



SACRED HEART OF JESUS PARISH SCHOOL ADVISORY BOARD CONSTITUTION

ARTICLE I: NAME

The name of this body shall be "Sacred Heart of Jesus Parish School Advisory Board" (hereinafter referred to as the "Advisory Board").

ARTICLE II: NATURE AND FUNCTION

1. The Advisory Board shall have the primary purpose of providing advice concerning the establishment of general policies and operation of the School. The Advisory Board shall be responsible for assisting the Principal of Sacred Heart School in his or her role as Administrator of the School, and in implementing any policies issued by the Board of Education of Diocese of Allentown, that may from time to time be presented to the Advisory Board. Any local policies must comply with the Universal and particular law of the Church, as well as policies set forth by the Diocese of Allentown.
2. The Advisory Board serves to listen to the legitimate concerns and suggestions of the school community, to address them in an orderly and decorous manner at regular meetings, and to make recommendations to the Principal and the Pastor based on this input.
3. The following is a partial list of particular areas where the Advisory Board should offer regular advice:
 - a. The existence and maintenance of spiritual and religious programs.
 - b. The operation and maintenance of the School's facilities and equipment.
 - c. Assisting the School administration in obtaining any government and/or privately funded programs.
4. The following are areas that the Advisory Board must review and offer regular advice:
 - a. Establishment of Tuition rates;

- b. Review of the annual Budget;
- c. The School Dress Code;
- d. Capital Improvements to the School Facilities;
- e. Long Range Planning;
- f. Major Fundraising (goals in excess of \$5,000.00).
- g. Enrollment and efforts to increase enrollment.

ARTICLE III: MEMBERSHIP

1. Members of the Advisory Board shall consist of the Pastor of Sacred Heart Parish and up to but not exceeding eleven (11) voting lay representatives of the parish. Membership is not limited to parents of students enrolled in Sacred Heart School.
2. The Principal shall serve ex-officio.
3. One (1) teacher of Sacred Heart School, selected by the Principal, shall serve for a one (1) year term. Teachers selected by the principal may not serve two consecutive terms.
4. Each lay member, upon appointment by the Pastor, shall serve a term of three (3) years. Members shall be limited to two (2) consecutive terms with all terms expiring on June 30th. A one-year interval must elapse before a member may be elected again after serving two (2) consecutive three (3) year terms. Term limits do not apply to the Pastor and Principal.
5. In the event that a member of the Advisory Board is absent from three (3) consecutive regular meetings without cause, the remaining members of the School Board, at their discretion, may declare a vacancy, and begin the process to nominate a new member.

ARTICLE IV: OFFICERS

1. The officers of the school Board shall consist of a President, a Vice President, and a Secretary, all of whom are to be elected annually to a term of one (1) year by the Advisory Board at the last regular meeting of the School Year. No officer shall serve more than three (3) consecutive terms as an officer.
2. The duties of the officers shall be as follows:
 - a. The President shall preside at all regular and special meetings of the Advisory Board and shall perform all other duties incident to such office. The President

shall provide ample opportunity for considering all items on the agenda, which shall be prepared in consultation with the Principal and the Pastor. He or she shall also be an ex-officio member of all committees.

- b. The Vice President shall perform all the duties of the President when the President is absent or is otherwise unable to act.
- c. The Secretary shall maintain a written record of all acts of the Advisory Board:
 - conduct, receive and dispose of all correspondence as directed;
 - preserve all reports and documents committed to his or her care;
 - notify members of the date and time of meetings and;
 - distribute the prior meetings minutes and current agenda to the Advisory Board at least three (3) days in advance of the meeting.

ARTICLE V: NOMINATION AND APPOINTMENT OF MEMBERS

1. Upon a vacancy on the Advisory Board, the President shall solicit nominations from the membership. The membership shall be notified of vacancies in a sufficient time prior to the last meeting of the term (the last meeting before June 30th). In the case of renewal of terms, the President shall determine if that member is willing to serve a second term.
2. The President, Principal and two (2) members appointed one each by the President and Principal, shall form a nominating committee. The nominating committee shall make a recommendation to the Pastor for appointment and the renewal of terms.
3. The Pastor shall appoint members to the Advisory Board.

ARTICLE VI: MEETINGS

1. Regular meetings of the Advisory Board shall be held bi-monthly during the School year (September through June) or as otherwise agreed upon by the Advisory Board members. Special meetings may be called by the President, Principal or the Pastor as needed, or by a majority of the Advisory Board members with a minimum of five (5) days prior notice.
2. A majority of the full membership of the Advisory Board shall constitute a quorum.
3. All meetings of the Advisory Board shall be in two parts. The first part of the meeting shall be an open session, designed specifically to address needs and concerns of parents or other members of the school community. Non-members, parents and members of the school community may attend the open session of the Advisory Board meeting. The

second part shall be an executive session, comprised solely of members of the Advisory Board. During the second part the topics submitted for discussion by non-members in the second part of the meeting.

ARTICLE VII: CONDUCT OF MEETINGS

1. The ordinary order of meetings shall be as follows:
 - a. Part One – Open Session:
 - Presentation of issue(s) by non-member(s)
 - Question and Answer session regarding issue(s) represented by non-members
 - Adjourn for Executive Session
 - b. Part Two– Executive session:
 - Opening Prayer
 - Approval of Minutes
 - Review of Topics for Open Session
 - Report of any existing sub-committees
 - Old Business
 - New Business
 - Closing Prayer
2. Topics to be brought to the attention of the Advisory Board by non-members of the Advisory Board in Open session shall be subject to the following protocol:
 - a. The meeting date shall be published a minimum of three (3) weeks in advance.
 - b. Topics must be submitted to the President no less than ten (10) days before the meeting. It is at the discretion of the Board President and Principal to review topics if submitted less than ten (10) days before the next scheduled meeting and to add to the current agenda if so approved.
 - c. Topics submitted must pertain to the school as a whole or a sub-set of the school. Topics will not be considered if they concern individual students, staff or personnel.
 - d. The President and Principal shall review the topics submitted in order to determine if they should be placed on the agenda.
 - e. Those submitting a topic that will not be considered shall be notified prior to the meeting.

- f. The Advisory Board as a whole may address approved topics during the open part of the meeting.
3. It is primarily the responsibility of the Principal, with the intention of seeking input and advice, to submit agenda items under "New Business."
4. The Principal, if he or she so wishes, may submit a written update of information regarding the school that is not covered in ordinary communication with parents and the school community.
5. Any member may submit agenda items for a regular meeting in keeping with the nature and function of the Board.

ARTICLE VIII: AD HOC COMMITTEES

1. The School Board may have certain ad hoc committees, each of which will consist of at least one or more members of the Advisory Board, which ad hoc committees will have and exercise some prescribed authority as designated by the Advisory Board.
2. Ad hoc committees shall operate until the duty assigned to them is completed and will be dissolved at that time, or at an earlier date, at the discretion of the President.
3. The function of all ad hoc committees shall be fact finding, deliberative and advisory, but never legislative or administrative. Recommendations by any ad hoc committee shall be subject to ratification and approval by the Advisory Board and the Pastor.

ARTICLE IX: RELATION OF THE ADVISORY BOARD TO OTHER COMMITTEES AND ORGANIZATIONS

1. The Advisory Board works in conjunction with other committees and organizations that benefit and promote Sacred Heart School. These committees are:
 - a. Home and School Association
 - b. The Marketing Committee
 - c. Fundraising (this will be further divided into two separate parts, the first to coordinate Mandatory Fundraising and the second to coordinate Major Fundraising.
2. These committees, though each functioning on their own and with their own heads, shall be coordinated through the Advisory Board for the purposes of communication and the organized coordination of efforts. Each of these committees shall have a Chair or head,

who is responsible for communicating regularly with the Advisory Board in the following manner:

- a. The Chair or Head of each committee shall give a report to the Advisory Board in person once each year.
- b. The Chair or Head of each committee shall provide a brief summary of that committee's activity to the president of the Advisory Board prior to each Advisory Board meeting.
- c. The President of the Advisory Board shall receive a copy of the minutes of any meeting of the committees.
- d. Minutes for all the committees shall be kept in the School Office and be made available to all the members of the Advisory Board.

ARTICLE X: AMENDMENTS

This constitution may be amended by a vote of two-thirds of the total membership, and sent to the Pastor for approval. Amendments proposed must be read at one meeting. Proposed amendments shall be adopted, rejected or remanded for further review at a subsequent meeting.

Date Submitted for Final Approval _____

Principal _____

President _____

Date Approved by Pastor _____

Pastor