

**BYLAWS  
OF THE  
ST. JOHN EUDES PARISH  
CONSULTATIVE SCHOOL BOARD**

**PREAMBLE**

St. John Eudes School is operated by St. John Eudes Parish, Chatsworth, California, a Roman Catholic parish of the Archdiocese of Los Angeles. The school is established to carry out the teaching ministry of the Catholic Church. As such, the religious and academic programs are and shall at all times continue to be in accordance with the teachings and laws of the Roman Catholic Church and the Archdiocese of Los Angeles.

At this time, it is the intention of the Pastor of St. John Eudes Parish to establish a School Board, as a "Consultative Board" as defined in *A PRIMER ON EDUCATIONAL GOVERNANCE IN THE CATHOLIC CHURCH*, to assist him and his appointed principal in the governance of St. John Eudes School.

This Consultative School Board shall have as its sole concern the ministry of Catholic school education. The School Board, operating under the guidance of the Archdiocesan Department of Catholic Schools and the Superintendent of Elementary Schools, and in conformity with the Archdiocesan School Policies shall concern itself with policy matters pertaining to the general excellence of Catholic education at St. John Eudes School.

**ARTICLE I – NAME**

The name of this body shall be the St. John Eudes School Board, hereinafter referred to as the Board.

**ARTICLE II – PURPOSE AND FUNCTION**

The Consultative School Board is established to assist the Principal and ultimately the Pastor by providing advice and counsel particularly in the following areas:

1. Strategic Planning
  - a. To assist in formulating strategic goals for the long-term direction of the school;
  - b. To assist in formulating the school mission statement.
  
2. Policy Formulation
  - a. To provide advice and counsel with regard to policies in areas determined by the Pastor and Principal.

3. Evaluation of policies, plans, mission effectiveness, and Board self-evaluation.
4. Institutional Advancement/Development
  - a. To provide advice and counsel with regard to the establishment and maintenance of comprehensive programs of institutional advancement and to enhance the image, enrollment, and financial viability of the school.
5. Financial Planning and Financial Management
  - a. To provide advice and counsel with regard to long-range financial planning, annual budget development, budget monitoring, and financial reporting.
6. Communication and Mission Enhancement
  - a. To provide advice and counsel with regard to communicating school policies and activities to the various school constituencies.
  - b. To provide advice and counsel with regard to both mission effectiveness and mission enhancement.

The Consultative School Board has no authority for formulating policies separate from the Pastor and Principal. The School Board does not have responsibility for determining the amount of parish funds in support of the school and has no responsibility with regard to school curriculum, staff, personnel or students.

### **ARTICLE III – RELATIONSHIP WITH OTHER GROUPS**

#### **A. Archdiocese of Los Angeles**

Regular information from the Archdiocese of Los Angeles concerning Diocesan policies impacting Catholic elementary education shall be provided by the Principal as inservice programs to the Board. The Principal shall implement Diocesan School Policies formulated by the Archdiocesan Catholic School Council/Archdiocesan Department of Catholic Schools, approved by the Archbishop and promulgated by the Archdiocesan Superintendent of Elementary Schools.

#### **B. Parish/Pastoral and Finance Councils**

The School Board shall work in a cooperative and collaborative manner with the Parish/Pastoral and Finance Councils of St. John Eudes Parish. Regular communication, including minutes of the School Board meetings, shall be forwarded to the Pastor.

C. Parent Organization

An officer of the parent organization, or a designated representative appointed by the Principal, shall serve as an ex officio member of the School Board with voting rights. The relationship between the Board and the parent organization shall be characterized by a common vision, clarity of responsibilities, good communication, and collaboration.

D. Faculty

The relationship between the School Board and the faculty shall be characterized by mutual support, good communication, and cooperation. The Principal represents the faculty to the Board. From time to time, teachers and/or administrative team members may be invited to share information with the Board on matters concerning the school. The Board shall have no role in hiring, evaluating, terminating or renewing professional or support staff.

**ARTICLE IV – MEMBERSHIP**

A. Membership Defined

The School Board shall consist of a minimum of nine (9), but not more than twenty-one (21) members approved by the Principal and appointed by the Pastor. An officer or a designee of the parent organization shall serve as an ex officio member of the Board, with voting rights. In addition, the Principal shall serve as an ex officio member of the Board, without voting rights, and shall serve as the Board’s administrative officer. The Pastor shall serve as an ex officio member of the Board, without voting rights.

B. Categories of Membership

The membership of the School Board shall be as follows:

1. Parents (no more than 33% of membership);
2. Alums/parents of alums;
3. Leaders within the civic, business, and professional communities;
4. Area educators or pastors;
5. Parishioners.

Internal School Board policy will establish the appropriate ratios for the above defined membership categories and will ensure an appropriate distribution of members by constituent categories.

### C. Nominations

The School Board shall establish an internal Board policy with regard to nominations. A committee on Board members consisting of the Principal and three Board members appointed by the chairperson of the Board shall seek out and prepare a slate of prospective Board member nominees who meet the following criteria:

1. Interest in and commitment to Catholic education in general, and a specific commitment to the mission and philosophy of St. John Eudes School.
2. Availability to attend meetings and periodic in-service programs and to participate in committee work.
3. Ability to maintain high levels of integrity and confidentiality.
4. Ability to deal with situations as they relate to the good of the educational ministry of St. John Eudes Parish and St. John Eudes School.
5. Capacity to give witness to Christian and moral values within the school and parish communities.
6. Willingness to participate in and provide leadership for resource development programs for the school. It is the expectation that all Board members will financially support the school to the best of their ability, consistent with the Board's goal as presented in the annual development plan.

### D. Exclusions

Employees of the parish and school and members of their immediate family, other than those who serve in ex officio positions, may not sit on the Board.

### E. Appointment and Terms

Each Board member, other than a Board member who serves ex officio, shall be appointed by the Pastor for a three-year term. Each ex officio Board member shall serve only during the time he or she serves in the designated position for which they were appointed to the Board.

In order to provide for staggered terms, the initial Board members shall be divided into three groups of as nearly equal size as possible with the term for one group of Board members expiring each year during a three-year period. Board members may be reappointed provided, however, that no Board member shall serve more than two terms consecutively regardless of whether any such term shall be less than three years. Board members shall be eligible for reappointment after not serving on the Board for one year.

### F. Resignation and Removal of Board Members

Any Board member may resign at any time by giving written notice to the chairperson of the Board. Such resignation shall take effect at the time specified therein.

A Board member may be removed by the Pastor if he determines that removal is in the best interest of the parish and school.

#### G. Vacancy

Any vacancy on the Board may be filled by the Pastor upon recommendation of the Board chairperson and Principal for the unexpired portion of the term in the same manner as provided for in the original appointment.

#### H. Attendance

Any Board member who is absent from three (3) successive regular Board meetings or a total of three (3) Board meetings in a year shall be deemed to have resigned as a Board member unless reinstated with written approval of the Pastor.

### **ARTICLE V – OFFICERS**

A. The officers of the Board shall be the chairperson, vice-chairperson, and secretary. They shall be elected annually by the Board membership, subject to ratification by the Pastor.

B. The election of officers shall take place at the annual meeting in June.

C. Executive Committee – the Executive Committee shall consist of the Principal serving as administrative officer and the chairperson, vice-chairperson, and secretary.

D. Duties – The duties of the officers shall be:

1. Chairperson – The chairperson shall preside at all regular and special meetings of the School Board. The chairperson shall also preside at Executive Committee meetings at which the Board agenda and packet is prepared. The chairperson, with Board approval, shall have authority to assign additional duties and responsibilities to individual School Board members.

No individual shall be eligible to serve as chairperson of the Board without having completed two years of service on the Board. The chairperson of the Board shall be a practicing Catholic.

2. Vice-Chairperson – In the absence of the chairperson, the vice-chairperson shall perform all duties of the chairperson. The vice-chairperson shall be a member of the Executive Committee.

3. Secretary – The secretary shall be responsible for keeping accurate minutes; for keeping a record of the appointment of all committees of the Board; and for all correspondence. Any of the duties of the secretary may be performed by an assistant secretary who shall be responsible to and report to the secretary. The secretary shall also be responsible for keeping a permanent record of terms, attendance, and committee assignments and all reports and documents relating to Board activities. The secretary shall ensure that the permanent record of terms, attendance, committee assignments, all reports, and documents relating to Board activities, including policies, minutes, and agendas, shall be maintained in the office of the Principal.

The secretary, in cooperation with the Principal acting as administrative officer to the Board, shall ensure the timely distribution of Board member packets in advance of Board meetings.

4. Administrative Officer – The Principal shall serve as administrative officer to the Board. In that capacity, the Principal is a member of the Executive Committee. The Principal may also call meetings of the Executive Committee and shall be responsible for bringing information to the Board, including Archdiocesan policies and plans.
5. Term – The term of office for Board officers, except the administrative officer (Principal), who serves ex officio, shall begin with their election in June and end with the election of their successor the following year. A second consecutive term is allowable.

## **ARTICLE VI – MEETINGS**

### **A. Regular Meetings**

Regular meetings of the Board shall be held bi-monthly, at least six (6) times per year.

### **B. Special Meetings**

Special meetings may be called by the Pastor, the chairperson, the Principal or by written request of one third (1/3) of Board members. Written notice must be provided at least five (5) days prior to special meetings.

### **C. Annual Meeting**

The annual meeting shall be held in June of each year.

### **D. Meeting Protocol**

All regular meetings of the School Board shall be open to all interested parties, and notice of all regular meetings shall be posted in the parish bulletin and school memos and newsletters.

The Board shall establish an internal policy addressing how and when non-Board members may address the Board. The Board shall establish an internal Board policy dealing with "closed meetings" or executive sessions.

The Board shall establish an internal policy ensuring that telephonic meetings are allowed so long as there is a quorum and that Board members are able to hear and respond to each other.

## **ARTICLE VII -RULES OF ORDER**

### **A. Consensus**

As much as possible, the Board shall reach consensus on all actions.

B. Parliamentary Rules

Where necessary, parliamentary rules may be employed using Robert's Rules of Order (latest copyright date) as a guide. The chairperson shall appoint a parliamentarian when appropriate.

C. Policy Issues

Ordinarily, consensus or recommendations regarding policy matters and other major issues are not reached at the "first reading." The "second reading" of the policy occurs after additional consultation, committee work, and clarification. At that time, the Board begins its consensus building and recommendation process.

D. Quorum

A simple majority of the voting members of the Board shall constitute a quorum for each meeting.

**ARTICLE VIII – COMMITTEES**

A. Standing Committees

The standing committees of the Board shall be:

1. Executive Committee
2. Mission Enhancement Committee
3. Planning and Policy Committee
4. Buildings and Grounds Committee
5. Finance Committee
6. Committee on Board Members
7. Development Committee

B. Committee Charges

Specific committee charges shall be adopted each year by the Board at its annual meeting. Members of standing committees shall be appointed by the chairperson of the Board. Committee chairpersons must be members of the Board, although committee members may be drawn from outside of the Board membership. The chairperson of the Board and the administrative officer of the Board shall be ex officio members of all standing committees.

C. Special or Ad Hoc Committees

Special or ad hoc committees shall be established by action and approval of the Board.

**ARTICLE IX – COMPENSATION**

Board members shall not receive compensation for their services. However, bona fide expenses may be reimbursed.

**ARTICLE X – CONFLICT/DUALITY OF INTEREST**

Any Board member having an interest in a contract or other transaction coming before the Board or a committee of the Board shall give prompt, full and frank disclosure of said interest to the Board chair prior to the Board acting on such contract or transaction. Upon such disclosure, the Board member’s interest shall be presented to the full Board. The Board shall determine, without participation by the interested member, at such time as disclosure is made to that body, whether the disclosure shows that a conflict of interest exists or can reasonably be construed to exist. If the Board determines that such a conflict does exist, such member shall not vote, nor use personal influences on, nor participate in the discussions or deliberations with respect to such contract or transactions.

For purposes of this section, a person shall be deemed to have an interest in a contract or other transaction if he or she is a party (or one of the parties) contracting or dealing with the parish, or is a director, partner, officer, or immediate family member of a director, partner, officer, or has a significant financial or influential interest in, the entity contracting or dealing with the school or parish.

**ARTICLE XI – INDEMNIFICATION**

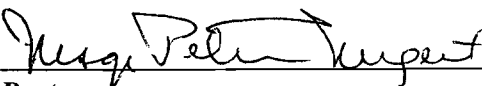
Each member shall be provided defense and be indemnified against all expenses actually or necessarily incurred in connection with the defense of any action, suit or proceeding to which he or she has been made a party by reason of being or having been a Board member, except in relation to matters in which the Board member shall be adjudicated in an action, suit or other legal proceeding to be liable for gross negligence or willful misconduct in the performance of duty.

**ARTICLE XII – AMENDMENTS**


These bylaws may be amended by a two-thirds (2/3) majority vote of the Board, written approval by the Pastor and written ratification by the Archdiocesan Superintendent of Elementary Schools. Board members must receive written notice of amendments and copies of proposed amendments one month before a vote to amend.

Adopted by:   
Chairperson – School Board

Date: Jan. 24, 2008

Approved by:   
Pastor

Date: Jan 27, 2008

Approved by:   
Principal

Date: Jan. 27, 2008

Ratified by: \_\_\_\_\_  
Superintendent of Elementary Schools

Date: \_\_\_\_\_

**POLICIES  
OF THE  
ST. JOHN EUDES PARISH  
CONSULTATIVE SCHOOL BOARD**

**A. MEETING PROTOCOLS (per Bylaws, VI-D)**

**Non-Board Members Addressing the Board:** The St. John Eudes School Board will allow non-Board members to address the Board, with the approval of the Pastor, upon written request made to the Board chairperson stating the specific items or issues to be addressed. The request will be reviewed by the Executive Committee which will either approve or deny the request and inform the requestor *in writing* of the decision, including the reason if the request is denied. If the request is approved, the item will be scheduled for the next appropriate meeting and the requestor will be allowed a specific allotted time to address the Board. The Executive Committee will inform the Board of all requests made to address the Board, whether approved or rejected. *(Adopted April 7, 2009)*

**Executive Sessions:** Executive sessions of the St. John Eudes School Board may be designated by the chairperson and be held in conjunction with the regular meetings of the Board. Executive sessions will include only Board members unless other parties are permitted by the chairperson or by a majority vote of the Board members present or upon request by the Pastor or Principal. All special meetings of the Board will be executive sessions. *(Adopted April 7, 2009)*

**Telephonic Meetings:** Telephonic meetings of the Board may be held provided the chairperson certifies that there is a quorum and that Board members are able to hear and respond to each other. *(Adopted April 7, 2009)*

**B. BOARD MEMBER RATIOS (per Bylaws, IV-B)**

The membership of the St. John Eudes School Board will consist of an odd number of members (including ex-officio members) and, to the extent possible, include the following:

- (a) At least three members who are parents of currently enrolled students with:
  - (1) At least one parent having a student in either Kindergarten, or the 1st, or 2nd Grades.
  - (2) At least one parent having a student in the 3rd, 4th, or 5th Grades.
  - (3) At least one parent having a student in the 6th, 7th, or 8th Grades.
- (b) At least one member who is an alumnus or alumna.
- (c) At least one member who is a parent of an alumnus or alumna.
- (d) At least one member from each of the following professions or occupations:
  - (1) Education.

- (2) Civic leadership.
- (3) Professional field.
- (4) Pastor of a church with a school.
- (e) Parishioners as members.

When soliciting persons to be members of the Board, consideration will be given to assuring an appropriate representation of the diversity of the school and parish community. Consideration will also be given to persons who have shown a deep commitment to support of the school either through personal involvement or donor support. A single member may be considered to satisfy more than one of the criteria of this policy. *(Adopted August 4, 2009)*

### **C. NOMINATIONS OF PROSPECTIVE BOARD MEMBERS (per Bylaws, IV-C)**

The Committee on Board Members (“Committee”) shall actively recruit and identify nominees for membership on the School Board consistent with the criteria listed in Article IV, Sections B and C of the Bylaws. The Committee may use the resources of any of the School Board's standing committees, Sunday Mass announcements, the parish's weekly bulletin, direct mailings or emails, school communication publications or any other appropriate means to accomplish this task.

The chairperson of the Committee shall be primarily responsible for collecting information regarding the qualifications of each prospective member, interviewing prospective members and preparing a slate of membership nominees for consideration by the Committee. Any nominee approved by at least one School Board member sitting on the Committee and the Principal shall be submitted by the chairperson of the Committee to the Pastor. Nominees for regular terms on the Board (whose appointment will be effective with the June annual meeting, subject to the Pastor's approval) will be submitted to the Pastor no later than the regular April meeting of the Board. Nominees to fill interim vacancies on the Board will be submitted as required by the Pastor and upon recommendation of the Board chairperson and Principal (per Article IV, Section G of the Bylaws). Nominees approved by the Pastor shall become School Board members effective on a date designated by the Pastor. *(Adopted August 4, 2009)*

### **D. DEVELOPMENT PROGRAM SUMMARY PLAN (per Bylaws, II-4)**

The Development Committee will maintain a summary plan of the overall development program of the school. The summary will include: (a) a listing of any individual development activities, along with a description of each; (b) a calendar showing the dates and time periods of each activity; (c) a list of the persons responsible for each activity; (d) any other information the committee determines necessary or appropriate to aid in the effectiveness and administration of the development program. The plan will include the development activities of the School Board, Parent-Teacher Support Organization (PTSO), school development office, and other parish organizations. A copy of the plan will be provided to each development related organization on a regular basis and when it is updated. *(Adopted Nov. 30, 2010)*