

**Constitution  
Of the  
Sacred Heart Academy School Board**

**Article I: Name**

The name shall be the Sacred Heart Academy School Board ("BOARD"). This BOARD is organized under the auspices of Sacred Heart Parish; Mt. Pleasant, Michigan ("PARISH") through it's Pastor ("PASTOR"), and the Diocese of Saginaw ("DIOCESE"). The Academy's School Board shall be considered a special committee of the Sacred Heart Parish Council.

**Article II: Purpose**

The BOARD has the responsibility to:

- A. Insure that the "Mission Statement" of Sacred Heart Academy is followed and implemented to the fullest extent possible. Sacred Heart Academy, a Catholic school founded in 1889, is committed to the mission of Jesus Christ. With our families and faith community, we provide a balanced curriculum to strengthen mind, body and spirit so our students can achieve their full potential.
- B. Be aware of and support a School Improvement Plan and planning process.
- C. Assist the PASTOR in overseeing the overall operations of Sacred Heart Academy
- D. Develop and recommend policies that shall govern Sacred Heart Academy.
- E. Develop, recommend and monitor the annual budget.
- F. Recommend to the PASTOR the hiring and firing of the Principal and Assistant Principals
- G. Participate in the annual review of the Principal and Assistant Principals as requested by the PASTOR.
- H. Represent Sacred Heart Academy together with the PASTOR, Principal and Assistant Principals in School, PARISH, and community matters, concerns and functions.
- I. Adopt and Review By-Laws every 3 years or as needed.

## **Article III: Membership**

### **Section One: Composition**

The BOARD shall be composed of seven elected individuals (voting members). The Principal, Assistant Principals, Business Manager, and PASTOR shall serve on the BOARD ex-officio (non-voting members).

### **Section Two: Terms**

Each elected individual shall serve a three-year term. In the event that an individual agrees to serve an additional term, a majority vote by the seated BOARD members shall be necessary to approve reappointment. In this event, no election shall be required. If a majority vote in favor of reappointment is not obtained, the opening shall be posted as per Article III, Section Three. No individual may be reappointed or elected for more than two consecutive three-year terms. Terms shall begin on July 1<sup>st</sup> of the year following election and shall end June 30<sup>th</sup> of the year of expiration.

### **Section Three: Elections**

Membership is open to all adult registered members of the PARISH. Nomination for a vacancy is made by petition containing not less than fifteen (15) signatures of adult registered members of the PARISH. Nominating petitions shall be filed with the Election Committee, the Secretary of the BOARD or the PASTOR on or before 4:00 p.m. on the second Friday of April preceding the election. Voting shall take place by secret ballot after the regular Masses on the first full weekend in May. Each voter must be an adult registered member of the PARISH and may vote either in person or by absentee ballot.

An Election Committee is established which shall be comprised of two sitting BOARD members (not seeking election), and one member of the PARISH. The committee shall count, confirm and certify the election results, including the number of spoiled ballots. Results of the election shall be disclosed as soon as possible and by such means as the BOARD shall determine.

### **Section Four: Vacancy**

A BOARD vacancy may be filled by appointment of the majority of the entire BOARD for the unexpired term. Any individual appointed shall be an adult registered member of the PARISH. Notice of the vacancy shall be given at least fourteen (14) days before it is filled by posting in the Church Bulletin and by such other means, if any, as the BOARD may determine.

### **Section Five: Limitation**

Sacred Heart Academy staff (paid or unpaid) and his/her spouse, as the case may be, shall not be eligible to serve on the BOARD as a voting member. Officers of the PARISH council, PARISH Administration Committee, Sacred Heart Academy Athletic Association and the Home and School Association shall not be eligible to serve on the BOARD as a voting member.

Elected BOARD members shall all serve without compensation.

### **Section Six: Removal**

Any elected BOARD member may be removed with just cause by the unanimous vote of the other voting members.

BOARD members must maintain current account status to serve on the School BOARD. Accounts will include charges for tuition, fees, registration, lunch, latchkey, damages and any other fee charged for services provided by Sacred Heart Academy. Any member whose account is 30 days past due is considered delinquent and shall be notified by the BOARD President of their delinquent account status. Any member with an account balance of \$100.00 or more, that is 60 days past due, shall receive written notification from the BOARD President that they are removed from further BOARD service and a replacement will be found per Article III, Section Four.

## **Article IV: Officers**

### **Section One: Officers**

The officers of the BOARD shall be a President, Vice President, and Secretary. The officers will be elected at the June meeting by secret ballot to serve a term of one year commencing the following July 1<sup>st</sup>. In the event of a vacated officer position, the BOARD shall, within thirty (30) days of the vacancy, elect to serve the unexpired term.

### **Section Two: Duties**

The BOARD shall perform the duties as stated in the By-Laws.

### **Section Three: Limitations**

No elected BOARD member shall hold more than one office on the BOARD.

## **Article V: Meetings**

### **Section One: Regular Meetings**

The BOARD shall conduct meetings no less than once per month during the school year.

### **Section Two: Special Meetings**

The BOARD may hold a special meeting with notice given in a timely, responsible time frame.

## **Article VI: Committees**

The BOARD may establish standing committees, an executive committee, and ad hoc committee(s) as it deems appropriate.

## **Article VII: Parliamentary Procedure**

The BOARD shall follow the latest edition of Robert's Rules of Order in the conduct of its business and affairs.

## **Article VIII: Amendments**

Proposed amendments shall be in writing and shall be delivered to all BOARD members no less than thirty (30) days prior to the June meeting. Proposed amendments shall be considered properly delivered when delivered to BOARD members in hard copy or electronic form.

Once proposed and delivered as set forth above, the President shall be compelled to put the item on the June meeting agenda; allowing adequate time for discussion. The issue shall be voted upon at the June meeting. A count of hands shall constitute a vote, unless any member calls for a roll call or secret ballot.

Any amendment failing to get majority vote of the BOARD shall be deemed to have failed.

Revised June 2010