

Holy Family School Board
South Pasadena, California

CONSTITUTION/BYLAWS

INTRODUCTION

The mission of Holy Family School is to instill Christian values and Catholic principles in students through the gospel message of Jesus. We foster and nurture the development of the whole child and strive to achieve academic excellence. As a parochial school within the Archdiocese of Los Angeles, the Pastor / Parish Life Director is 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 is a member of the parish staff.

ARTICLE I

ESTABLISHMENT

Section I.1 Establishment

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

Section I.2 Purposes and Functions

Sharing responsibility with the Pastor/Parish Life Director, the Board is established as a policy formulating and consultancy 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.

REV 2014

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

The Board 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 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 Board are to work in conjunction with the Principal to:

- a. Develop the annual operating budget for Holy Family School.
- b. Update and annually evaluate a long-range Strategic plan for Holy Family School.
- c. Develop and formulate educational and financial policies that will guide the administration of Holy Family School in achieving the objectives of the long-range strategic 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. Ensure that Holy Family Board policies and decisions are transparent to the Holy Family community.
- e. Develop and implement an institutional Advancement program for Holy Family School
- f. Develop and implement a public relations strategy for Holy Family School.

ARTICLE II

MEMBERS

Section II.1 Membership

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

Section II. 2 Classes of Membership

Upon appointment to the Board, each member shall be identified as one of the following:

Type I: Parents of students currently enrolled at Holy Family School-

- Full voting rights
- Shall consist of no more than 1/3 of total membership

Type II: Holy Family Community

- Full voting rights

Type III: Past School Board President, current Parent Guild President, current Principal and appointed emeritus positions

- Non-Voting

Type IV: Parish Life Director / Pastor

- Full Voting rights
- May appoint former School Board Members 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 the mission of Holy Family School.
- 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. Make decisions in the best interest of the entire school.
- e. Be a credible witness to our Catholic faith in the community.

Section II.4 Restrictions

Full-time employees (except 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 serve as the President. The President shall have served at least one year on the Board prior to holding the office of the President.

Section II.5 Nomination for Membership

Candidates to serve as members of the Board shall be nominated annually by the Executive Committee and the Pastor / Parish Life Director, based upon Board vacancies and needs of Holy Family School. The Pastor / Parish Life Director has final approval of all new Board members.

Section II.6 Terms of Members

Board members designated as Type I and II will serve a term of three (3) years. Members may not serve more than two terms consecutively unless at the discretion of the Pastor and/or Parish Life Director. All terms of office of Board members begin on July 1 and end on June 30.

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

The Past President / Advisor shall serve a term of three years. This may be shortened or extended at the discretion of the President and or Parish Life Director.

Type III Board member (School Principal) will serve on the board for the duration of their tenure.

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 Executive Committee.

Section II.8 Appointment of Members

In order to provide for staggered terms, the Board, 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. Subject to section 11.6, Board members may be reappointed by the Pastor/Parish Life Director.

Section II.9 Month of Appointment

The appointment of members of the Board shall preferably take place prior to July 1st each year. 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 Board, and appoint a successor member for the Board to fill the vacancy thus created.

ARTICLE III

BOARD COMMITTEES

Section III.1 Board Committees

The committees of the Board are:

- a. Strategic Planning- The Strategic Planning Committee shall assist the administration in the formulation of a long-range strategic plan for Holy Family School, shall monitor the strategic plan and revise annually with input from the Board and Chairpersons, and shall assist the administration in the formulation of policy to guide academic, student, safety, communications, business, development and faith community affairs.
- b. Finance- The Finance Committee shall work with the Principal and Pastor / Parish Life Director on all budget matters relating to the school, shall bring the budget to the Executive Committee and to the Board, shall prepare, update and monitor long-range financial plans for the school, and shall oversee from a policy and planning perspective, the business operations of the school.
- c. Buildings/Grounds – The Building and Grounds Committee shall monitor long-term facility maintenance, capital improvements, security, space utilization and emergency plans for the school.
- d. Executive – The Executive Committee shall assist the current School Board President in the coordination of Board functions and responsibilities.
- e. Advancement- The Advancement committee shall oversee the administration of annual giving program and shall assist the Board in carrying out the strategic plan with regard to Development and institutional advancement.
- f. Public Relations – The Public Relations Committee shall assist the Principal and School Board with the planning, creation, implementation and monitoring of a dynamic program to market the school for image and maximum enrollment.
- g. Education - The Education Committee shall assist the administration in the formation of educational goals and policies, and shall support the administration through the identification of educational tools and resources that support the mission of Holy Family School and the education of the whole child.

- h. Catholic Identity - The Catholic Identity Committee shall formulate and propose to the Board, policies and plans which will ensure that the school maintains and enhances its Catholic identity.
- i. Board Administration- The Board Administration Committee shall have one member and shall provide general administrative support to the Board as assigned, including assistance with hospitality, board meetings and events, retreats, and events involving the administration, faculty, and staff of Holy Family School, and the Board.

Section III.2 Special Committees

Special committees shall be established as needed and approved by the Board. The President shall appoint a member of the Board to serve as Chairperson for each special committee and to report the actions of the committee to the Board.

Section III.3 Duties

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

ARTICLE IV

EXECUTIVE COMMITTEE

Section IV.1 Appointment of Executive Committee

Appointment for Executive Committee Positions of the Board shall be made prior to July 1st each year.

Section IV.2 Members

The Executive Committee shall be comprised of the appointed officers and chairpersons of the Board, and shall include the Education Chair, Strategic Planning Chair, Vice President/President Elect, Executive Secretary, Finance Chair, Advancement Chair, the Principal, the Pastor/Parish Life Director and the President. The Past President may serve on the Committee at the discretion of the Pastor/Parish Life Director.

Section IV.3 Executive Committee Positions

The Officers of the Board shall be:

- a. President - the President shall preside at all meetings of the Board and shall have all the general powers and duties, which are usually vested in the office of President, including the power to create committees and appoint members. The President shall serve a term of three years.

- b. Vice President / President Elect - 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 / President Elect shall also perform other duties as prescribed by the President. The Vice President / President Elect may also perform the duties of the Executive Secretary position or any other officer position.

- c. Executive Secretary – the Executive 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. The Executive Secretary shall ensure that the agenda and written committee reports are available to Board members at least three days prior to the regularly scheduled Board meeting.

- d. Advancement Committee Chair shall oversee the administration of annual giving program and shall assist the Board in carrying out the strategic plan with regard to Development and institutional advancement.
- e. Finance Chair shall chair the Finance Committee and shall work with the Principal and Pastor / Parish Life Director on all budget matters relating to the Holy Family School and shall bring the budget to the Executive Committee and to the Board and shall prepare, update and monitor long-range financial plans for the school, and oversee from a policy and planning perspective, the business operations of Holy Family School.
- f. Past President shall be the immediate past President of the Board and shall serve as Historian.
- g. Strategic Planning Chair shall chair the Strategic Planning Committee and shall assist the administration in the formulation of a long-range strategic plan for Holy Family School and shall monitor the strategic plan and revise annually with input from the Board and shall assist the administration in the formulation of policy to guide academic, student, business, development and faith community affairs.
- h. Chair of the Education Committee shall work on educational policy in such areas as curriculum, assessment / evaluation and hiring.

Section IV.4 Executive Committee Meetings

The Executive Committee shall meet prior to each General Board meeting of the Board.

ARTICLE V

MEETINGS

Section V.1 Number

The Board shall hold a General Board meeting no less than four times each academic year.

Section V.2 Open to Public

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

Section V. 3 Quorum

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

Section V.4 Order of Business

The order of business shall be determined by the President.. Members of the Board shall receive the meeting agenda prior to each General Board meeting.

ARTICLE VI

OPERATING PROCEDURES

Section VI.1 Rules of Order

Whenever an agenda item is presented for action at a Board meeting, the members of the Board shall 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 VI.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 VII

RELATIONSHIPS WITH OTHER GROUPS

Section VII.1 Archdiocese of Los Angeles

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

Section VII.2 Staff

The relationship between the Board and the staff of Holy Family School shall be characterized by mutual support, good communication and cooperation. The Principal shall represent the staff of Holy Family School to the Board. As needed, members of the staff of Holy Family School may be invited to address the Board on topics of mutual interest

Section VII.3 Parish Finance Council

The Finance Chair shall represent the Board to the Finance Council of Holy Family Parish, at the discretion of the Pastor/Parish Life Director. The relationship between the Board and the Finance Council of Holy Family Parish shall be characterized by good communication and cooperation.

Section VII.4 Parent Organization

The Board and the Parent Guild of Holy Family School shall function for the benefit of Holy Family School and strive to ensure that frequent, open. communication exists between the Board and Parent Guild. The relationship shall be one of information sharing and common planning for the benefit of Holy Family School. The President of the Parent Guild shall represent the Board to the Parent Guild.

ARTICLE VIII

PRINCIPAL (CHIEF ADMINISTRATOR)

Section VIII.1 Role

The Principal shall serve as the chief administrator of Holy Family 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 Catholic identity
- o Academic affairs
- o Student affairs
- o Business affairs (including budget preparation)
- o Advancement affairs
- o Personnel issues
- o Publicity of the School
- o. Professional Development
- o. Evaluation of faculty and staff
- o. Safety
- o. Facilities and Grounds

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

Section VIII.2 Relationship to the Holy Family School Board

The Principal 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 shall assist in interviewing Principal applicants, at the discretion of the Pastor/Parish Life Director. The Education Chair shall represent the Board on the search committee.

ARTICLE IX

AMENDMENTS OF BYLAWS

Section IX.1 Proposed Amendments

These bylaws of the Board may be amended by a majority vote of the Board and ratified 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 General Board meeting or at any special meeting of the Board 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, as well as written permission of the Pastor/Parish Life Director.