

# **SAINT CECILIA ROMAN CATHOLIC CHURCH**

## **STUDENT BOARD BYLAWS**

### **PREAMBLE. MISSION STATEMENT AND VISION**

#### **Saint Cecilia Roman Catholic School Mission Statement**

*Saint Cecilia School prepares students for life by providing an engaging, high-quality education, guided by the teachings of our Catholic Faith, where students live out the Gospel message of Jesus Christ.*

Saint Cecilia Roman Catholic Church, that is, our Parish, exists to spread the Gospel of Our Lord Jesus Christ and to bring salvation to the people within our Parish territory through adherence to the teachings of Our Lord's One, Holy, Catholic and Apostolic Church. To that end, our Parish has built and cultivated Saint Cecilia Roman Catholic School as a means of achieving this goal for future generation.

Our School now commissions a School Board to advance the Mission Statement, Philosophy and Objectives of the School through the combined efforts of willing participants who, by using their individual skills, talents and resources, desire to increase their success. The School Board works to aid and advise the Pastor of our Parish, the School Principal, and other Parish advisory councils and organizations to strategize and implement policy, to review the standards and needs of education, and to plan for the future vitality of the educational programs in the school.

### **ARTICLE I. NAME**

Section A. The name of this advisory body shall be the Saint Cecilia Roman Catholic Church School Board, hereinafter, referred simply as the School Board.

### **ARTICLE II. PURPOSE, DUTIES & RESPONSIBILITIES**

Section A. Purpose  
The purpose of the School Board is to advise the Pastor, or the Parochial Administrator<sup>1</sup> of the Parish, and the School Principal, on all matters related to the educational services provided by the school through member's participation as stewards of the mission of the Gospel. As an advisory body, the School Board has, therefore, been delegated the responsibility for the determination and evaluation of policies regarding the education of the children within the school's care. All policies are subject to ratification by the Pastor; wherein, authority is given to appoint, evaluate, terminate and approve all policies contained within these Bylaws. The School Board represents all areas of education, including the

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<sup>1</sup>A Parochial Administrator is a cleric designated by the Diocesan Bishop to take the place of the Pastor (Canon 539 of the *Code of Canon Law*). A Parochial Administrator has the same duties and rights as a Pastor, unless determined by the Diocesan Bishop (Canon 540 §1 of the *Code of Canon Law*).

Early Child Learning Center (ECLC), preschool, and elementary (grades Kindergarten through 8) of the Parish.

**Section B. Duties and Responsibilities**

1. Support the policies of the Diocesan Councils of Catholic Schools and Religious Education.
2. Advise the Pastor and the Principal on the educational programs of the school.
3. Review goals and objectives for the education programs to meet the needs of the people of the Parish.
4. Create a better understanding and support of Catholic education.
5. Be responsible for reviewing and advising on all policies of admission and enrollment at the school.
6. Be involved in determining the necessity of all new construction, renovation, and expansion of the educational facilities of the school. Upon such determination, the suggestion(s) will be forwarded to the Parish Finance Council.
7. At the discretion of the Pastor and School Principal, work with local and state school officials as deemed necessary.
8. As directed by the Office of Catholic Schools of the Diocese of Covington, the School Board shall offer reasonable assistance to home schooling families within the Catholic community who request it through the sharing of information and resources.
9. Establish standing and/or ad hoc committees according to need.
10. Report all activity to the St. Cecilia Parish Pastoral Council and receive guidance from said Council regarding the School Board's direction and initiatives.

**ARTICLE III. MEMBERSHIP**

**Section A. The Role of the Pastor**

The Pastor, as the spiritual father of the Parish, consults with the School Board in his governance and operation of the school. He directs the agenda, welcomes advice, receives inquiries, and balances this with the standards of the Diocese of Covington, the Commonwealth of Kentucky, and the Universal Catholic Church. As the shepherd of souls, he is responsible for creating an environment of open communication among the School Board members.

**Section B. Non-Voting Administrative Members**

Members of the Parish Administration, whose presence are required at School Board meetings, include:

1. The School Principal
2. The Early Child Learning Center (ECLC) Director
3. Other assigned clergy to St. Cecilia Roman Catholic Church

- Section B.     The Role of the School Principal  
As a member of the Parish Administration, the School Principal informs the School Board of all matters of School's operations. The School Principal acts in the name of the Pastor when he is not present.
- Section C.     Election and Approval of School Board Voting Members  
New members of the School Board shall be elected by the current members for the School Board by a simple majority vote. It is the Pastor's prerogative to ratify or veto the election results. Qualified candidates for election can self-nominate or be suggested by present School Board members, Parish Administrative Staff, or by the Parish-at-large.
- Section D.     Role of the Voting Members  
School Board members participate fully in the prayer and deliberation of the School Board. They are willing to participate in ongoing formation. They advise and provide recommendations to the Pastor and/or School Principal regarding the pastoral needs of the Parish, as well as general direction, priorities, goals and objectives, and short and long-range plans.
1. School Board members will abide by the Code of Ethics.
  2. Each School Board member has a solemn responsibility to keep the confidences they receive in their capacity as School Board members. Violation of this confidence may result in automatic termination of the Board member's term of office.
- Section E.     Qualifications of Voting Members  
Those eligible for membership in the School Board must:
1. Be at least eighteen (18) years of age and an active, registered member of a Parish;
  2. Not be an employee of the school, and
  3. Not be a member of the immediate family (spouse, child, grandchild or sibling) of an employee of the school.
- Section G.     Number of Voting Members  
The School Board shall be made up of nine (9) Voting Members of Saint Cecilia Roman Catholic Church.
- Section H.     Term of Office of Voting Members
1. The term of office of all appointed members is three (3) years, with possibility of reappointment. Members may serve only two (2) consecutive terms. A member who serves two consecutive terms may serve another three (3) year term one (1) year after the conclusion of the original second term.
  2. The term of office begins in July the year of appointment and ends in June three (3) years later.

3. Only a third of the School Board seats are to be open for reappointment at the same time.

Section I. Resignations of Voting Members

All members of the School Board, who have not completed their term of service, should submit a letter of resignation in writing to the Pastor at least one week in advance of the next School Board meeting.

Section J. Vacancy of Voting Members

When there is vacant spot in the number of Voting Members, the Pastor will appoint a new member of the School Board.

Section K. *Ex Officio* Members

*Ex Officio* members of the School Board are non-voting representatives of entities within St. Cecilia Roman Catholic School. The *ex officio* members of School Board must include:

1. Two (2) representatives from the school faculty to be selected each year by the School Principal.
2. One (1) member of the Sports Committee selected annually by a vote of the Sports Committee.
3. One (1) member of the St. Cecilia Parent Teacher Organization (SCPTO) selected annually by a vote of SCPTO.

Section L. Representation on the Parish Pastoral Council

1. The School Principal will appoint one Voting Member of the School Board to serve as a voting member of the Parish Pastoral Council for a term of service of one (1) year with the possibility of reappointment. It is the responsibility of the Parish Council Representative to report the findings of the School Board to the Parish Pastoral Council.
2. The School Board Representative to the Parish Pastoral Council will take part in deliberation and voting within the Parish Pastoral Council meetings.

**ARTICLE IV. SCHOOL BOARD OFFICERS**

Section A. Number of Officers

School Board Officers shall consist of:

1. President
2. Vice President
3. Secretary

Section B. Term of Officers

Each officer will serve for one (1) year (July through June of the following year) and may be re-elected annually

Section C. Election of Officers

Officers shall be elected by the Voting Members of the School Board by a simple majority vote.

**Section D. Functions of Officers**

1. The President may assist the Pastor and School Principal in the preparation of the agenda. At the Pastor's discretion, the President may moderate the School Board meetings.
2. The Vice President assists the President in his/her operations, conducts School Board meetings when the President is absent, and succeeds the President should the office become vacant within a standard term.
3. The Secretary records the minutes of School Board meetings and submits them to the School Principal for review and approval. It is the duty of the Secretary to submit all approved minutes to the School Office Archives.

**Section E. Vacancy of Officers**

In the event that an office becomes vacant, with the exception of the President, the Pastor may appoint a new officer to fulfill that term of office.

**ARTICLE V. MEETINGS**

**Section A. Only the Pastor can determine if and when the School Board should convene.**

1. The School Board will not convene if both the Pastor and Principal are not present.
2. In the absence of the Pastor, School Board meetings may proceed with the approval of the Pastor.
3. If the Pastor of the Parish dies, resigns, or is transferred, the School Board is suspended until a new Pastor has been appointed and reconvenes the School Board.

**Section B. Frequency of School Board Meetings**

The School Board, to the best of its abilities, shall meet bi-monthly.

**Section C. Quorum**

A simple majority of Voting Members at any meeting shall constitute a quorum.

**Section D. Attendance**

1. Regular attendance at School Board meetings is expected for all members.
2. It is the duty of a School Board member to inform the sitting President if he or she will be absent.

Section E. Guests

All regular School Board meetings shall be open to the general membership of the Parish and to parents whose children are students of the School.

1. Anyone wishing to address the School Board must submit a written request, the contents of which shall briefly state the subject matter. Any School Board member receiving such a request will forward that request to the School Board President no later than two weeks prior to the next regularly scheduled meeting. After determination that the subject matter is relevant for School Board's consideration and proper protocol has been taken by the requestor, the item shall be placed on the agenda for an initial presentation of no more than five minutes to the School Board.
2. For those individuals who choose to attend an open School Board meeting as a sit-in, shall abide by the Code of Ethics for the School Board meeting of which no outward discussions or interruptions will be accepted until adjournment takes place.
3. Proper protocol is defined in the Parent Handbook as:
  - a. Discuss the matter directly with the staff member involved.
  - b. Schedule an appointment with the School Principal.
  - c. Schedule an appointment with the Pastor.
  - d. A final step requires that a written grievance be sent to the School Board President at least 2 weeks prior to the next meeting.

Section F. Special/Closed Meetings

1. Special meetings may be called as needed. These meetings may only be called with the Pastor's permission.
2. At the discretion of the Pastor, the School Board may conduct a closed meeting. In this circumstance, only School Administration and appointed Voting Members of School Board members may attend.
3. During Special/Closed sessions, Ex Officio School Board members may not attend.
4. Personnel issues, related to Saint Cecilia Roman Catholic Church/School, are never to be a discussion point during open meetings.

**ARTICLE VI. CONDUCT OF MEETINGS & VOTING**

Section A. Ordinary Order for Meetings

The Ordinary Order of School Board meetings shall be:

1. Opening Prayer
2. Calling of the Roll
3. Approval of the Minutes
4. Pastor's Report
5. Principals' Report
6. ECLC Director's Report

7. Unfinished Business
8. Committee Reports
9. Communications and Petitions
10. New Business
11. Adjournment
12. Closing Prayer

Section G: Voting

1. For the purpose of transacting official business, it shall be necessary that a majority of the School Board be present and voting.
2. Absentee voting is not permitted.
3. Motions may only be presented by voting members.
4. Motions must be proposed and accepted by the meeting chair. The proposed motion must then be seconded another voting member, which must then also be accepted by the meeting chair. The motion may then be taken to the floor for a vote.
5. A simple majority of those present and voting shall carry a motion.

## **ARTICLE VII. COMMITTEES**

Section A. Standing Committees & Organizations

The Standing Committees shall be the following, none having precedence over the other in authority:

1. Sports Committee - This committee oversees the extracurricular sport programs within the boundaries of the parish.
2. Saint Cecilia Parent Teacher Organization (SCPTO)

Section B. Formation of Additional Committees

1. At any time, and if necessity requires, the School Board may form additional committees, be they temporary or a standing Committee. New committees should operate under a constitution and have a clear understanding of how it relates to the School Board and the Parish at large.
2. All committees are accountable to the Pastor.

Section C. Cooperation

Each of the Standing Committees will cooperate/collaborate with any of the other Committees, as needed. They will submit a written report to the School Board upon request.

## **ARTICLE VIII. RATIFICATION, AMENDMENTS AND REVIEW OF SCHOOL BOARD BYLAWS**

Section A. Ratification

These Bylaws are to be ratified by the Voting Members of the School Board by a two-thirds majority. The Pastor or School Principal should

review these Guidelines with the Finance Council annually for implementation, especially with new members, and for possible revision.

Section B. Amendments

These Bylaws may be amended by a vote of two-thirds of the Voting Members present, providing that there is a quorum and the proposed amendment has been presented at a previous meeting of the School Board. Passed amendments should be added to these Bylaws as such. Should the content of the original Articles of these Bylaws be changed, the original content should be maintained but struck through for historical purposes.

Section C. Review

These Bylaws will be reviewed at least every three (3) years by a School Board. After review, the School Board Committee will decide if they are need of revision.

Date of Ratification: September 19, 2022



## **AMENDMENT I. CODE OF ETHICS FOR BOARD MEMBERS**

- Section A School Board members must give the necessary time, thought and study to the work of the School Board, and attend and participate at School Board meetings, in order to render effective service.
- Section B School Board members must work with other School Board members in a spirit of cooperation despite differences of opinion.
- Section C School Board members must realize that the welfare of all of those for whom the educational programs are designed comes first in all decisions.
- Section D School Board members must base his or her informed decisions upon all available facts in each situation, voting with honest conviction, un-swayed by partisan bias.
- Section E School Board members must be able to abide by and uphold the final decision of the School Board, regardless of how he or she voted.
- Section F School Board members must keep in mind that while the primary functions of the School Board are to establish the policies that will give direction to the educational programs; the implementation of these policies is the function of the administrators and their staff.
- Section G School Board members must realize that as an individual, he or she has no authority outside the meetings of the School Board and must, therefore, conduct his or her relationships with staff members, the local citizenry, and all media of communication on the basis of this reality.
- Section H School Board members, when approached with a problem that is of an administrative nature, must refer the person to the proper administrative officer and must never attempt to perform functions that are out of his or her field.
- Section I School Board members must keep all confidences shared with him or her during executive sessions or closed meetings of the School Board.
- Section K School Board members must never use his or her position on the School Board to benefit any one or any agency apart from the total interest of the Parish.

Amendment I Adoption Date: September 19, 2022