

SACRED HEART SCHOOL BOARD BY-LAWS

Article I: Election of Members

Section I.

At least two members shall be elected each year during the month of April and take office at the May meeting.

Section II.

Notice of the election date the time, the place, the candidates, and information about the candidates shall be made available to the members of Sacred Heart and Our Lady of the Rosary Parishes no later than one week before the election.

Section III.

In March, the board shall accept nominations for any vacant elected position on the Board. A minimum of three (3) candidates for each two vacancies on the Board shall be the goal.

Section IV.

Any Sacred Heart or Our Lady of the Rosary parishioner, eighteen years of age or older, or a parent/guardian (Catholic or non-Catholic) of a student currently enrolled in Sacred Heart School shall be eligible to vote.

Section V.

The nominee's position with the highest number of votes shall be elected to the Board.

Section VI.

Election of members shall be by secret written ballot.

Section VII.

In the case of a vacancy, the Board shall appoint a new member who shall serve until the next annual election of School Board members. At such annual election, a member shall be elected to complete the unexpired term of the office which was declared vacant and filled by appointment.

Article II: Appointment of Members

Section I.

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Two (2) members of the board shall be appointed by the Pastor / Parish Life Director every two years during the month of April and take office at the May meeting. One member shall be appointed by Sacred Heart parish, and one by Our Lady of the Rosary Parish.

Article III: Election of Officers

Section I.

Officers shall be nominated and elected at the May meeting of the Board, and shall take office immediately. A simple majority vote of those present is necessary for election.

Section II.

Nominations shall come from any member of the Board.

Section III.

Election shall be by secret written ballot, except as amended by the Board.

Article IV: Meetings

Section I.

Any member who misses three or more regular meetings without being excused is liable to dismissal, at the discretion of the Board. This issue shall be decided by secret written ballot, except as amended by the Board.

Section II.

- a) Meetings shall be conducted by consensus. Motions that require vote for approval will be decided by Majority Vote. Majority Vote shall be defined as 50% + 1 of members present casting a vote when the issue is at an impasse.
- b) Should a Board member not be able to be physically present at the place of assembly when an issue requires Board members to cast a vote, and, it is known that such Board member desires to cast his/her vote on the issue being discussed, the Board officers will ensure that the absent member has the opportunity to cast it. Any available telecommunication resource shall be used to this purpose.

Section III.

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All votes other than those specified in the By-Laws shall be by consensus or hand votes when necessary. The vote shall be "For", "Against", or "Abstaining".

Section IV.

The regular meetings of the Board shall be held on the fourth (4th) Tuesday of each month at 7:00 p.m. or as amended by the Board at their previous meeting.

Section V.

A special meeting may be called by the president or any two members of the Board by giving sufficient notice of the meeting to the Board Members. Sufficient notice of the meeting may be given in any of the following manners:

1. By personally informing the Board members of the meeting,
2. By emailing to the email address on record for the Board members a written notice of the meeting 12 hours prior to the meeting,
3. By depositing in the U.S. mail, a written notice of the meeting addressed to the Board members' residence 72 hours prior to meeting, or
4. By leaving a written notice of the meeting at the members' residences 12 hours prior to meeting.

Section VI.

Six (6) or more voting members shall constitute a quorum.

Section VII.

The proposed monthly meeting agenda shall be set by the Executive Committee. At the beginning of each meeting, the Board members present shall vote to approve the agenda as proposed or with changes as established at the meeting.

The Executive Committee shall meet the week prior to the scheduled Board meeting and set the proposed agenda. Any Board member or Sacred Heart community member can request an item be included in the agenda by contacting the Principal or Board president, vice-president or secretary on or before the Tuesday prior to the next regularly scheduled Board meeting. The Executive Committee will determine if the item/issue will be included on the agenda.

Also, should an item/issue of significant importance arise between said Tuesday and the meeting, the request may be made prior to the meeting. The Board will determine if the item/issue will be included on the agenda.

The Board shall attempt to have all items presented on the agenda and read at least once prior to taking any action. This reading would occur one month and action would

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be taken the following month. In the event the item/issue is determined by the Board to require immediate action, such will be taken.

Article V: Dismissal

Section I.

A Board member may be terminated for good cause (determined by the discretion of the School Board). This requires a positive vote of six (6) members. Voting to terminate a Board Member will take place at a regular or special meeting, if each member of the Board has been given at least seven (7) days advance notice of the meeting. Any Board Member whose termination is subject to a vote shall have the right to present his / her views on the termination, be present for the discussion, and vote.

Article VI: Amendments

Section I.

These by-laws may be amended by a majority of voting members during a regular School Board meeting; the amendment having been presented in writing at the preceding regular meeting. Such amendments will be submitted to the Parish Council for approval before becoming effective.