

## *Sacred Heart Lumen Christi Bylaws*

*The Sacred Heart Lumen Christi Award* is the highest distinctive honor bestowed by Sacred Heart School upon those who have made outstanding and distinguished efforts in one's profession or to Sacred Heart School, and whose efforts reflect honorably on the mission and ministry of Catholic education.

The Sacred Heart Lumen Christi Award shall be awarded to those individuals who, in exemplary fashion, demonstrated the fundamental and essential qualities of "Light Bearers" of Christ and Catholic education.

1. The Sacred Heart Lumen Christi Award may be given to any individual associated with the Sacred Heart School community to include, friends, former faculty or staff members or an alumnus of Sacred Heart. The award does not have to be conferred if suitable candidates are not submitted.
2. This Award will be presented every other year at a banquet held the last Friday in October. The award may be given to an individual, a couple, or a group. The award may be posthumously bestowed.
3. If a nominee is not selected as an award recipient in a given year, his or her nomination may be considered in the next two (2) award years. Individuals may be re-nominated after this time.
4. While nominations can be made at anytime, nominations must be submitted by April 15 of the award year. Nominations must be submitted to the Lumen Christi committee via the Sacred Heart Parish office, by fax, mail or e-mail.
5. The Lumen Christi Committee will review each nomination and establish the eligibility of the nominee. Using the Sacred Heart Lumen Christi Rating Form, the Committee will select the recipients. Once recipients are confirmed, the Committee will notify confirmed nominees. (The nominee has right to accept or decline).
6. The honoree must be available to attend the Lumen Christi celebration in October. If this is a posthumous award, a close relative must agree to accept the award in their name. If this is an alumni award, the individual must have graduated from Sacred Heart more than ten years ago. A faculty or staff member must have left Sacred Heart at least two years before the award can be given.
7. An announcement of the recipients will be made in an upcoming Sacred Heart Church bulletin and advertising of the event will commence. Recipients will be contacted by a Committee member(s) to provide biographical data for the award ceremony.