

**DIOCESE OF FRESNO  
CONSTITUTION AND BYLAWS FOR  
OUR LADY OF PERPETUAL HELP SCHOOL**

**ARTICLE I: NAME, PURPOSE, AUTHORIZATION AND FUNCTIONS**

**Section A: NAME** The name of this body shall be “Our Lady of Perpetual Help Advisory School Board of Education of Our Lady of Perpetual Help Parish,” hereafter referred to as the “Board.”

**Section B: PURPOSE** The purpose of the Board shall be to assist the Pastor and the Principal in establishing educational goals, priorities and policies for Our Lady of Perpetual Help School (OLPH).

**Section C: AUTHORIZATION** The Board and its members shall serve at the pleasure of the Pastor and function as an advisory board to the Pastor and the Principal. All decisions of the Board or Executive Committee when ratified by the Pastor shall be binding on the Principal, the Board, the staff, students, and parents of Our Lady of Perpetual Help School.

**Section D: FUNCTIONS**

1. **Goal Setting:** The Board shall assist the Pastor and Principal in developing priorities and implementing long range educational goals for Our Lady of Perpetual Help School.
2. **Policy Making:** The Board shall assist the Pastor and Principal in establishing local educational policies for Our Lady of Perpetual Help School in accord with Diocesan policies and regulations which supersede all local policies and regulations. General policy areas are as follows: school philosophy, school development, recruitment, public relations, budgetary review and accountability, and facility management. School personnel issues are the responsibility of the OLPH Principal.

**Section E: SPECIFIC FUNCTIONS** The specific functions of the Board that are to be reviewed at least once a year are:

1. The Board shall establish objectives for the school to achieve Diocesan and Parish goals for Catholic education.
2. The Board shall identify the school’s long range needs and establish goals and objectives to respond to those needs. The Board shall delegate to the Principal the responsibility for implementing goals that are administrative in nature.
3. The Board shall review and approve the school’s financial plan and monitor its implementation. The Board shall also review and approve all school related fundraising.

4. At the Pastor's invitation, the Board may participate in the selection and the performance evaluation process of the Principal utilizing the Diocesan evaluation system.
5. The Board shall establish the necessary means and instruments to effectively communicate Board policies and decisions to the school's constituents and the public, as appropriate.
6. The Board shall evaluate its own performance.

## **ARTICLE II: MEMBERSHIP OF THE BOARD**

**Section A: NUMBER OF VOTING MEMBERS** The Board shall be composed of seven (7) voting members; six (6) of whom are elected and are either members of Our Lady of Perpetual Help Parish or who are parents of a child enrolled in Our Lady of Perpetual Help School and one (1) parish representative who is appointed by the Pastor. These members shall be elected by the parents whose children attend Our Lady of Perpetual Help School in a manner specified in Article II, Section F.

**Section B: TERM OF MEMBERSHIP** All voting members shall serve for a term of three (3) years. Voting members shall serve no more than two (2) complete consecutive terms.

**Section C: VACANCIES** Vacancies on the Board shall be filled for the remainder of the unexpired term by the Board with the approval of the Pastor.

**Section D: REMOVAL** All voting members serve at the pleasure of the Pastor and may be removed from the Board by him with cause. Any voting member of the Board who is absent from three (3) regular meetings of the Board per school year shall cease to be a member unless excused by action of the Board.

**Section E: EX-OFFICIO MEMBERS** The Diocesan Superintendent of Catholic Schools or his delegate, the Pastor, the Principal and an appointed representative of the Parent's Club shall be ex-officio non-voting members of the Board.

**Section F: ELECTION OF VOTING MEMBERS** The election format shall be as follows:

1. The President shall appoint a Nominating Committee in March.
2. The Nominating Committee shall develop a slate of candidates who shall each meet the following requirements:
  - A. The Candidate shall be a member of Our Lady of Perpetual Help Parish or a parent of a child enrolled in Our Lady of Perpetual Help School.
  - B. The Candidate shall not be an employee or spouse of an employee of Our Lady of Perpetual Help School; and

- C. The Candidate shall not have a member of his/her immediate family currently serving as a voting member of the Board. "Immediate family" shall mean father, mother, step-mother, step-father, spouse, sibling, half-sibling, child, or step-child.
3. The Nominating Committee shall meet with the proposed candidates and review the roles and responsibilities of the Board.
4. The Nominating Committee shall provide information to OLPH parents about prospective candidates and the candidates' qualifications prior to the election.
5. The Nominating Committee, under the direct supervision of the Board, shall conduct the elections in May. One ballot shall be distributed to each family. In cases of students with divorced parents, it is up to the family to decide how the one ballot shall be cast.
6. The Candidate(s) receiving the highest number of votes shall become a member of the Board at the first regular meeting of the next school year.

### **ARTICLE III: OFFICERS**

**Section A: OFFICERS** The officers of the Board shall consist of the Pastor, an Executive Officer, a President, a Vice President, a Treasurer, a Secretary and such additional officers that the Board may elect.

**Section B: THE PASTOR** Appointed by the Bishop of the Diocese of Fresno, the Pastor of Our Lady of Perpetual Help Parish shall act as the administrative and spiritual leader of Our Lady of Perpetual Help School. The Pastor shall be an ex-officio member and officer of the Board. He shall ensure the continual development of a consistent philosophy of Catholic school education for the school; approve the decisions of the board and Principal; meet with the Principal on a regular basis and attend the meetings of the Board; and fulfill the responsibilities of a Pastor as delineated in Diocesan educational policy.

**Section C: THE EXECUTIVE OFFICER** The Principal shall be the Executive Officer of the Board and be responsible for the operation of the school. The Executive Officer shall be an ex-officio member and officer of the Board and shall keep the Board informed on all matters pertaining to Our Lady of Perpetual Help School. The Executive Officer is accountable to the Pastor and the Diocesan Superintendent of Catholic Schools and shall keep them informed on the actions of the Board.

**Section D: THE PRESIDENT** The President shall act as the chairperson of the Board and the Executive Committee; shall appoint all committees unless otherwise specified by the Board; shall be responsible, in conjunction with the Board's Executive Officer, for

the meeting agenda, annual goals/agenda for the Board and each committee and in general shall perform all duties as from time to time may be assigned by the Board.

**Section E: THE PAST-PRESIDENT** The Past-President may (at the Board's discretion) remain on the Board for one (1) year as a voting member. If a President is in his or her last year they may (at the Board's discretion) be asked to extend their term an additional year. This will increase the total number of voting Board members for that year to eight (8).

**Section F: THE VICE-PRESIDENT** The Vice-President, at the request of the President or in the President's absence, shall perform the duties and exercise the functions of the President and, when so acting, shall have the power of the President. The Vice-President shall perform other duties as delegated by the President including, but not limited to chairing a committee or serving on a committee.

**Section G: THE TREASURER** The Treasurer shall render a school financial report at each regular Board meeting. The Treasurer shall act as the chairperson of the Finance Committee and shall directly assist the Principal in budget preparation, implementation, and review.

**Section H: THE SECRETARY** The Secretary shall keep the minutes of the Board; send a copy of the minutes to the Diocesan Superintendent of Catholic Schools, make all notices in accordance with the provisions of the Constitutions and Bylaws; be the custodian of the records of the Board; be a member of the Public Relations committee; and perform other duties from time to time that may be assigned by the Executive Officer.

**Section I: ELECTION AND TENURE OF OFFICERS** All officers except the Pastor, the Executive Officer, and the representative of the Parent's Club, shall be voting members of the Board and shall be elected annually. The election process shall be as follows:

1. In April the President shall appoint a Board member(s) in the last year of their term to act as nominator(s) to develop a slate of candidates willing to run for Board President.
2. The nominator(s) shall review with the candidates the responsibilities of the President.
3. At the May meeting, after Board member elections, the nominator(s) shall present the list to the Board for a vote. Prior to the vote any member from the floor may nominate other candidates.
4. The vote may be by ballot or show of hands and shall be totaled by the Pastor, or in his absence, the Executive Officer. The Pastor or Executive Officer will announce the President-Elect.

5. The President-Elect will meet with Board members individually and prepare a slate of officers and committee chairs to be voted on by a show of hands at the June meeting.
6. After a transition period, the newly elected officers shall take office beginning with the first regular meeting of the next school year and thereafter until their successors are duly elected and have taken office.

#### **ARTICLE IV: MEETINGS**

**Section A: REGULAR, SPECIAL AND ANNUAL MEETINGS** The Board shall meet monthly during the school year. Special or additional meetings shall be held whenever called by the Pastor, the Executive Officer in consultation with the President, or by a majority of the Board. The last regular meeting of each school year shall be designated the annual meeting for the purpose of election of officers.

**Section B: TIME, PLACE, AND NOTICE** Regular meetings of the Board are held monthly. Meetings are scheduled at the beginning of the school year and announced via the monthly calendar. Special meetings may be held at such time and places as designated by the Pastor, the Executive Officer in consultation with the President, or by the majority of the Board. Members of the Board shall normally be given twenty-four (24) hours notice of special meetings of the Board.

**Section C: QUORUM** A Majority of the current voting members of the Board is necessary for the transaction of business at meetings; and a majority vote of those present shall be sufficient for any decision or election unless otherwise specified in this Constitution and Bylaws.

**Section D: MEETING AGENDA** The agenda of regular Board meetings shall be distributed to the members at least three (3) days prior to the meeting. All requests by non-board members to have items placed on the agenda must be submitted, in writing to the President no later than one (1) week prior to the regular meeting. All requests will be reviewed by the Executive Officer and School Board President. The Executive Officer and School Board President may elect to deny a request for agenda placement. Denial may be expressed either in writing or verbally by the Executive Officer. The usual agenda format for regular meetings is as follows:

- I. Call to Order and Opening Prayer
- II. Recommended Actions:
  - A. Routine Matters:
    1. Roll Call
    2. Approval of Minutes
    3. Approval of Agenda
    4. Approval of Reports: Principal's and Treasurer's
  - B. Old Business
  - C. New Business

- III. Information and Proposals for Discussions:
  - A. From Committees of the board
  - B. Other
- IV. Future Business
  - A. Meetings Dates
  - B. Review of Topics for Future Agenda
- V. Adjournment

### **Section E: MEETING PROCEDURES**

1. **RULES OF ORDER:** The Board shall set its own rules or procedures but, in the absence of such, Robert's revised Rules of Order shall apply.
2. **OPEN AND CLOSED SESSIONS:** All regular meetings of the board are open to parishioners of Our Lady of Perpetual Help Parish or parents with a child enrolled in Our Lady of Perpetual help School unless designated by the President as being closed. Only Board members and those individuals invited to speak with the Board shall be present at closed sessions and only the final action taken by the Board shall be formally recorded.
3. **NON-MEMBERS OR DELEGATIONS:** Non-Members or delegations shall not address the Board unless they are included in the meeting's agenda.  
(See Article IV, Section D)

### **ARTICLE V: COMMITTEES**

**Section A: EXECUTIVE COMMITTEE** The Executive Committee shall consist of the President, Vice-President, Treasurer, and Secretary as voting members. The Pastor, Executive Officer, and Parent Club President shall be ex-officio non-voting members. The Board gives the Executive Committee the authority, in emergency situations, to conduct Board business between regularly scheduled Board meetings. No action can be taken without approval of the Pastor or Executive Officer. Minutes from these meetings shall be taken and submitted to the entire Board at the next regularly scheduled meeting.

**Section B: FINANCE COMMITTEE** The Finance Committee shall be chaired by the Treasurer and may consist of two (2) other members that are nominated by the Treasurer and approved by the Pastor and the Principal. The Finance committee shall assist the Principal in preparing and presenting the annual budget, monitoring its implementation, and monthly review of the finances.

**Section C: PUBLIC RELATIONS COMMITTEE** The Public Relations Committee shall be chaired by a Board member and may consist of the Board Secretary, the Parent Club Secretary, the Parent Club Publicity officer and other members as needed. This committee will develop appropriate brochures,

pamphlets, and other materials to present the school program to prospective students and families and to develop communication programs for school families, school staff, the parishioners of Our Lady of Perpetual Help Parish and the community at large. In addition, the committee is responsible for maintaining and updating the school's alumni database and providing the database to appropriate chairpersons to invite alumni to fundraisers and functions.

**Section D: FINANCIAL DEVELOPMENT COMMITTEE** The Financial Development Committee shall be chaired by a Board member and may consist of other members as needed. The committee's main goal will be to secure major donations for capital improvements. This committee shall also monitor the growth and development, of endowment accounts, procure grants, and prepare or entertain other proposals for fundraising. Additionally, this committee shall oversee existing and future scholarship programs for graduates of Our Lady of Perpetual Help School.

**Section E: FACILITY / PLANNING COMMITTEE** The Facility / Planning Committee shall be chaired by a Board member and may consist of other members as needed. This committee shall be responsible for reviewing and recommending short and long-term maintenance and repairs, as well as proposing equipment needs. It shall be responsible for providing a long-term equipment replacement plan and preventive maintenance schedule. The Committee shall also maintain a current operational and long-term plan, be responsible for maintaining a priority list of all school needs, and conducting the annual parent survey and planning meeting. Additionally, this Committee shall be responsible for obtaining and presenting bids to the Board for major expenditures related to improvements.

**Section F: TECHNOLOGY COMMITTEE** The Technology Committee shall be chaired by a Board member and may consist of other members as needed. The main function of the Committee is to review the school's technology development and strategic opportunities, advise the Board, make recommendations, and report on results regarding the implementation and use of technology in the school. Additionally, the Committee shall report on and advise regarding technology use in the regular curriculum, as well as a curriculum element unto itself, report and advise regarding technology use in communication, networking infrastructure, administration tools, purchase and or donations of technology and implementing, monitoring and adapting plans.

**Section G: COMMITTEES:** The Board may create by resolution other committees as it deems advisable and may discontinue the same at its pleasure. Each committee member shall have such powers and shall perform such duties as may be assigned to it by the Board. Unless otherwise directed by the Board, the President shall appoint all committee members and chairpersons. All active committees not stated in the bylaws shall be reviewed and their continuation voted on at least once a year.

**ARTICLE VI: ENDOWMENTS**

**Section A:** The Directors shall administer the activities of all school related endowment accounts according to the Diocesan Endowment Agreement and the Mission Statement of each specific fund. The directors shall meet quarterly or as needed to review gifts and distribution requests. The chairman shall be the Pastor of OLPH Parish and the vice-chairperson shall be the principal of OLPH School. The Financial Development committee chair shall sit on the committee and act as a liaison to the School Board. The Chairman will have full authority over the committee and will determine the number of Directors, terms and voting rights.

**ARTICLE VI: AMENDMENTS**

**Section A: AMENDMENTS** This Constitution and Bylaws may be amended by two-thirds (2/3) vote of Board members present and voting at a regular meeting; the amendment having been presented in writing at the preceding regular meeting. Any amendment shall become effective when presented for approval to the Diocesan Superintendent of Catholic Schools and ratified by the Bishop.

**Approved by the School Board on January 23, 2007.**

**Approved by the Pastor, Father Robert Borges, on January 23, 2007.**

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**Kimberly Cochran, Principal**

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**Shannon Farley, School Board President**

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**Father Robert Borges, Pastor**

**APPROVAL BY DIOCESE OF FRESNO**

As delegated by Bishop John T. Steinbock, Bishop of the Diocese of Fresno, I approve the Diocese of Fresno Constitution and Bylaws for Our Lady of Perpetual Help School-Clovis as approved by the pastor on January 23, 2007.

Date \_\_\_\_\_

Signed \_\_\_\_\_  
**Diocesan Superintendent of Schools**