

**BYLAWS
OF
BOURGADE CATHOLIC HIGH SCHOOL
ADVISORY BOARD**

ARTICLE ONE

The name of the organization is: BOURGADE CATHOLIC HIGH SCHOOL ADVISORY BOARD.

ARTICLE TWO

The Bourgade Catholic High School Advisory Board, hereinafter referred to as the “Board” shall render advice and assistance to the Administration of Bourgade Catholic High School.

The areas in which the board will offer advisement are:

- Planning (long range planning, strategic planning)
- Policy Development (formulating policies that give general direction for administrative action)
- Financial (including budgeting and general financial policy)
- Development (including public relations and marketing)
- Student Spiritual and Academic Development
- Extracurricular Activities (student social and athletic events)
- Recommendation of the selection of the principal through the Diocesan Search Committee
- Facilities planning and management

The board is advisory in the following sense: The members cannot act apart from the administrative team and cannot make decisions binding for the school education program without the approval of the administrative team. All board decisions will be consistent with Diocesan educational philosophy and policy.

ARTICLE THREE

MEMBERSHIP OF THE BOARD

Section 1 Membership

The board shall consist of no less than 7 or more than 15 voting members as determined by the need of the board. Membership shall include: two members of the clergy (*at least one member of the clergy*), a member of the Alumni, and the president or a designated officer to the Parent Organization(s) At least three of the board members must be parents of students. *The Principal, Director of Finance, Director of Development and Alumni Director serves ex officio without a vote.*

Ad hoc members will be appointed to the board as the need arises.

Section 2 Term

All voting Board members, with the exception of the Principal (*and ex-officio members*) who serves as ex officio, will serve a term of three (3) years. Members may serve an additional term or a maximum of six (6) years. Members must be retired from the Board for a minimum of two (2) years before reapplying for Board membership.

Section 3 Resignation

A member may resign from the Board at any time. This should be done in writing and submitted to the Principal and Board President.

Section 4 Vacancies

The Nominating Committee shall address vacancies on the Board. Board nominees will need an affirmative vote by the majority of the remaining members. The person elected will complete the term of the vacancy.

Section 5 Voting

At every meeting of the Board each voting member shall be entitled to one vote. All elections shall be had and all questions (issue's) decided by a majority vote of the voting members at a meeting having at least a quorum present.

Section 6 Removal of Members

Officers of the Board or any member of the Board may be removed from membership or from any office by the affirmative vote of the simple majority of

members at any regular meeting or at a special meeting called for that purpose. Grounds for removal include conduct detrimental to Bourgade Catholic High school, lack of sympathy with its objectives or refusal to render reasonable assistance in carrying out Bourgade Catholic High School mission or those of the Board.

Any Board member who has three (3) unexcused absences from Board meetings in an eleven (11) month period will result in the member's automatic removal from the Board. Notifying the Board President or Principal constitutes an excused absence. Board member's with two unexcused absences shall be notified by the Board President that a third unexcused absence will result in the member's automatic removal from the Board.

Section 7 Nominations-Election-New Members

The Nominating Committee shall consist of the Principal and two other Board members appointed by the Board President at the December meeting. (**If no expiring terms or vacancies, the committee will not be formed and the board same remain the same**) The Nominating Committee will invite eligible candidates to place their names in nomination for vacant Board positions during the months of February and March. Nominations may be made from the floor with the consent of the nominees. Board nominees will attend either the April and/or May Board meeting. The Board will elect new members by majority vote at the May meeting. The new members will attend the June meeting to become acquainted with the Board function. The August meeting being their first official meeting as a voting member.

ARTICLE FOUR OFFICERS

Section 1 Officers Named

Officers of the Board shall be: President, Vice-President and Secretary.

Section 2 Manner of Election

1. Officers (**vice -president and secretary**) shall be elected by majority vote of Board members for a term of one year.
(A succession of officers will be in place - the vice -president will become President and the retiring president will serve one year as an ex-officio member in the role of Past President)

2. In case of vacancy in any office of the Board, a majority of the Board then in office shall elect an officer to fill such a vacancy and the officer so selected shall serve until the next regular election.

3. Officers may be re-elected for an additional term of one year.

OR ***No changes in above but include Past President role***

Section 3 Time of the Election

The election of officers shall take place at the June meeting of the Board. New officers will preside at the August meeting.

ARTICLE FIVE

DUTIES OF THE OFFICERS

Section 1 President

The President shall be a person who has been on the Board for one year.
(The President shall preside at all regular and special meetings of the Board, shall vote on motions, make appointments of chairpersons of all standing committee of the board, shall have the authority to create ad hoc committees and appoint members thereto, shall see the functions of the Board committees are being properly preformed, shall plan and organize the agendas of the Board meeting in consolation with the Principal, shall insure the Board decisions are implemented.)

The President shall preside at all meetings of the Board and shall have and exercise general charge and supervision of the affairs of the Board and do and perform such other duties as any be assigned by the Board.

Section 2 Vice-President

At the request of the President, or in the event of his/her absence or disability, the Vice-President shall perform the duties and possess and exercise the powers of the President.

Section 3 Secretary

The secretary shall have charge of such documents and papers as the Board may determine. If a recording secretary is not present, the secretary shall keep the minutes of the Board and shall perform all the duties incident to the office of secretary, subject to control of the Board.

ARTICLE SIX

COMMITTEES

Section 1 Standing Committees

There shall be such standing committees as are necessary for the conduct of the business and program of the Board.

Executive Committee

The members of the Executive Committee are the Principal and Officers of the Board. The Executive Committee shall have the authority to act on behalf of the Board between Board meetings when such action is required. All actions of the Executive Committee shall not conflict in any way with policies or previous action established by the Board or Diocesan policy.

Finance Committee

(Membership to include Director of Finance, board member(s), parents and any outside representative deemed necessary).

Development Committee

(Membership to include Director of Development, Alumni Director, board member(s), parents and any outside representative deemed necessary).

Buildings and Grounds Committee

(Membership to include Director of Finance, board member(s), parents and any outside representative deemed necessary).

School Improvement Committee/

(Strategic Long Range Planning)

Nominating Committee

(See Article Three Section 7)

Section 2 Ad Hoc Committees

Ad Hoc Committees may be created by the President with the approval of the Board.

Section 3 Chairman

The President shall appoint the chairman of ad hoc committee's with the approval of the Board. Chairman of the committees shall report on their activities at such times as the President may direct.

(may delete if included in President duties)

ARTICLE SEVEN

MEETINGS

Section 1 Regular Meetings

Regular meetings beginning in August and continuing through June of each scholastic year shall be held at monthly intervals on a date selected by the Board. Regular meeting dates, time and place shall be determined and publicized each year.

Section 2 Special Meetings

Special meetings of the Board may be called at any time by the President or Vice-President *(and Principal)* and must be called by the President or Secretary upon the request of four (4) members of the Board.

Section 3 Executive Session

Any voting member of the Board may request during the conduct of any regular or special meeting that the meeting convene an executive session, at which time non-voting members and any guests will be excused except at the invitation of the voting member requesting the session or the Chairperson.

ARTICLE EIGHT

QUORUM

A total of two-thirds (2/3) of the current voting membership of the Board shall be required to constitute a quorum for the transaction of business at all meetings.

ARTICLE NINE

RULES OF ORDER

In order to make the best decisions, the consensus method of decision-making should be used. When the Board is unable to reach consensus, a vote should be taken and the minutes should reflect the different positions and appropriate reasons. In cases involving voting and business procedures, Robert's Rules of Order, Revised, will be used.

ARTICLE TEN

AMENDMENTS

These Bylaws may be amended at any regular or special meeting of the Board by a majority vote having at least a quorum present. The proposed amendment(s) shall have been submitted, in writing, to the Members of the Board at least (one to two) two weeks prior to the meeting at which it is to be voted upon.

Revised 4/2000

Biographical Sketch for School Advisory Board Nominees

Name: _____ **Home Phone:** (_____) _____

Address: _____ **City:** _____ **Zip:** _____

Spouse: _____ **BCHS Student:** _____

Parish: _____ **Occupation:** _____

Educational Background:

High School: _____ **City:** _____

College: _____ **Degree:** _____

Graduate: _____ **Degree:** _____

Community Service Activities: _____

Interests/Hobbies: _____

In which capacity would you be willing to serve on the Board and why?

Have you ever served on a School Board before? When, where and in what capacity?

Statement of your Educational Philosophy: (Please use reverse side)