



**BYLAWS OF THE CATHOLIC SCHOOL COUNCIL
OF SACRED HEART CATHOLIC SCHOOL OF
THE ARCHDIOCESE
SAN ANTONIO, TEXAS**

Department of Catholic Schools
Archdiocese of San Antonio
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ARTICLE I

SELECTION OF MEMBERS

Section 1: Elected Members: The nominating committee of the Council shall have the responsibility of acquiring the nominees for election to the Council in accordance with the Council's constitution (Article IV). The names of the nominees shall be presented to the Council at its regular meeting in January of each year. At that meeting, the Council shall review and discuss the nominees. The nominating committee shall submit with each nominee's name a brief résumé of his/her biographical data and a statement by the nominee of his/her willingness to serve.

The Council, at its regular meeting in February of each year, shall select candidates from the nominating committee's recommended list of nominees. The names of the nominees selected shall be delivered to the Principal/Pastor immediately after such meeting. From this list of approved names, the election will take place.

The elections shall take place no later than the second Sunday in April of each year.

The newly elected shall take office at the Council's regularly scheduled meeting in May.

Section 2: Appointed Members: The Principal and Pastor, in consultation with the Council, shall appoint members in accordance with Article IV, Section 1 of the Constitution. The newly appointed shall take office at the Council's regularly scheduled meeting in May.

ARTICLE II

REMOVAL OF MEMBERS

A member of the Council may be removed only by the affirmative vote of two-thirds of the regular members of the Council. Any action to remove a Council member shall be by written secret ballot.

Any member of the Council who misses three regular meetings in a given year without having been excused by the president shall have his/her position declared vacant by the president.

A vacancy in the membership of any elected or appointed member of the Council shall be filled from the nominee(s) recommended by the Council. A vacancy shall be filled no later than the next scheduled meeting. The appointee shall fill said vacancy for the unexpired term of the position he/she fills in accordance with the Council's constitution (Article IV).

ARTICLE III

MEETINGS

Section 1. Regular Meetings of the Council: Regular meetings shall ordinarily be held eleven times a year at a place and time determined by the Council through minute action.

Section 2. Special Meetings of the Council: Special meetings for any purpose may be called at any time by the president in conjunction with the Principal, or if he/she is unable or refuses to act, by a majority of the members of the Council.

Section 3. Quorum: A simple majority of the regular members shall constitute a quorum for the transaction of business.

Section 4. Rules of Procedure: The Council may fix its own rules of procedure, but in the absence of such rules, *Robert's Rules of Order Revised* shall apply.

Section 5. Open Meetings: All meetings of the Council, both regular and special, shall be open to the public unless the president or the Council by consensus deems it necessary to go into executive session for discussion, deliberation, or vote. If any person other than a member of the Council wishes to bring a matter before the Council such a person must submit in writing to the president, a brief but concise summary of the matter that is to be considered, seven days prior to the meeting. The Council will act on matters relating to policy. The Council does not act as a grievance committee.

Section 6. Consensus: After agreement on the wording of a motion is reached through consensus, a simple majority of those agreeing on any particular motion shall constitute Council action on any motion.

Section 7. Voting: In all cases when a consensus cannot be reached, the President may call for a vote of those present whereupon the issue shall be resolved by the majority of the votes cast.

Section 8: Non-Voting Members: The Principal and PTC President as ex-officio members have voice, but no vote.

ARTICLE IV

OFFICERS

The officers of the Council, as established in the Council's constitution, shall have duties as stated in these bylaws including the following:

President: The president shall preside at all regular and special meetings, shall make appointments of chairpersons of all standing committees, shall have the authority to create ad hoc committees and appoint members thereto, shall plan and organize the agendas of the Council meetings in consultation with the Principal, shall insure that Council decisions are implemented, and shall see that the functions of the Council committees are being properly performed.

Vice-President: The vice-president shall, in the absence or disability of the president, perform all the duties of the president. When so acting, he/she shall have all the powers of and be subject to the restrictions on the president.

Secretary: The secretary shall be responsible for the preparation and retention of the official minutes of all regular and special meetings and shall perform such other duties as designated by the Council.

Financial Officer: The financial officer shall be responsible for the financial records. He/she shall maintain the bank account(s) (in accordance with Archdiocesan policy) of the Council and shall submit a Financial Officer's Report at each meeting. He/she shall also perform all duties incident to the office of the Financial Officer of the Council and such other duties as from time to time may be assigned by the president. He/she shall chair the Finance Committee.

ARTICLE V

ELECTION OF OFFICERS

The officers of the Council shall be elected annually at the Council's regular meeting in May and shall assume office at the regular meeting in June.

Each officer shall hold the office until he/she shall resign, be removed by the Council or otherwise be disqualified to serve, or until his/her successor be elected, whichever event occurs first.

ARTICLE VI

REMOVAL OR RESIGNATION OF OFFICERS

Any officer may be removed by simple majority vote of the Council at any time. Any action to remove an officer shall be by secret written ballot. Any vacancy shall be filled no later than the next regular meeting.

ARTICLE VII

COMMITTEES

Except as otherwise provided in these bylaws, the president, after his/her election year, shall appoint from the members of the Council a chairperson for each standing committee of the Council specified in these bylaws. The chairperson shall appoint the members of the committee, subject to the approval of the Council at the meeting in which the appointments are announced.

Except as provided in Article VIII of the bylaws, the President and Principal shall be ex-officio members of each committee.

The members of each committee shall serve until their resignation, their removal by a simple majority agreement of the Council, or the first regular meeting following the election of a new president of the Council, whichever event occurs first. Each committee shall include one or two members of the Council.

ARTICLE VIII

STANDING COMMITTEES

The standing committees of the Council shall be as follow:

Nominating Committee: The nominating committee shall consist of the Pastor, Principal, two members of the Council and the P.T.C. Liaison. No member of the nominating committee shall be a nominee. There shall always be at least two more nominees than the number of vacancies.

Executive Committee: The executive committee consists of Pastor, Principal and the officers of the Council.

Finance Committee: The finance committee shall (i) formulate financial policies and recommend them to the full Council, (ii) recommend changes in financial procedures, (iii) monitor ongoing revenues and expenditures, and (iv) recommend to the full Council approval or disapproval of the annual budget for the school.

Building and Grounds Committee: The building and grounds committee shall propose recommended enhancements and provide reports on the condition of school facilities.

Policy and Planning Committee: The policy and planning committee shall review local policies, and when appropriate, formulate and propose new policies to the Council; develop a strategic plan for adoption by the Council; and monitor the implementation of the plan.

Development Committee: The development committee shall establish long range financial goals for the Catholic School and determine strategies to attain the goals.

ARTICLE IX

EXECUTIVE OFFICER

The Principal shall be the Executive Administrator of the Council and shall be responsible for implementing the Council's policies.

ARTICLE X

LIABILITY

The Archdiocese of San Antonio provides liability insurance coverage for legal defense and indemnification of claims against Trustees or Board members of any official Archdiocesan Board, Committee or Council. Such coverage does not protect against fines, penalties, surcharges, or damages resulting from a criminal or civil suit or action based on malicious or unlawful conduct and contains certain exceptions. A copy of the policy spelling out the exact terms of the coverage is available for inspection by any party covered thereby.

ARTICLE XI

AMENDMENTS TO BYLAWS

Any proposed amendment must be submitted in writing to the Archdiocesan Catholic School Council. These bylaws may be amended by a vote of the regular members of the Council and upon approval by the Catholic School Council of the Archdiocese of San Antonio; provided, however, that any proposed amendment shall have been presented in writing at the regular meeting of the Council immediately preceding the meeting at which such vote is taken. These bylaws are to be reviewed annually.