

January 2005

**CONSTITUTION OF THE SCHOOL ADVISORY BOARD  
OF SACRED HEART SCHOOL**

**ARTICLE I**

**TITLE**

The name of this body shall be the School Advisory Board of Sacred Heart School.

**ARTICLE II**

**NATURE AND FUNCTION**

- A. In accordance with the provisions of Canon Law and the policies of the Diocese of Lafayette-Indiana, the Advisory Board is established to assist, advise and support the principal and pastor in the mission of Catholic education at Sacred Heart School.
- B. The Advisory Board:
1. Advises/assists in the formulation and implementation of policies and regulations in accordance with the teachings and mission of the Catholic Church, and diocesan policies.
  2. Is responsible to the pastor.
  3. Cooperates with and supports the principal in his/her role as defined by diocesan guidelines.
  4. Assists the pastor, principal, and Parish Finance Council in the formulation of the annual school budget.
  5. Creates better understanding of Catholic education and promotes financial support for Sacred Heart School.
  6. Facilitates a marketing/development program.
  7. Prepares and annually updates a strategic long-range school improvement plan.
  8. Will oversee the actions of all standing committees.

**ARTICLE III**

**MEMBERSHIP**

- A. Members of the School Advisory Board may consist of no fewer than one, or no more than three persons willing to serve from any parish represented in the Sacred Heart School enrollment.
- B. The pastors of each parish and the principal shall be ex-officio, non-voting members of the School Advisory Board.
- C. No member shall be a paid employee or an immediate family member of a paid employee of the school.
- D. The members shall be elected/appointed to the Board by their home parish under the direction of the pastor.
- E. Members shall serve a two-year term, renewable for a second term. Following a two-year absence from the board he/she shall be eligible for reappointment.
- F. New members shall be in attendance at the final meeting of the school year.

- G. Orientation of new members will take place annually at the final meeting of the school year with the review of The Constitution of the Advisory Board.

ARTICLE IV  
OFFICERS

- A. The officers of the Advisory Board shall consist of a president, vice-president, and secretary.
- B. The officers, with the principal and pastor, shall form the executive committee.
- C. Election of officers for the upcoming school year shall take place at the final meeting of each school year.
- D. The duties of the officers shall be as follows:
  - 1. The president shall preside at all meetings of the Advisory Board. The president shall appoint special committees as needed and shall appoint the chairs of such committees in consultation with the pastor and principal. The president, in collaboration with the executive committee, shall prepare the agendas for upcoming meetings. The agenda is to be given to the school secretary at least one week prior to an upcoming meeting.
  - 2. The vice-president shall perform all the duties of the president in his/her absence. The vice-president shall take minutes of the meetings in the absence of the secretary.
  - 3. The secretary shall take the minutes of the meetings. The minutes are to be given to the school principal at least one week prior to an upcoming meeting. The secretary shall turn records of minutes into the school office at the end of his/her term.
- E. The term of the office of president shall be two years. All other officers shall serve a term of one year and may be renewed for a second or third term.

ARTICLE V  
VACANCIES

- A. All vacancies on the Advisory Board shall be filled for the remainder of that member's term. This person shall be elected/appointed by the parish from which the vacancy occurred under the direction of the pastor. The president and principal shall be responsible for the orientation of the new member.
- B. Any member of the School Advisory Board may resign by submitting written notice to the pastor, principal, or president of the Advisory Board.
- C. Members who have three unexcused absences from meetings during the course of a year will be asked to resign.
- D. Officer vacancy shall be filled by an election at the next meeting of the Advisory Board, which may be a special meeting called for that purpose. The term of the person elected to fill the office shall be the balance of the term of the vacated office.

ARTICLE VI  
MEETINGS

- A. The Advisory Board shall meet monthly during the full school year. Special meetings may be called as needed by the executive committee.

- B. Each member shall receive an agenda, any reports related to the agenda, and the minutes of the previous meeting one-week in advance of an upcoming meeting.
- C. Quorum: For the purpose of transacting business, it is required that a simple majority of the voting members be present.
- D. All meetings of the Advisory Board shall be open to parents of students enrolled in Sacred Heart. The rights of parents and visitors to address the Board shall be limited to those whose written request has been submitted one week in advance of the meeting and has been approved by the pastor, principal, and president.

#### ARTICLE VII

##### STANDING COMMITTEES

The Advisory Board shall have, but not be limited to, the following standing committees:

- A. Sacred Heart School Catholic Parent/Teacher Organization
- B. Sacred Heart School Alumni Fund
- C. Sacred Heart School Marketing/Development Committee

#### ARTICLE VIII

##### AMENDMENTS

- A. This document may be amended by a simple majority of the voting members provided the amendment has been submitted in writing at a previous meeting. These amendments are subject to the directives of the Bishop of the Diocese of Lafayette and the approval of the pastors and principal.