

HOLY NAME SCHOOL ADVISORY COUNCIL

CONSTITUTION AND BY-LAWS

Mission Statement

Holy Name School provides a Catholic education within an atmosphere of academic excellence. While providing Catholic values, we challenge our students to do their best, to nurture their gifts and talents, and to develop curiosity, creativity, and critical thinking.

Holy Name School strives to produce confident, and caring individuals who can work cooperatively, show respect for one another, and who demonstrate an understanding and appreciation of Catholic values.

ARTICLE I
Identity

The name of this body shall be the Holy Name School Advisory Council, Fall River, Massachusetts, hereinafter referred to as the Board

ARTICLE II
Purpose and Function

The Board is established to assist the Pastor and the Principal by providing advice and counsel particularly in the following areas:

1. Strategic Planning
 - a. To assist in formulating strategic goals for the long-term direction of the school.
2. Policy Formulation
 - a. To provide advice and counsel with regard to policies in areas determined by the Pastor and Principal.
3. Evaluation

a. To provide advice and counsel with regard to and to assist in the evaluation of policies, plans, mission effectiveness, and Board self-evaluation.

4. Institutional Advancement/Development

a. To provide advise and counsel with regard to the establishment and maintenance of comprehensive programs of institutional advancement and to enhance the image and enrollment of the school.

5. Communication and Mission Enhancement

a. To provide advice and counsel with regard to communicating school policies and activities to the various school constituencies.

b. To provide and counsel with regard to both mission effectiveness and mission enhancement.

The Board has no authority for formulating policies separate from the Pastor and Principal. The Board does not have responsibility for determining the amount of parish funds in support of the school, or the use of parish funds for the school, and has no responsibility with regard to school curriculum, staff/personnel, or students.

ARTICLE III
Relationship With Other Groups

A. Diocese of Fall River

Regular information from the Diocese of Fall River concerning Diocesan policies impacting Catholic education shall be provided by the Principal to the Board. The Principal shall implement policies formulated by the Catholic Education Office, approved by the Bishop, and promulgated by the Diocesan Superintendent of Schools.

B. Parish Pastoral Council and Parish Finance Council

The Board shall work in a cooperative and collaborative manner with the

Parish Pastoral Council and Parish Finance Council, where such collaboration is warranted.

C. Faculty

The relationship between the Board and the faculty shall be characterized by mutual support, good communication and cooperation. The Principal represents the faculty to the Board. From time to time, teachers and/or administrative team members may be invited to share information with the Board on matters concerning the school. The board shall have no role in hiring, evaluating, terminating, or renewing professional and/or support staff.

ARTICLE IV
Membership

A. Membership Defined

The Board shall consist of thirteen (13) members approved by the Principal and appointed by the Pastor. The Principal and the Pastor shall serve as ex officio members of the Board without voting rights. The Principal shall serve as the Board's administrative officer.

B. Categories of Membership

The membership of the Board shall be as follows:

1. Parents;
2. Alumni/Parents of Alumni;
3. Leaders within Civic, Business, and Professional Communities
4. Area educators and/or Religious leaders
5. Parishioners

Internal Board policy will establish the appropriate ratios for the above defined membership categories and will ensure an appropriate distribution of members by constituent categories. Only one immediate family member shall serve on the Board at any particular time. Terms of office will be for three years with a member being eligible for a second consecutive three year term.

C. Criteria for Membership

Board members shall meet the following criteria:

1. Interest in and commitment to Catholic education in general, and a specific commitment to the mission and philosophy of Holy Name School.
2. Availability to attend meetings and periodic in-service programs and to participate in committee work.
3. Ability to maintain high levels of integrity and confidentiality
4. Ability to deal with situations as they relate to the good of the educational mission and ministry of Holy Name Parish and Holy Name School
5. Capacity to give witness to Catholic values and morals within the school and parish community.
6. Willingness to participate in and provide leadership for resource development programs for the school

D. Nominations

The Board shall establish an internal policy with regard to nominations. An open letter will be published each year to Parishioners of Holy Name Parish and Parents of Students enrolled at Holy Name School inviting them to write to the Pastor indicating their interest in serving as a member of the Board. New members will be nominated by a vote of current members at the August meeting and begin their term at the October meeting.

E. Exclusions

Employees of the parish and school may not sit on the Board.

F. Appointment and Terms

Each Board member, other than one who serves ex officio, shall be appointed by the Pastor for a three-year term. Ex officio members shall serve only during the time he/she serves in the designated position for which they were appointed.

Board members may be reappointed provided, however, that no Board member shall serve more than two terms consecutively. Board members shall be eligible

for reappointment after not serving on the Board for one year.

G. Resignation and Removal of Board Members

Any Board member may resign at any time by giving written notice to the chairperson of the Board. Such resignation shall take effect at the time specified therein.

A Board member may be removed by the Pastor if he determines that removal is in the best interest of the school and parish.

H. Vacancy

Any vacancy on the Board may be filled by the Pastor upon recommendation of the Board chairperson and the Principal for the unexpired portion of the term in the same manner as provided for the original appointment.

I. Attendance

Any Board member who is absent from three (3) successive, regular Board meetings or a total of three (3) Board meetings in a year shall be deemed to have resigned as a Board member unless reinstated with written approval of the Pastor.

**ARTICLE V
Officers**

A. The officers of the Board shall be the chairperson, vice-chairperson, and secretary. They shall be elected annually by the Board membership subject to ratification by the Pastor.

B. The election of officers shall take place at the October meeting.

C. Duties

The duties of the officers shall be:

1. Chairperson: the chairperson shall preside at all regular and special meetings of the Board. The chairperson, with Board approval, shall have authority to assign additional duties and responsibilities to individual Board

members.

2. Vice-Chairperson: In the absence of the chairperson, the vice-chairperson shall perform all the duties of the chairperson.

3. Secretary: The secretary shall be responsible for keeping accurate minutes; for keeping a record of the appointment of all committees of the Board; and for all correspondence. The secretary shall also be responsible for keeping a permanent record of terms, attendance and committee assignments, and all reports, and documents relating to Board activities. The secretary shall ensure that the permanent record of terms, attendance, committee assignments, all reports, and documents relating to Board activities, including policies, minutes, and agendas, shall be maintained in the Principal's Office. The secretary, in cooperation with the Principal acting as administrative officer to the Board, shall ensure the timely distribution of the Agenda and Minutes to the Board Members prior to a Board meeting.

4. Terms: The term of office for Board officers, except the administrative officer (the Principal) and the Pastor, who serve ex-officio, shall begin with their election in October and end with the election of their successor the following year. A second consecutive term is allowed.

ARTICLE VI

Meetings

A. Regular Meetings

Regular meetings of the Board shall be held bi-monthly, at least six (6) times a year.

B. Special Meetings

Special meetings may be called by the Pastor, the Principal, the Chairperson, or by written request to the Pastor of one third (1/3) of Board members. Written notice must be provided at least five (5) days prior to special meetings.

C. Meeting Protocol

All regular meetings of the Board shall be posted in the parish bulletin, school memos and on the school website. The Agenda should be given to all members at least one week before the scheduled meeting. The Board shall establish an internal policy addressing how and when non-Board members may attend a meeting and address the Board.

**ARTICLE VII
Rules of Order**

A. Consensus

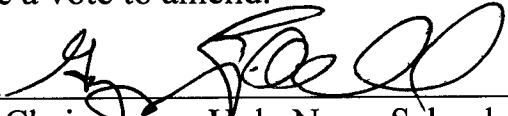
The Board shall use discernment and consensus in assisting and advising the Pastor and Principal. Consensus building is the appropriate mode of decision making for the Board. Effective boardmanship means being able to hold the minority viewpoint when voting on a given issue, then openly supporting the majority vote or consensus position taken by the Board.

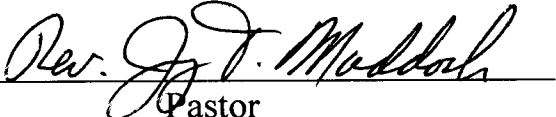
B. Quorum


A simple majority of the voting members of the Board shall constitute a quorum for each meeting.

**ARTICLE VII
Amendments**

This Constitution and these bylaws may be amended by a two-thirds (2/3) majority vote of the Board and the written approval of the Pastor. Board members must receive written notice of the amendments and copies of proposed amendments one month before a vote to amend.

Adopted by:  Date: 9/9/13
Chairperson, Holy Name School Advisory Council

Approved by:  Date: 9/9/13
Pastor

Approved by:  Date: 9/9/13
Principal