Parish Life Director.

Section II.10 Conflict of Interest

In the event that any member of the School Board has an appearance of a potential conflict of interest concerning any issue before the Board upon which that member would be entitled to vote, that member shall advise the Pastor/Parish Life Director of the conflict. The Pastor/Parish Life Director shall be sole and final authority to decide whether or not the member will be permitted to vote on the issue.

When it is determined that a Board member does have a conflict of interest concerning an issue before the Board, that member shall be excused from that portion of the meeting until the debate/discussion and/or vote is concluded.

Section II.11 Removal

The Pastor/Parish Life Director may remove with or without cause a member of the School Board. A successor member for the Holy Family School Board may then and there be appointed to fill the vacancy thus created.

ARTICLE III

OFFICERS

Section III.1 Appointment of Officers

Appointment for officers of the Holy Family School Board shall be made prior to July 1st.

Section III.2 Officer Positions

Officers of the board shall be:

- a. President - the President shall preside at all meetings of the Board. He/she shall have all the general powers and duties which are usually vested in the office of President of the Board, including the power to appoint committees from time to time.

The President shall serve a term to be determined by the Pastor/Parish Life Director.

- b. Vice President - in the absence or disability of the President, the Vice President shall perform the duties and exercise the powers of the President. The Vice President shall also perform other duties as prescribed by the President of the Board.

The Vice President shall also serve as the Executive Secretary.

Executive Secretary - the Secretary shall insure that the minutes are kept of all meetings of the Board, and will insure that copies of agendas, minutes, resolutions and other Board actions are maintained in a permanent record. He/she shall perform the duties and functions customarily performed by the Secretary of the Board.

- c. Chair of the Development Committee shall chair the Development Committee of the Board which is responsible for development initiatives sustaining the structures of development and introducing additional initiatives.
- d. Chair of the Public Relations Committee shall promote the high value and public image of Holy Family School and assist in publication of fundraising activities. The Public Relations Chair shall coordinate all publicity including a regular monthly featured article for the parent newsletter.
- e. Chair of the Finance Committee shall work with the Principal on all budget matters and shall bring the budget to the Executive Committee and to the Board. He/she will bring the monthly financial reports to the Executive Committee and to the Board. He/she shall perform the duties and functions customarily performed by the financial officer of the Board.
- f. Past President - shall serve as Historian and Chair of the Nominating Committee, at the discretion of the Pastor/Parish Life Director.

- g. Chair of the Policy and Planning Committee shall oversee the renewal and enrichment of the strategic plan according to the schedule set by the board.
- h. Chair of the Education Committee shall work on educational policy in such areas as curriculum, assessment and staffing as deemed appropriate and necessary by the principal.
- i. Chair of Board Administration, shall chair the board administration committee and shall provide general administrative support to the school board as assigned, including assistance with the nominating process for potential board members, refreshments for meetings, organization of the annual retreat and end of the year dinner.

ARTICLE IV

EXECUTIVE COMMITTEE

Section IV.1 Members

Members of the executive committee shall be the appointed officers and chairpersons of the Holy Family School Board, the President of the Parent Guild, the chief administrator (Principal) of Holy Family School and the Pastor/Parish Life Director. The immediate past President of the Board may serve on this committee at the discretion of the Pastor/Parish Life Director.

Section IV.2 Executive Committee Meetings

The executive committee shall meet prior to the regular meeting a the Holy Family School Board in order to prepare the Board agenda The agenda and written committee reports will be available to Board members at least three days prior to the regularly scheduled Board meeting.

ARTICLE V

STANDING AND SPECIAL COMMITTEES

Section V.1 Standing Committees

The standing committees of the Holy Family School Board are:

- a. Policy/Planning
- b. Finance
- c. Buildings/Grounds
- d. Executive
- e. Development
- f. Public Relations
- g. Education

Section V.2 Special Committees

Special committees shall be established by action and approval by the Holy Family School Board,

Section V.3 Duties

The duties of all committees shall be established in writing and approved annually by the Holy Family School Board. Members of all committees shall be approved by the President after consultation with the Board. The Pastor/Parish Life Director, President of the Board and the Principal shall be ex-officio members of all standing committees.

ARTICLE VI

MEETINGS

Section VI.1 Open to Public

All meetings of the Holy Family School Board shall be open to the public.

Section VI. 2 Quorum

A simple majority of the voting members of the Board constitutes a quorum for each meeting.

Section VI.3 Order of Business

The order of business shall be determined by the Executive Committee. Members shall receive the meeting agenda prior to the meeting.

ARTICLE VII

OPERATING PROCEDURES

Section VII.1 Rules of Order

Whenever an agenda item is presented for action at a Board meeting, the members will attempt to reach a consensus after careful consideration and discernment in a spirit of cooperation. In the event a consensus is not reached; the decision will be made by majority vote.

Section VII.2 Rules of Order – Closed Meetings

The Pastor/Parish Life Director and/or the President may call the Board into a closed meeting when he/she determines that to be appropriate.

ARTICLE VIII

RELATIONSHIPS WITH OTHER GROUPS

Section VIII.1 Archdiocese of Los Angeles

The relationship between the Holy Family School Board and the Archdiocese of Los Angeles is stated in Archdiocesan educational policies. Policies enacted by the Holy Family School Board shall be in concert with stated Archdiocesan policy.

Section VIII.2 Staff

The relationship between the Holy Family School Board and the staff at Holy Family School shall be characterized by mutual support good communication and cooperation. The Principal (chief administrator) of Holy Family School represents the staff to the Board From time to time members of the staff will be invited to address the Board on topics of mutual interest.

Section VIII.3 Parish Finance Council

The relationship between the Holy Family School Board and the parish Finance Council shall be characterized by good communication and cooperation. The Chairperson of the School Board Finance Committee and/or the President of the Holy Family School Board represents the School Board to the Finance Council of the parish, at the discretion of the Pastor/Parish Life Director.

Section VIII.4 Parent Organization

Holy Family School Board and the Parent Guild of Holy Family School function for the good of the school. Therefore, it is essential that good communication exists between the Board and Parent Guild. The relationship which exists is one of information sharing and common planning for the benefit of Holy Family School. The President of the Parent Guild represents the Board to the Parent organization.

ARTICLE IX

PRINCIPAL (CHIEF ADMINISTRATOR)

Section IX.1 Role

The principal of Holy Family School will serve as the chief administrator of the school with responsibility for ordinary administration of Holy Family School in the following areas, subject to the reserved powers of the Pastor/Parish Life Director.

- o academic affairs
- o student affairs
- o the Catholic identity of the school (faith community affairs)
- o business affairs (including budget preparation)
- o development affairs
- o personnel issues

The Principal's role shall also include interface with the Archdiocese of Los Angeles in directing the implementation of Archdiocesan policy at Holy Family School.

Section IX.2 Relationship to the Holy Family School Board

The Principal of Holy Family School shall serve as administrative officer of the Holy Family School Board and shall be responsible for the implementation of Board policy.

The Holy Family School Board may assist in interviewing Principal applicants, at the discretion of the Pastor/Parish Life Director.

ARTICLE X

AMENDMENTS OF BYLAWS

Section X.1 Amendments

The bylaws of the Holy Family School board may be amended by a majority vote of the Board and ratification by the Pastor/Parish Life Director. Board members must receive written notice about the bylaw amendment one month before the vote to amend. Except as otherwise required by law, these bylaws must be amended at any regular meeting of the board or at any special meeting called for that purpose provided that a written notice of the proposed amendment shall be given at least ten (10) days prior to such meeting. Such amendments shall require an affirmative vote of the majority of the members of the Board present at a duly constituted meeting, a well as written permission of the Pastor/Parish Life Director, or other appropriate ecclesiastical authority.

Section X.2 Proposed Amendments

Proposed amendments to the bylaws of the Holy Family School Board may be developed by majority vote of the Board. Board members shall receive written notice about bylaw amendments one month before the vote to amend. All votes to amend shall be presented to the Pastor/Parish Life Director for ratification.