

**BLESSED SACRAMENT PARISH SCHOOL ADVISORY BOARD  
BY LAWS.**

ARTICLE I  
TITLE

The name of this body shall be the BLESSED SACRAMENT PARISH SCHOOL ADVISORY BOARD, Springfield, Illinois, hereinafter referred to as the BOARD.

ARTICLE II  
PURPOSE AND FUNCTIONS

Section 1. This Board is an advisory body in matters pertaining to educational programs and facilities of the parish school. The purpose of the Board is to advise the pastor in the establishment of policy relative to the parish school and to advise the principal in the implementation thereof.

Section 2. The Board shall consider all aspects of the formal educational programs of the parish school. In the development of its policies, it must ensure that these follow the intent and spirit of the policies laid down for the Diocesan system by the Diocesan Board of Catholic Education. It shall have as a most important duty, implementing at the local level the policies of the Diocesan Board of Catholic Education.

Section 3. The following is a list of functions to be performed by the Board. It is not intended to be an exclusive list and does not limit the Board from performing any function or task necessary for the accomplishment of its goals.

- a. To advise the pastor in the formation of a statement of mission for the educational mission of the parish school.
- b. To advise the principal in the formation of philosophy and goals for the parish school and to ensure that there is a continuing evaluation of these.
- c. To ascertain the needs of the educational program of the parish school and to advise the pastor on policies to satisfy those needs.
- d. To ensure that the policies of the Diocesan Board are implemented at the local level.
- e. To advise in the formation of additional policies which are necessary.
- f. To act as a liaison body with the appropriate public educational authority.

- g. To seek a better understanding and wider support of Catholic education within the parish and the community.
- h. To establish and coordinate long-range planning.
- i. To establish a program that will provide the necessary resources to implement programs and activities.
- j. To develop in conjunction with the principal and the Parish Finance Council the annual budget and recommend its approval to the pastor.
- k. To recommend policies relating to planning, operating and maintaining facilities and equipment.

ARTICLE III  
MEMBERSHIP.

Section 1. The Board shall consist of eleven voting members

- a. The Pastor and the Principal are ex-officio non voting members.
- b. The voting members shall be members of Blessed Sacrament Parish and shall be comprised as follows: One shall be the president of the Home/School Association, a maximum of four members shall be a parent of Blessed Sacrament student and six board members shall be members of the Parish with no children enrolled at Blessed Sacrament School.

Section 2. Each of the ten elected members of the Board shall serve three year terms. The terms of the ten members shall be staggered.

Section 3. Parishioners twenty-one years and older shall be eligible to become members of the Board provided they are not:

- 1. Paid employees of the school.
- 2. Parents, offspring or spouses of full-time employees, or permanent part-time faculty members.

Section 4. Each Board member shall be eligible for two consecutive full terms. No member shall serve more than two consecutive full terms without an interval of at least one year.

Section 5. Vacancies of members of the Board occurring in the period between election shall be filled by the Pastor after consulting with the members of the Board.

Section 6. The annual vacancies on the board shall be announced on the first Sunday of March each year in the Parish bulletin. Individuals interested in serving on the Board have until the last Sunday in March to advise a member of the Board of their interest. The Board shall promptly convey the names of all interested individuals to the Pastor along with its recommendations. The Pastor shall announce the new appointments by the last Sunday of April.

#### ARTICLE IV OFFICERS

Section 1. The officers of the Board shall consist of the President, the Vice-President and Secretary, all of whom shall be elected annually by the board membership at the meeting in May.

Section 2. All voting members of the Board are eligible for any office.

Section 3. The duties of the officers shall be as follows:

- a. President. Shall preside at all the meetings of the board and shall see that all orders and resolutions of the Board are carried into effect.
- b. Vice-President. In the absence of the President or in the event of his/her inability or refusal to act, the Vice-President shall perform the duties of the President and such other duties as from time to time may be assigned to him/her by the President of the Board. The Vice-President may also preside at the request of the President at any meeting of the Board at which the President desires to move, second or discuss a resolution of the Board.
- c. Secretary. Shall keep minutes of all meetings of the Board and see to their accurate reproduction and transmission to all designated parties (members, Office for Catholic Education, and others designated by the Board), be responsible for all correspondence of the Board and in general, perform all of the duties incidental to the office of Secretary.

#### ARTICLE V MEETINGS

Section 1. The Board shall meet regularly on the fourth Thursday of each month with the exception of the months of November and December, when they will meet on the first Thursday of December. Special meetings may be called by the Pastor or the president as needed.

Section 2. All meetings of the Board shall be open to the members of Parish and the parents of the children in attendance at Blessed Sacrament. The right of such non-members and

visitors to address the Board shall be limited to those whose petition has been submitted for the agenda at least two (2) days in advance of the meeting.

Section 3. Executive sessions can be declared by the Board. Only Board members have the right to attend such sessions.

Section 4. For the purposes of transacting official business, it shall be necessary that a simple majority of the total voting members be present at all meetings.

Section 5. The rules of parliamentary practice contained in ROBERT'S RULES OF ORDER shall govern the proceedings of the Board.

## ARTICLE VI COMMITTEES

Section 1. The following are established as Standing Committees of the Board.

EXECUTIVE  
POLICY (FORMATION)  
BUDGET-FINANCE  
PUBLIC RELATIONS' (DEVELOPMENT)

Section 2. Special Committees. The Board may establish other committees to assist them in addressing special situations. Said committees may be composed of Board and non-Board members.

Section 3. Membership. Every Board member shall serve on at least one Standing committee. Membership on the Standing committee shall be reserved to Board members unless the Board decides to extend this membership to others. Special Committees shall consist of a minimum of two Board members and others appointed annually by the President of the Board with the exception of the Executive Committee.

Section 4. Committee Chairs. The Chairs of all Board committees shall be Board members. The President of the Board shall annually appoint the Chair and members to all Board Committees.

Section 5. Vacancies. Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

Section 6. Quorum. Unless otherwise provided in the resolution of the board designating a committee, a majority of the whole committee shall constitute a quorum. The act of a majority of the members present at a meeting at which a quorum is present shall be an act of the committee.

ARTICLE VII  
AMENDMENTS

These bylaws may be amended by the Pastor upon recommendation of the Board. Such recommendations are made by a vote of one more than a simple majority of the members present at any regular meeting.

Proposed amendments must be presented to the Board at least two weeks prior to voting on such.

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Date