

**BLESSED SACRAMENT SCHOOL BOARD
CONSTITUTION AND BY-LAWS**

Article I

Title

The name of this body shall be the Blessed Sacrament School Advisory Board.

Mission

The mission of the School Board is to enhance and support Catholic education at Blessed Sacrament School for those children of Blessed Sacrament and St. Joseph Parishes and the local community, by providing advisory and consultative oversight to the Pastors and the School Administrator.

Article II

Purpose, Duties, and Function

Section 1

The School Board shall be a consultative and advisory body whose purpose is to make recommendations to the Pastors and School Administrator on matters of policy that will enhance Catholic education and support the operation of Blessed Sacrament School.

Section 2

The duty of the School Board shall be to assist the Pastor and School Administrator in implementation at the local level of Diocesan policies and to provide advisory oversight in the evaluation and implementation of school-specific policies as needed. A partial list of other duties and functions includes:

- a. To aid in interpreting Diocesan policies for the School Administrator; in matters which the Diocese has not promulgated policies, recommending policies under which the administration shall operate.
- b. To assist in formulating a strategic plan for the school and evaluating the adequacy and effectiveness of school policies.

- c. To advise on local policies relating the planning, operating, and maintaining facilities and equipment in cooperation with Blessed Sacrament School's development program, the Blessed Sacrament Building Committee, and the Blessed Sacrament Finance Committee.
- d. To review and approve the annual operating budget of Blessed Sacrament School as presented by the Finance Committee and the School Administrator.

Article III Membership

Section 1. School Board Members

Standing members of the School Board shall be the Pastors of Blessed Sacrament and St. Joseph Parishes and the School Administrator.

The general members of the School Board shall be as follows:

- a. Representatives of each parish, appointed by the Pastors, consisting of three School Board members from each parish, at least two of whom are parents of students enrolled in Blessed Sacrament School at the time of appointment.
- b. The current president of the Blessed Sacrament Home and School Association.

Only the general members of the School Board have voting rights.

Section 2. Executive Officer

The School Administrator shall serve as the executive officer of the School Board and be responsible to the School Board for implementation of Board policies and accountable administratively to the Diocesan Superintendent of Education through the Pastors.

Section 3. Terms of Membership

Each general member shall serve a term of three years with the following exceptions:

- a. The Blessed Sacrament Home and School Association representative will serve during his/her term of office.
- b. School Board members may serve no more than two consecutive terms.

Section 4. Appointments

Appointments of new general members shall be made by the Pastors of Blessed Sacrament and St. Joseph parishes by June 30th of each year. Terms shall expire on June 30th of each year.

Article IV
Officers

Section 1

The officers of the School Board shall consist of President, Vice President, and Secretary – all of whom shall be duly elected annually by the School Board membership at their first meeting of the school year. The elected officers constitute the Executive Committee of the School Board.

Section 2

The duties of the officers shall be as follows:

- a. The President shall preside at all regular and special meetings of the School Board; shall, in coordination with the School Administrator, develop and present an agenda for the meeting; shall appoint committees to fulfill the duties and functions of the School Board; shall represent the School Board at Diocesan, parish, school, and community functions when requested to do so by the School Administrator or Pastor.
- b. The Vice President shall perform all of the duties of the President when the President is absent or unable to fulfill the obligations of the President.
- c. The Secretary shall maintain a written record of all acts of the School Board; shall conduct, receive, and dispose of all correspondence as directed; and shall preserve all reports and documents committed to his/her care. In addition, it will be the Secretary's responsibility to, prior to the next meeting, disseminate the School Board meeting minutes, agenda, and committee written reports.
- d. The Executive Committee, as a whole, shall insure that the school operates according to the guidelines stated in the Blessed Sacrament School strategic plan.
- e. Officers may serve two consecutive terms.

Article V
Meetings

Section 1

The School Board shall meet at the appointed time on the second Monday of each calendar month from August through May. If needed, additional special meetings may be called by the School Administrator, the Pastors, the President of the School Board, or a major of members. Meetings may be rescheduled for alternate times or places from time to time as necessary.

Section 2

In matters requiring a vote by the School Board, a minimum of 51% of the voting members must be present for action. If fewer than 51% of the voting members are present, a quorum will not exist and the matters shall be tabled until the next meeting of the School Board.

Section 3.

A simple majority of those present and voting shall carry the motion.

Article VI

Conduct of Meetings

Section 1

The rules of parliamentary procedure, as contained in *Robert's Rule of Order*, shall govern the meetings of the School Board.

Section 2

The order of the meetings shall be:

- a. Opening prayer
- b. Code of Ethics
- c. Minutes, corrections, and approval
- d. Report from Pastor
- e. Report from School Administrator
- f. Report from Home and School Association
- g. Reports from standing committees
- h. Committee report vote
- i. New business
- j. Annual Fund
- k. Date of next meeting
- l. Adjournment
- m. Closing prayer

The School Administrator, the Pastor, or the President may waive the official order of the business and/or the *Robert's Rules of Order* if deemed necessary to facility the transacting of official business by the School Board.

Article VII
Committees

The mission statement of each committee is based on the Blessed Sacrament School strategic plan which is redefined annually.

Section 1. Standing Committee

- a. Catholic Identity
Chairperson: General member of the School Board
- b. Ownership and Governance
Chairperson: General member of the School Board
- c. Curriculum and Staffing
Chairperson: School Administrator
- d. Enrollment, Recruitment, and Retention
Chairperson: General member of the School Board
- e. Facilities
Chairperson: General member of the School Board
- f. Finance
Chairperson: General member of the School Board
- g. School in Community
Chairperson: General member of the School Board

A committee chairperson may continue to serve consecutive terms as long as needed.

Section 2. Ad Hoc Committee

The President shall appoint the *ad hoc* committees.

- a. Safety Committee
- b. Technology Committee
- c. Nominating Committee
- d. Other committees as needed

Article VIII
Amendments

Section 1

This Constitution and By-Laws may be amended by a vote of two-thirds of the total membership, subject only to the regulations of the Diocese of Charleston.

Section 2.

Any amendment contemplated by the School Board shall be approved by the Diocesan Education Office, having been presented to that office at least two weeks prior to its being voted on by the School Board.

Rev. Joseph F. Hanley, Jr.
Pastor, Blessed Sacrament Parish

Rev. Gabriel J. Smith
Pastor, St. Joseph Parish

Mrs. Roseann Tracy
Principal, Blessed Sacrament School

ADVISORY BOARD MEMBERS 2013-2014

FF0000PLEASE INDICATE CHAIRPERSON

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FF0000 PLEASE INDICATE CHAIRPERSON
