

**BYLAWS FOR SACRED HEART PARISH
BOARD OF RELIGIOUS AND ACADEMIC EDUCATION
WEST DES MOINES, IOWA**

ARTICLE I

The name of this advisory body is the Board of Religious and Academic Education (Board of Ed), and it shall be responsible for all aspects of formal education programs in the primary areas of catechesis, specifically including catechetical programs for children, children's faith formation, youth ministry, weekday preschool, and the Catholic School.

**ARTICLE II
NATURE AND FUNCTION**

SECTION 1. The nature and function of the Board of Ed are articulated and contained in Article II of the Board of Ed's Constitution.

SECTION 2. The Board of Ed shall take the additional, specific actions to carry out its duties contained in Article II of the Board of Ed's Constitution:

- (a) The goals and objectives shall be stated in a long-range plan.
- (b) Either at the first meeting in August of each year, or at a meeting either prior to the first meeting or shortly thereafter, the Board of Ed shall come together to develop objectives and a plan for the Board of Ed for the year. Such objectives and goals shall be consistent with the long-range plan.
- (c) The plan and objectives shall also provide direction for the use of funds associated with fundraising efforts by either the Board of Ed and/or Home and School.

**ARTICLE III
MEMBERSHIP**

SECTION 1. Membership on the Board of Ed shall be consistent with the membership requirements contained in Article III of the Board of Ed's Constitution.

SECTION 2. The process for election to the Board of Ed shall be as follows.

- (a) In either February or March of each year, the Board of Ed's Secretary shall communicate to the Parish community the number of openings on the Board. Such communication shall minimally occur by publication in the weekly parish bulletin and on the School website. Candidates for open positions shall be required to complete an application, developed by the Board of Ed, and submit it to the Board of Ed for consideration. The

Board of Ed shall consider all applications at either its April or May meeting.

- (b) The Board of Ed shall vote on the applications by secret ballot. The applicants receiving the most number of votes by secret ballot shall be appointed to the Board of Ed.
- (c) Newly appointed Board of Ed members shall take office upon the first meeting of the Board in August of each year.

SECTION 3. In the event of a vacancy on the Board of Ed during the existing term of Board member, the Board of Ed shall consider all applicants for a Board of Ed position that were not chosen during the preceding Spring discernment process. In the event none of the previous applicants are willing to serve on the Board of Ed, the Board of Ed shall solicit new applicants to fill the vacant position. An applicant from the new pool of applicants shall be then appointed to the vacant position by majority vote of the voting members of the Board of Ed.

SECTION 4. Employees of entities falling under the jurisdiction of the Board of Ed may not serve on the Board. Further, immediate family members of employees of entities falling under the jurisdiction of the Board are also ineligible for the holding Board of Ed positions. Immediate family members are defined as the following: spouse, parent, sibling, and children.

ARTICLE IV OFFICERS

SECTION 1. The Officers of the Board of Ed shall consist of those positions listed in Article IV of the Board of Ed's Constitution.

SECTION 2. The election of Officers to the Board of Ed shall be as follows:

- (a) The Officers of the Board of Ed shall be elected by a simple nomination during an open meeting. Beginning with the President, the floor is open for nominations. A nomination by one member is adequate, and a Board of Ed member may nominate himself or herself.
- (b) After nominations are received, a secret ballot election shall occur for each Officer position where there is more than one candidate nominated. The election of Officers shall be in the following order: Secretary, Treasurer, Vice-President, and President. Each Officer position shall be elected using this procedure.

SECTION 3. The removal of Officers of the Board of Ed shall occur as follows:

- (a) Each officer shall hold office until he or she resigns, is removed by the Board, is otherwise disqualified to serve, or until his or her successor take office, whichever event occurs first.

- (b) Officers shall be removed from the Board of Ed for cause only in the manner prescribed in Article III, Section 7 of the Board of Ed's Constitution.

SECTION 4. The duties of the Officers of the Board of Ed are as follows:

- (a) The President shall preside at all regular and special meetings of the Board; shall appoint committees, and in general, the President shall perform the duties relative to the office of President. The President shall provide monthly reports to the Board.
- (b) The Vice-President shall perform the duties of President at the request of or in the absence or incapacity of the President. The Vice-President, or his or her designee, shall be an ex officio member of the parish Pastoral Council. If necessary, the President may designate another representative to the Pastoral Council.
- (c) The Treasurer shall be responsible for preparation of the budgets falling under the jurisdiction of the Board of Ed in coordination with the administrators of those programs and the Parish Business Manager. The Treasurer shall present the budget for Board and Finance Council approval. The Treasurer shall make, at a minimum, quarterly budget reports to the Board.
- (d) The Secretary shall be responsible for the minutes of Board meetings, which shall constitute the written record of all acts of the Board of Ed; shall conduct, receive, and dispose of all correspondence as directed; preserve reports and documents; be responsible for ensuring the timely updating of Board of Ed policies; and in general, perform all duties incident to the office of secretary. The Secretary shall also provide a copy of the Board minutes to the following: the Diocese; Board members, including ex-officio members; and the Parish community by ensuring the posting of the minutes on the School website.

ARTICLE V STANDING COMMITTEES

SECTION 1. The Board of Ed shall establish the following standing committees/liasons to assist in carrying out the duties of the Board:

- (a) Marketing;
- (b) School Improvement Advisory;
- (c) Human Resources/Board Policies;

- (d) Activities and Athletics;
- (e) Finance;
- (f) Children's Faith Formation/Youth Ministry;
- (g) Technology;
- (i) Buildings and Grounds; and
- (j) Sacred Heart Plus.

SECTION 2. Each Board of Ed member shall serve on a committee. The Board of Ed's Secretary shall serve on the Human Resource/Board Policies Committee. The Board of Ed's Treasurer shall serve on the Finance Committee.

SECTION 3. The committees shall meet from time to time during the school year as necessary, but no less than at least one time, to perform or assist with the necessary duties of the committee. Each committee shall provide a report to the Board at least once during each year during a regular Board meeting.

SECTION 4. The duties of the committees shall be outlined in an Addendum to the Bylaws of the Board of Ed.

ARTICLE VI BOARD MEETINGS

SECTION 1. The Board shall meet on the third Tuesday of every month except in the month of July. The location shall be determined annually. In the event that there is a School or Parish conflict with a Board meeting, the monthly meeting of the Board may be moved to a different day where the Board may be able to establish a quorum.

SECTION 2. The agenda shall be developed and implemented as follows:

- (a) The agenda shall be prepared by the Board of Ed's President and distributed by the Board of Ed's Secretary no later than the Friday preceding the Board of Ed's meeting. All reports, including the administrations' reports, shall be received by the Secretary no later than by the Thursday preceding the scheduled meeting.
- (b) Prior to the preparation of the agenda, the President shall discuss agenda items with administrators. Additionally, any other person interested in being on the agenda shall contact the President one week prior to the meeting as required by Article V, Section 6 of the Board of Ed's Constitution.

(b) The agenda for the Board's regular meeting shall be as follows:

SACRED HEART PARISH
BOARD OF RELIGIOUS AND ACADEMIC EDUCATION
Location, Date, and Time

- I. Opening Prayer
- II. Roll Call
- III. Approval of Minutes
- IV. Open Forum/Visitors
- V. Liaison Reports
- VI. Administrator Reports
- VII. Old Business
- VIII. New Business
- IX. Committee Reports
- X. Officer Reports
- XI. Adjournment

SECTION 3. In addition to the monthly meetings of the Board, the Board shall hold an annual strategic planning meeting near the start of each school year. The purpose of the annual strategic planning meeting shall be to work on the Board's long-range strategic plan and to develop specific plans and objectives for the current school year. The President shall develop the agenda for the annual strategic planning meeting.

ARTICLE VII
LIABILITY

Any person serving as a member of the Board or who serves in and advisory capacity to the Board shall be immune from civil liability and shall not be subject to suit directly or by way of contribution for any act or omission resulting in damage if such person was acting in good faith and within the scope of his or her official capacity, unless such damage was caused by willful and wanton or grossly negligent conduct of such person.

OFFICIAL SIGNATURES

Pastor

Heather Strang

President

Board of Religious and Academic Education

Maria Baynes

Vice President

Board of Religious and Academic Education

Jeff Windsor

Secretary

Board of Religious and Academic Education

Jim McKinnis

Treasurer

Board of Religious and Academic Education

10/18/18

Date

APPROVAL

This Constitution is approved by the Diocesan Catholic Schools Board

Tracy Bonday

Executive Officer

Diocesan Catholic Schools Board

Dated: 3/20/19

Addendum to the Bylaws of the Board of Religious and Academic Education Standing Committees

The members of the Board of Ed fulfill their mission of service to the parish through the organization of the following permanent committees. The success of their work, however, rests on the time and talent of additional volunteers drawn from the Parish community. We welcome interested volunteers to read the description of each committee's function and consider selecting one on which to participate during the school year.

Marketing

The Marketing Committee is tasked with marketing the Parish's educational programs both within the Parish community and the larger committee with the aim to help ensure a full capacity of students in educational programs provided by Sacred Heart Parish. The emphasis of the Marketing Committee shall include assistance with the maintenance of the School website, distribution of marketing material, and contributing to Diocesan-wide marketing efforts.

School Improvement Advisory

The School Improvement Advisory Committee shall assist in evaluating school-wide needs and develop appropriate actions to meet those needs. This effort is led by the school's administration. (Under Iowa law, every school must maintain a School Improvement Advisory committee).

Human Resources/Board Policies

The Human Resources/Board Policies Committee is tasked with aligning the needs and skills of the educational staff with resources of the Parish community; consulting, as needed, with respect to Human Resources decisions; and developing Board policies. The Human Resources/Board Policies committee shall be chaired by the Board of Ed's Secretary.

Activities and Athletics

The Activities and Athletics Committee shall assist in coordinating the usage of Parish facilities and the monitoring of student athletic programs.

Finance

The Finance Committee shall assist the Board of Ed's Treasurer with maintain the financial health and stability the entities falling under the Board of Ed's jurisdiction. The Finance committee shall be chaired by the Board of Ed's Treasurer.

Children's Faith Formation/Youth Ministry

The Children's Faith Formation/Youth Ministry Committee shall assist the CCF and YM administrators with the coordination, implementation, and promotion of these programs, which

shall also include an emphasis on whole community catechesis, the growing of the Hispanic ministry, and the growing of the Sunday preschool program.

Technology

The Technology Committee shall evaluate the technological needs of the School, monitor the use of resources, and collaborate with the School administration and staff.

Buildings and Grounds

The Building and Grounds Committee is tasked with identifying and assisting the Parish and School administrators with ensuring that the facilities under the jurisdiction of the Board of Ed are up to code and in good and working order.

Sacred Heart Plus

The Sacred Heart Plus Committee shall work with the administrators of Sacred Heart Plus in addressing and supporting the needs of the before and after school programs along with the Sacred Heart Plus Summer Program.