

# SAC Bylaws

## **ARTICLE I – NAME**

The name of this organization shall be Sacred Heart Cathedral School Advisory Board.

## **ARTICLE II – PURPOSE**

The purpose of the Advisory Board shall be to advise the Rector of the Sacred Heart Cathedral Parish in the organization and operation of Sacred Heart Cathedral School.

## **ARTICLE III – MEMBERSHIP**

The Board shall consist of seven to ten members in addition to the Principal of Sacred Heart Cathedral School and the Rector who shall serve as ex-officio members. The initial members of the Board shall be nominated by the Principal and appointed by the Rector for a three-year term. Thereafter, members shall be nominated by the board members, approved by the Principal, and appointed by the Rector. Members may serve no more than 2 consecutive three-year terms. A member of the Parish Finance Council may be appointed to serve on the School Advisory Board. When a member of the school community possesses specialized skills or knowledge, but would not be allowed to serve on the board due to conflict of interest, they may serve as a non-voting member of the board.

## **ARTICLE IV – OFFICERS & LEADERSHIP**

1. The officers of the Advisory Board shall be a Chairperson, Vice-Chairperson, Corresponding/Recording Secretary and Finance Chair who, together with the Principal, comprise the Executive Committee.
2. All of the initial officers shall be recommended by the Principal and appointed by the Rector. Thereafter, the officers will be nominated by the Executive Committee prior to the May meeting, and elected by the members of the Board at the May meeting. All serve for a term of one year. All members will be notified of the nominees prior to the May meeting. Officers may serve a maximum of two consecutive terms in a given office.
3. The Chairperson shall preside at all regular and special meetings of the Board, appoint all committees and shall be responsible, together with the Principal, for preparing the agenda of each meeting.
4. The Vice-Chairperson, in the absence of the Chairperson, shall perform the duties and exercise the powers of the Chairperson and shall perform such other duties as delegated by the Chairperson. Should the Chairperson be unable to complete a term of office, the Vice-Chairperson shall succeed to the office of Chairperson.
5. The Corresponding/Recording Secretary shall be responsible for all office correspondence of the Board and of maintaining records of all meetings of the Board, the Executive committee and other committees.

## **ARTICLE V – COMMITTEES AND RELATIONSHIP TO OTHER GROUPS**

1. The Advisory Board shall have the following standing committees:

- Executive
- Safety, Grounds & Building Maintenance
- Finance
- Development & Strategic Planning
- Recruitment and Public Relations

Other standing committees may be established by the Executive Committee as deemed necessary.

2. Each standing committee shall consist of not less than one member of the Advisory Board appointed by the Chairperson. Each standing committee shall have minimum of three members recruited by the Board member with the approval of the Principal. Each standing committee shall select its own Chairperson, shall keep minutes of its meetings and report its activities and recommendations (in writing) to the Board regularly and when requested by the Board.
3. Appointments to standing committees shall be for the duration of the fiscal year in which the committee is formed or until such time as determined by the Board.
4. Ad Hoc Committees:
- The Chairperson may appoint such ad hoc committees as are deemed necessary by the Chairperson of the Board with the advice and consent of the Principal and of the Board.
  - Ad Hoc Committee appointments and the life of an ad hoc committee shall be for the duration of time set forth in the appointment thereof, but in any event, shall not extend beyond the end of the fiscal year in which such appointments are made.
5. Recommendations of standing and ad hoc committees shall be advisory only. Recommendations and actions of such committees shall not be binding upon the Board.

## **ARTICLE VI – MEETINGS**

1. Regular meetings of the Advisory Board will be held monthly during the school year beginning in August. Attendance at regular meetings will be limited to Board members, except as referenced in paragraph 3 below. Others may be included only by invitation of a Board member with the approval of the Chairperson and Principal.
2. The day, time and location of the meetings will be established each year by majority consent of Board members present at the first meeting. A majority of the Board shall constitute a quorum.

3. One of the regular meetings each year will be an open meeting, which will be announced at least one month prior to the date of the meeting. If an individual or group of individuals wishes to discuss a topic with the Board, they must first submit a written proposal to the Chairperson of the Board or the Principal. They will then be notified, in writing as, to the date, time and place of the meeting.
4. Special meetings may be called by the Rector, the Principal or the Chairperson of the Board. Attendance at such special meetings will be limited to Board members. Others may be included only by invitation of a Board member with the approval of the Chairperson and the Principal.

#### **ARTICLE VII – AMENDMENTS**

The Board may recommend in writing to the Rector any proposed amendments to these by-laws. Such recommendations shall have first been approved by vote of two-thirds of the properly established Board members at any regular meeting. Amendments so proposed shall become effective only upon written approval by the Rector.