



Saint Cecilia Roman Catholic Church

**Board of Total Catholic Education
By-Laws**

**Mission Statement for the Board of Total Catholic Education
Saint Cecilia Roman Catholic Church, Independence, Kentucky**

The Board of Total Catholic Education (The Board) of St. Cecilia is an advisory body that has been delegated the responsibility for the determination and evaluation of all policies regarding the total education program of Saint Cecilia Roman Catholic Church. The Board is a separate entity that serves as an advisory council to the Pastor. All policies are subject to ratification by the Pastor. The Board represents all areas of education, including preschool, elementary (grades Kindergarten through 8), CCD and adult education at St. Cecilia Roman Catholic Church.

These By-Laws became effective on October 17, 1984. Revised: Summer 1991, January 1993, June 2000, June 2007, October 2008 and November 2009

CODE OF ETHICS FOR BOARD MEMBERS

1. A Board member must give the necessary time, thought and study to the work of the Board, and attend and participate at Board meetings, in order to render effective service.
2. A Board member must work with other Board members in a spirit of cooperation despite differences of opinion.
3. A Board member must realize that the welfare of all of those for whom the educational programs are designed comes first in all decisions.
4. A Board member must base his or her personal decisions upon all available facts in each situation, voting with honest conviction, unswayed by partisan bias.
5. A Board member must be able to abide by and uphold the final decision of the Board, regardless of how he or she voted.
6. A Board member must keep in mind that while the primary function of the board is 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.
7. A Board member must realize, that as an individual, he or she has no authority outside the meetings of the 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.
8. A Board member, 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.
9. A Board member must keep all confidences shared with him or her during executive sessions or closed meetings of the Board.
10. A Board member must never use his or her position on the Board to benefit any one or any agency apart from the total interest of the Parish.

Adapted from *Ascent to Excellence in Catholic Education: A Guide to Effective Decision-Making*, by Mary-Angela Harper, Ph.D., 1980, p. 256

Article I: Title

The name of this body shall be the Saint Cecilia Roman Catholic Church Board of Total Catholic Education.

Article II: Nature and Function

Section A: Definition

The Board of Total Catholic Education (The Board) of Saint Cecilia is an advisory board that has been delegated the responsibility for the determination and evaluation of all policies regarding the total education program of Saint Cecilia Roman Catholic Church. (The Parish) The Board is a separate entity that serves as an advisory council to the Pastor. All policies are subject to ratification by the Pastor. The Board represents all areas of education, including preschool, elementary (grades Kindergarten through 8), CCD, youth and adult education at the Parish.

Section B: Duties and Functions

1. Support the policies of the Diocesan Boards of Catholic Schools and Religious Education.
2. Advise the Pastor, Principal, CCD and RCIA Directors on the educational programs of the Parish.
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 and proposed changes under which administrative officers shall operate the educational programs of the Parish.
6. Be responsible for the evaluation of the effectiveness of the educational programs of the Parish.
7. Implement the diocesan personnel policies. Review any violations of those policies and implement the diocesan evaluation procedures annually.
8. Be responsible for reviewing and advising on all policies of admission and enrollment at Saint Cecilia Roman Catholic School (the School) and at the Parish CCD and RCIA Programs.
9. 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.
10. Maintain a Budget Committee composed of the Principal and two (2) voting members of the Board. The Budget Committee shall be responsible for a continual review and evaluation of the budget(s) of the Parish's educational programs. The Budget Committee shall recommend tuition rates to the Board annually. The Board shall then recommend the rates to the Parish Finance Council. The yearly operational costs of the educational programs shall be submitted to the Budget Committee and subsequently, to the Parish

Finance Council; these costs shall include salaries of all School personnel (maintenance personnel are a responsibility of the Parish, not the Board). All expenses involved in the maintenance, repair, replacement or renovation of the educational facilities, and other capital expenses for the School shall be the responsibility of the Parish Finance Council.

11. At the discretion of the Principal and Pastor, work with local and state school officials as deemed necessary.
12. As directed by the Office of Catholic Schools of the Diocese of Covington, the Board shall offer reasonable assistance to home schooling families within the Catholic community who request it through the sharing of information and resources.
13. Receive, from the Principal and the Directors of the other educational programs, on an annual basis, a schedule of names, addresses and position of each person involved in the educational programs of the parish.
14. Establish standing and/or ad hoc committees according to need.

Article III: Membership

Section A: Members

1. The Board shall be made up of nine voting lay members of Saint Cecilia Roman Catholic Church..
2. Ex-Officio (non-voting) members of the Board include: the Pastor, the Principal, the CCD Director, the RCIA Director two (2) representatives from the School faculty, the Ordinary of the Diocese of Covington, and the Diocesan Superintendent of Schools.

Section B: Membership

1. Each voting member of the Board shall serve a term of three years.
2. The rotation of the three-year membership terms shall be staggered so that one-third of the membership leaves the Board each year. Terms expire annually on June 30th. Members may serve only two consecutive terms.
3. Board members will abide by the Code of Ethics for Board Members.
4. If a Board member has three absences within one school year, that member automatically terminates his or her term of office. The president of the Board shall notify the individual after the second absence. Discretion of the Pastor may be used in making exceptions under extenuating circumstances.
5. Each Board member has a solemn responsibility to keep the confidences they receive in their capacity as Board members. Violation of this confidence may result in automatic termination of the Board member's term of office.
6. When a Board member's term is cut short, for whatever reason, a replacement will be sought from the list of candidates from the most recent selection of Board members. If a replacement cannot be found in this manner, a special selection (consisting of at least three candidates) shall be held, following normal selection procedures. This special selection will be held in any month, and the member-elect shall assume duties of the Board immediately. In order to maintain the one-third rotation, the term of the replacement Board member will expire on the same date that the original Board member's term was scheduled to end.

Section C: Selections

1. During the month of February in each calendar year, a Nominating Committee will be formed to seek candidates who will be eligible for selection to the Board. A notice, in the Parish bulletin and the School newsletter, will inform parishioners of the date and time of the proposed selection and of the deadline for application for candidacy. A notice of all qualified nominees shall be published in the Parish bulletin and the School newsletter one week prior to the selection.
2. In order for any person to be eligible for membership, said person must:
 - A. Be at least eighteen years of age and an active, registered member of the Parish;
 - B. Not be an employee of any educational program under the auspices of the Board; and
 - C. Not be a member of the immediate family of an employee of any educational program under the auspices of the Board
3. Members will be selected by lot using a Biblical Selection Method, at Mass in late May.
4. Member(s)-elect will attend the June meeting in order to exchange information with existing members. Member(s)-elect from a general selection will assume Board duties on August 1.

Section D: Officers

1. The officers of the Board shall consist of a President, Vice President, and Secretary, each of whom must be voting members of the Board who have served for at least one year on the Board. The voting members of the Board shall elect the officers during the month of June in each calendar year. Any voting members of the Board are eligible for any office.

Section E: Duties of Officers

1. The President shall be the chief executive officer of the Board and, subject to the control of the Board, shall generally supervise and control all business and affairs of the Board. The President shall preside at all meetings of the Board, shall prepare, after consultation with the Board, an agenda for each meeting, and shall sign, on behalf of the Board, all meeting minutes after approval by the Board. The President shall perform all other duties and acts authorized and directed by the Board.
2. During absence, death, disability, or refusal of the President to act, the Vice President shall perform the duties of the President and all other duties and activities authorized and directed by the Board.
3. The Secretary shall prepare and maintain a written record of all acts of the Board. The Secretary shall conduct, receive and dispose of all correspondence, as directed by the Board. The Secretary shall perform any other duties as assigned by the Board.

Article IV: Meetings and Voting

Section A: Meetings

These By-Laws became effective on October 17, 1984. Revised: Summer 1991, January 1993, June 2000, June 2007, October 2008 and November 2009

1. The Board shall meet regularly on the second Monday of the month, unless a prior vote of two-thirds of the Board members determine an alternate date more appropriate for the meeting.
2. Special meetings may be called as needed. These meetings may be called by the President or by two Board members.
3. All regular Board meetings shall be open to the general membership of the Parish and to parents whose children are students of Saint Cecilia's educational programs. Anyone wishing to address the Board must submit a written request, the contents of which shall briefly state the subject matter. Any Board member receiving such a request will forward that request to the Board President no later than one week prior to the next regularly scheduled meeting. After determination that the subject matter is relevant for Board consideration, the item shall be placed on the agenda for an initial presentation, of no more than five minutes, to the Board.
4. In exceptional instances, such as discussions relating to personnel issues, when the welfare of the individual(s) may be best served by confidentiality, closed, or executive, sessions of the Board may be held.

Section B: Voting

1. For the purpose of transacting official business, it shall be necessary that a majority of the total members of the Board be present and voting. This constitutes a quorum.
2. A simple majority of those present and voting shall carry a motion.

Article V: Conduct of Meetings

Section A: Procedures

1. Parliamentary procedure, as outlined in Robert's Rules of Order, shall govern all meetings of the Board.

Section B: Ordinary Order

1. The Ordinary Order of Board meetings shall be:
 - a. Opening Prayer
 - b. Calling of the Roll
 - c. Approval of the Minutes
 - d. Pastor's Report
 - e. Principals' Report
 - f. CCD Director's Report
 - g. RCIA Director's Report
 - h. Unfinished Business
 - i. Board Committee Reports
 - j. Communications and Petitions
 - k. New Business

- l. Adjournment
- m. Closing Prayer

Article VI: Amendments and Review

Section A: Amendments

1. These by-laws may be amended by a vote of two-thirds of the members present at any regular meeting, providing that there is a quorum and the proposed amendment has been presented at a previous meeting of the Board.

Section B: Review

1. These by-laws will be reviewed at least every three years by a Board sub-committee consisting of three voting Board members. After review, the By-Laws Committee will make recommendation(s) to the Board for revisions or for maintaining the by-laws as written.