

BYLAWS OF THE CATHOLIC SCHOOL COUNCIL
OF BLESSED SACRAMENT PARISH SCHOOL
ARCHDIOCESE OF SAN ANTONIO
SAN ANTONIO, TEXAS

May 2, 2017

ARTICLE I
MEMBERS

Section 1. Voting Members: The number of voting members of the Council is restricted to no more than eleven (11) and is to include but not limited to the President, Vice-President, Secretary and Financial Officer.

Section 2. Non-Voting Members: The non-voting members of the Council are to include the Principal, the Pastor, a Parish Finance Council Representative, the PTC President and the CDC Director.

ARTICLE II
SELECTION OF VOTING MEMBERS

Section 1. Nominating Process: The nominating committee of the Council shall have the responsibility of acquiring the nominees for election to the Council in accordance with the Council's constitution (Article IV). The names of the nominees shall be presented to the Council at its regular meeting in January of each year. At that meeting, the Council shall review and discuss the nominees. The nominating committee shall submit with each nominee's name a brief resume of his/her biographical data and statement by the nominee of his/her willingness to serve.

The Council, at one of its regular meeting prior to the discernment process of each year (preferably February of each year), shall select candidates from the nominating committee's recommended list of nominees. The names of the nominees selected shall be delivered to the Principal/Pastor immediately after such meeting. From the list of approved names, the discernment process will take place. Notwithstanding anything to the contrary in these bylaws, the discernment process shall not apply to non-voting nominees.

Unless otherwise approved by quorum of the Council, the discernment process shall take place no later than the end of May of each year.

The newly selected shall take office at the Council's regularly scheduled meeting in June. There shall be a maximum of 12 Council members; the Council at its discretion and upon approval by a quorum

of the Council may stagger or designate, before the regularly scheduled June meeting of each year, terms of 2 or 3 years for each newly selected Council member.

Section 2. Appointed Members: The Principal and Pastor, in consultation with the Council, shall appoint members in accordance with Article IV, Section I of the Constitution. Unless designated otherwise by the Principal and the Pastor, the newly appointed members shall take office at the Council's regularly scheduled meeting in June and the length of their term shall be determined by the Principal and Pastor but shall in no event exceed 3 years without their participation in and selection through the discernment process.

ARTICLE III

Section 1. Attendance: Council members may attend and will be considered present for regular meetings through or pursuant to a conference call. Any member of the Council who misses three regular meetings in a given year without having been excused by the President shall have his/her position declared vacant by the President.

Section 2. Removal of Members: A member of the Council may be removed only by an affirmative vote of two-thirds of the regular members of the Council. Any action to remove a Council member shall be written by secret ballot.

A vacancy in the membership of any member of the Council shall be filled from the alternates from the discernment process. A vacancy shall be filled no later than the next scheduled meeting. The appointee shall fill said vacancy for the unexpired term of the position he/she fills in accordance with the Council's constitution (Article IV).

ARTICLE IV

MEETINGS

Section 1. Regular Meetings of the Council: Regular meetings shall ordinarily be held eleven times a year at a place and time determined by the Council through minute action. Each standing committee is to have an agenda item and is to report out at each regular meeting.

Section 2. Special Meetings of the Council: Special meetings for any purpose may be called at any time by the president in conjunction with the Principal, or if he/she is unable or refused to act, by a majority of members of the Council. The President in conjunction with the Principal, may also call for

a text or email vote to address any issues that could normally be handled through a special meeting or a regular meeting.

Section 3. Quorum: A simple majority of the regular members shall constitute a quorum for the transaction of business, including those attending through or pursuant to a conference call.

Section 4. Rules of Procedure: The Council may fix its own rules of procedure, but in the absence of such rules, Robert's Rule of Order Revised shall apply.

Section 5. Open Meetings: All meetings of the Council, both regular and special, shall be open to the public unless the president or the Council by consensus deems it necessary to go into executive session for discussion, deliberation, or vote. If any person other than a member of the Council wishes to bring a matter before the Council such a person must submit in writing to the president, a brief but concise summary of the matter that is to be considered, seven days prior to the meeting. The Council will act on matters relating to policy. The Council does not act as a grievance committee.

Section 6. Consensus: After the agreement on the working of a motion is reached through consensus, a simple majority of those agreeing on any particular motion shall constitute Council action on any motion.

Section 7. Voting: In all cases when a consensus cannot be reached, the president may call for a vote of those present whereupon the issue shall be resolved by the majority of the vote cast. Voting by Council members may occur through physical or voice vote or electronically through text, email, and/or conference call and such votes shall be documented in the minutes of the appropriate Council meeting.

Section 8. Non-Voting Members: The Principal, the Parish Finance Council Representative, the PTC president and CDC Director as ex-officio members have a voice, but no vote. All other Council members shall be voting members.

ARTICLE V

OFFICERS

The officers of the Council, as established in the Council's constitution, shall have duties as stated in these bylaws including the following:

President: The president shall preside at all regular and special meetings, shall make appointments of chairpersons of all standing committees, shall have the authority to create ad hoc committees and appoint members thereto, shall plan and organize the agendas of the Council meetings in

consultation with the Principal, shall insure that Council decision are implemented, and shall see that the functions of the Council committees are being properly performed.

Vice-President: The vice-president shall, in the absence or disability of the president, perform all the duties of the president. When so acting, he/she shall have the powers of and be subject to the restrictions on the president. In collaboration with the regular membership, the vice-president shall also develop a strategic plan to be presented to and adopted, if approved by the Council, monitor the implementation of the strategic plan, oversee the strategic plan, and annually review the strategic plan.

Secretary: The secretary shall be responsible for the preparation and retention of the official minutes of all regular and special meetings and shall perform such duties as designated by the Council. Official minutes from the prior meeting are to be distributed to council members no less than 5 business days in advance of the next meeting.

Financial Officer: The financial officer shall maintain the bank account(s), (in accordance with Archdiocesan policy) of the Council if applicable, monitor ongoing financial performance & financial condition and present a Financial Officer's Report of the School's financial information at each meeting. He/she shall also perform all duties incident to the office of the Financial Officer of the Council and such other duties as from time to time may be assigned by the president. He/she shall chair the Finance Committee.

ARTICLE VI

ELECTION OF OFFICERS

The officers of the Council shall be elected annually at the Council's regular meeting in May and shall assume office at regular meeting in June.

Each officer shall hold the office until he/she shall resign, be removed by Council or otherwise be disqualified to serve, or until his/her successor be elected, whichever occurs first.

ARTICLE VII

REMOVAL OR RESIGNATION OF OFFICERS

Any officer may be removed by simple majority vote of the Council at any time. Any action to remove an officer shall be by secret written ballot. Any vacancy shall be filled no later than next regular meeting.

ARTICLE VIII

COMMITTEES

Except as otherwise provided in these bylaws, the president, after his/her election year, shall appoint from the members of the council a chairperson for each standing committee of the Council specified by these bylaws. The chairperson shall appoint the members of the committee, subject to the approval of the Council at the meeting in which the appointments are announced. Committee members appointed by the chairperson, including any co-chairs, need not be members of the Council.

Except as provided in Article VIII of the bylaws, the president and Principal shall be ex-officio members of each committee.

The members of each committee shall serve until their resignation, their removal by a simple majority agreement of the Council, or the first regular meeting following the election of a new president of the Council, whichever event occurs first. Each committee shall include one or two members of the Council.

ARTICLE IX

STANDING COMMITTEES

The standing committees of the Council shall be as follows:

Nominating Committee:

The nominating committee shall consist of the Pastor, Principal, two members of the Council and the PTC President. No member of the nominating committee shall be a nominee. There shall always be at least two or more nominees than the number of vacancies.

Executive Committee:

The executive committee consists of the Pastor, Principal and the officers of the Council. They are responsible for the commitment of the council members and direction of the council.

Finance and Governance Committee:

The finance and governance committee shall (i) formulate financial policies and procedures and recommend them to the full Council, (ii) monitor ongoing financial performance and financial condition, (iii) recommend the annual budget to the full Council, (iv) develop and maintain a Capital Improvement Plan in conjunction with the facilities and technology committees, (v) annually review and recommend any proposed changes to the School bylaws, (vi) establish short term and long term financial goals for the Catholic School & determine strategies to attain the goals, and (vii) adopt, recommend and oversee the governance of the Council. Regular finance committee meetings should be held to review financial statements of the school with the staff. The financial reports will be presented to the council.

Facilities and Technology Committee:

The facilities and technology committee shall propose recommended enhancements to the school's buildings, grounds, and sports fields and provide reports on the condition of the school facilities. The committee shall evaluate and recommend the need for technology, security and the computer systems of the Catholic School and shall further be responsible for the implementation of such technology related plans under the direction and approval of the Council. The committee shall work with the finance & governance committee to establish and maintain a Capital Improvement Plan.

Marketing and Development Committee:

The marketing and development committee shall (i) establish a marketing plan to include but not limited to branding, alumni relations, business partnerships, digital marketing & social media, (ii) ensure that a database of alumni, individual donors, corporate donors and foundation donors is maintained, (iii) solicit pledges, donations and event sponsorships, and (iv) report to the School Council the status of fundraising events & initiatives.

Strategy Committee:

The strategy committee will assist the vice-president, as appropriate, in the development of the strategic plan for the Catholic School; such plan shall be presented to and adopted, if approved, by the Council. In collaboration with the vice-president, the strategy committee shall also be responsible for monitoring the implementation of the strategic plan and an annual review of the strategic plan.

Parish Relations and Catholic Identity Committee:

The committee shall work with the various ministries of the church to develop relationships to support and unite the church and the school. This is so important to commit the parish and community to the purpose and advancement of the community.

Academics and Student Services Committee:

The committee shall work with the school and with the various ministries of the church to identify the graduates of Blessed Sacrament and parents who were committed and involved at Blessed Sacrament as graduates and parishioners.

ARTICLE X

EXECUTIVE OFFICER

The Principal shall be the Executive Administrator of the Council and shall be responsible for implementing the Council's policies.

ARTICLE XI

LIABILITY

The Archdiocese of San Antonio provides liability insurance coverage for legal defense and indemnification of claims against Trustees or Board members of any official Archdiocesan Board, Committee or Council. Such coverage does not protect against fines, penalties, surcharges, or damages resulting from criminal or civil suit or action based on malicious or unlawful conduct and contain certain exceptions. A copy of the policy spelling out the exact terms of the coverage is available for inspection by any party covered hereby.

ARTICLE XII

AMENDMENTS TO BYLAWS

Any proposed amendment must be submitted in writing to the Archdiocesan Catholic School Council. These bylaws may be amended by a vote of the regular members of the Council upon approval by the Archdiocesan Catholic School Council; provided however, that any proposed amendment shall be presented in writing at the regular meeting of the council immediately preceding the meeting at which such a vote is taken. The bylaws are to be reviewed annually.