



CONSTITUTION & BYLAWS

of

Most Blessed Sacrament Catholic School

Council of Education Advisory Board

CONSTITUTION

ARTICLE I: NAME & MISSION STATEMENT

The name of this body shall be the Most Blessed Sacrament Catholic School Council of Education Advisory Board.

The mission of Most Blessed Sacrament Catholic School is to minister to our parish family by providing a safe and inclusive atmosphere that promotes gospel values, a spirit of service, and academic excellence for all students.

ARTICLE II: PURPOSE

The purpose of the Most Blessed Sacrament Catholic School Council of Education Advisory Board is carry out the mission of the school in order to promote Catholic education and to provide advice to the administration of Most Blessed Sacrament Catholic School, consistent with diocesan and state guidelines and directives so that the largest number of students may be effectively educated in a Catholic, Christian environment and encouraged to make a deep personal commitment to Jesus Christ.

ARTICLE III: AREAS OF RESPONSIBILITY

1. **Policy** - Advise in shaping major policies for the school in keeping with diocesan policies and the mission statement of the school
2. **Finance Approval** - Monitor a balanced annual operational budget as submitted by the principal and the finance committee to assure provision of adequate resources for the total school program. Ensure a reasonable tuition, just salaries, financial aid, and proper maintenance for school property and plant.

3. **Planning** - Plan strategically for the development of the school by setting challenging and achievable goals.
4. **Communications** - Communicate school policies to the parents and public.
5. **Marketing** - Provide good public relations that influence enrollment growth
6. **Committees** - Establish committees necessary to the operation of the school and advisory board's needs and serve on such committees along with non-board members named by the executive committee.
7. **Evaluation** - Request from the diocesan office assistance in evaluating the effectiveness of the school's administration and board in carrying out its mission and periodically review and update the school's mission statement.
8. **Appeals** - Provide an adequate appeals procedure in keeping with diocesan policies

ARTICLE IV: MEMBERSHIP CATEGORIES, TERMS, & QUALIFICATIONS

Non-Voting Membership - Non-voting members consist of the pastor and the principal and assistant principal.

Voting Membership - Voting members consist of no fewer than 9 and no more than 15 members. Membership of the advisory board will be appointed by the Pastor and Principal in consultation. The Membership should include but certainly not be limited to representatives from the alumni, the community at large, and the parents.

Officers - Officers consist of an appointed President, Vice President, and Secretary as voted on by the whole membership of the advisory board. These officers, together with the principal and the pastor, make up the executive committee of the advisory board.

Terms of Office

1. All appointed advisory board members serve for a three (3) year period to be staggered to achieve continuity of administration. Notwithstanding anything to the contrary, all current membership shall serve for the remaining of any unexpired term. All members appointed after July 1, 2023 shall serve for three years.
2. The terms of one-third of the membership, or as near thereto as feasible, will expire each year.
3. Members may serve only two (2) consecutive terms.
 - a. Vacancies in lay membership on the board occurring between elections shall be filled by the board in consultation with the Diocesan Superintendent of Schools.
 - b. Regular terms of office commence on July 1 of the year appointed.
 - c. Maintenance of all records related to advisory board membership will be maintained by school officials.

Qualifications

1. Genuine commitment to Catholic school education.
2. Expertise in an area that contributes to the advisory board's work.
3. Ability to make scheduled meetings of the advisory board.
4. Understanding of the purpose and structure of the school.
5. Attendance at annual board formation workshop sponsored by the diocese.
6. Values and lifestyle consistent with Catholic doctrine and moral standards.
7. Employees of the school may be considered eligible to serve.

ARTICLE V: MEETING STRUCTURE, FREQUENCY, & QUORUM

1. Robert's Rules of Order are to be followed at all board and committee meetings.
2. Regular meetings of the advisory board should be held at least four (4) times a year.
3. Members are expected to attend all meetings. Members missing more than two (2) meetings per year may be removed from the board. Times and frequency of meetings are determined by the advisory board members in accordance with the by-laws.
4. Meetings follow an agenda published at least twenty-four (24) hours prior to any scheduled meeting.
5. Meetings shall follow a definite pattern and attempt to stay within a certain time limit as described in the by-laws.

Quorum – A quorum must exist for the purpose of transacting official business at any meeting. A quorum consists of a majority of the voting members of the board. No item may be approved unless approved by a majority of those members who are present at the meeting. Proxy voting is not permitted.

ARTICLE VI: CONFLICT OF INTEREST

Any advisory board member, school employee, or committee member having an interest in a contract or other transaction presented to the advisory board or committee thereof for authorization, approval, or ratification, shall make a prompt, full and frank disclosure of his/her interest to the advisory board or committee prior to its acting on such contract or transaction. The body to which such disclosure is made shall thereupon determine by majority vote, whether the disclosure shows that a conflict can reasonably be construed to exist. If a conflict is deemed to exist, such person shall not vote on, nor use personal influence on, nor participate (other than to present factual information or to respond to questions) in the discussions or deliberation with respect to such contract or transaction.

ARTICLE VII: CONFIDENTIALITY

Advisory board members understand and agree to keep any and all matters discussed at any board or committee meeting confidential. Advisory board members agree that he/she will not at any time or in any manner, either directly or indirectly, divulge, disclose, or communicate any Information to any third party

without the prior written consent of the board. Advisory board members shall sign a statement of confidentiality annually.

ARTICLE VIII: LIMITATION OF LIABILITY

The advisory board directors, officers, and members shall not be personally liable for any debt, liability or obligation of Most Blessed Sacrament Catholic School. All persons, corporations or other entities extending credit to, contracting with, or having any claims against Most Blessed Sacrament Catholic School may look only to the funds and property of Most Blessed Sacrament Catholic School for the payment of any such contract or claim, or for the payment of any such contract or claim, or for the payment of any debt, damages, judgment or decree, or of any money that may otherwise become due or payable to them from Most Blessed Sacrament Catholic School . The Most Blessed Sacrament Catholic School shall indemnify and hold harmless the directors, officers, and advisory board members of the Most Blessed Sacrament Catholic School from any personal liability arising out of the performance of their duties as officers, directors, and advisory board members of this Most Blessed Sacrament Catholic School to the full extent permitted by Louisiana law as fully and completely as though said provisions were recited herein in full.

ARTICLE IX: AMENDMENTS

Proposed amendments to the constitution must be submitted in writing. Each advisory board member must receive a written copy of the proposed amendment at least one week before the advisory board meeting which will vote on it. A two-thirds (2/3) majority vote by the entire membership of the advisory board is necessary to amend the Constitution.

BY-LAWS

ARTICLE I: OFFICER ELECTION & DUTIES

At the March meeting of the school year, the Executive Committee and Principal will initiate the process for the appointment of officers of the Board for the upcoming year, and appointments are finalized at the May meeting. New officers, President, Vice President and Secretary will begin their terms on July 1. appointment by Principal

Each officer is appointed for a one-year term but may be elected for a successive term. The officer may serve only three consecutive one year terms.

Officer Duties

1. The President presides at all advisory board meetings and executive committee meetings. The president also sees that the executive committee appoints all other committees and develops the meeting agendas with the Principal.
2. The Vice President shall assist the President, shall assume the duties of the President in his/her absence, and shall serve as Parliamentarian of the advisory board.
3. The Secretary is responsible for assuring that minutes of the meetings are recorded and distributed to advisory board members no later than one week after the meeting is conducted.

ARTICLE II: COMMITTEES

In addition to the executive committee, the board may establish additional committees which may include:

1. Finance
2. Building and Grounds
3. Strategic Planning
4. Appeals
5. Other ad hoc committees as needed

The chairperson of each standing committee is appointed by the executive committee and must be an advisory board member who will serve as a liaison with the board. Other committee members are named by the executive committee based on their expertise and qualifications similar to those expected of advisory board members. The principal of the school or a representative appointed by the principal may attend meetings of the committees. The committee chairperson will report to the board at its regular meetings.

ARTICLE III: MEETINGS

Advisory board meetings follow an agenda that may consist of some or all items listed below:

- Opening Prayer

- Adoption of minutes of previous meeting
- Old business and follow-up of previous meeting
- Principal's report
- Pastor's report
- Committee reports
- New business, action items
- Closing Prayer
- Other ad hoc items as necessary

ARTICLE IV: AMENDMENTS

Amendments to the by-laws (not the Constitution) may be made at any given meeting by a two-thirds majority vote of all members present. Likewise by a two-thirds vote of members present, the by-laws can be repealed or temporarily suspended to facilitate the work of the advisory board.

APPENDIX: MEMBER PLEDGE

My Role - I acknowledge that my primary role as an advisory board member is to contribute to the defining of Most Blessed Sacrament Catholic School's mission and governing the fulfillment of that mission, and to carry out the functions of the advisory board member and/or officer as stated in the bylaws.

My role as an advisory board member will focus on the development of broad policies that govern the implementation of institutional plans and purposes. This role is separate and distinct from the role of the Principal who determines means of implementation.

My Commitment - I will exercise the duties and responsibilities of this office with integrity, collegiality and care.

I Pledge -

- To establish as a high priority my attendance at all meetings of the advisory board, committees and task forces on which I serve.
- To uphold the confidentiality of any and all information discussed in advisory board meetings and not to disclose to outside parties.
- To come prepared to discuss the issues and business to be addressed at scheduled meetings having read the agenda and all background material relevant to the topics at hand.
- To work with and respect the opinions of my peers who serve this advisory board, and to leave my personal prejudices out of all board discussions.
- To always act for the good of the organization.
- To participate in the strategic planning retreats, advisory board development workshops, and other events as deemed necessary.
- To agree to serve on at least one committee as needed.

If, for any reason, I find myself unable to carry out the above duties as best as I can, I agree to resign my position as an advisory board member of Most Blessed Sacrament Catholic School.

Member Signature

Date