

**CONSTITUTION OF THE CATHOLIC SCHOOL COUNCIL
OUR LADY OF PERPETUAL HELP SCHOOL
SELMA, TEXAS**

ARTICLE I

PREAMBLE

Section 1, Mission: The mission of the Catholic School Council of Our Lady of Perpetual Help School (hereinafter referred to as the “Council”), as established herein, is to promote a Catholic School system with an excellent academic program founded on Christian virtues, directing students towards a conscious choice of living a responsible Catholic life.

Section 2, Goals: To fulfill their mission, the Council sets forth the following goals for itself:

The Council shall formulate and prepare policies in accordance with those of the Ordinary of the Archdiocese of San Antonio (hereinafter referred to as the “Archbishop”) designed to:

- A. Educate the students in a school environment which proclaims the Good News of Christ and prepares them to be responsible and active citizens in the Catholic community now and into the Third Christian Millennium.
- B. Promote in the students a zeal for the achievement of justice and for the practice of peacemaking through their individual actions and their actions with others.
- C. Create in the school an active faith community permeated with the Gospel’s message of freedom and love, where the teachers and staff in partnership with families light the way for the students to receive a quality education without regard to gender, economic, ethnic, or racial background.

ARTICLE II

CREATION AND NAME

There is hereby established an association of persons, which is organized under the name of “The Catholic School Council of Our Lady of Perpetual Help School, Selma, Texas”.

ARTICLE III

PURPOSE AND AUTHORITY OF THE COUNCIL

Section 1: The Council shall be consultative to the Principal in all school matters for which the Principal seeks the Council’s advice and expertise.

Section 2: The Council shall give advice to the Principal and the Pastor on financial matters concerning the school.

Section 3: The Council with the Principal shall formulate and monitor the school's budget.

Section 4: The Council shall formulate and propose written policies. The policies are designed to further the mission and goals of the school and are subject to the approval of the Pastor.

Section 5: The Council shall continually monitor and evaluate the effectiveness and feasibility of its policies.

Section 6: The Council will research, develop, and communicate for itself and the school specific actions and strategies for a five year plan. The plan will be reviewed and updated annually.

ARTICLE IV

MEMBERSHIP

Section 1, Number: The council shall consist of not less than 6 nor more than 10 regular members. The Archbishop, the Superintendent of Schools, the Pastor, the Principal/Assistant Principal, and the PTC President are ex-officio members of the Council.

Section 2, General Eligibility: Any persons who have shown a sincere interest in and commitment to Catholic education and who are willing to give time and energy for the betterment of Catholic education and who are positive contributors to their parish/school are eligible to become members of the Council.

Section 3, Non-Eligibility: No employee of the school or parish may be a member of the Council.

Section 4, Term of Membership: Each member shall serve a term of three years. No member may serve more than two terms. Two or more years in filling a former member's unexpired term shall be considered a term of membership.

ARTICLE V

OFFICERS

Section 1, Officers: The officers of the Council shall consist of a president, a vice president, and secretary.

Section 2, Eligibility: Any regular member of the Council is eligible for election as an officer of the Council.

Section 3, Term: The terms of an officer of the Council shall be for one year. No member of the Council shall hold the same office for more than two (2) consecutive terms. A third term may be approved by the Council.

Section 4, Duties: The duties of the officers of the Council shall be established in the Council's bylaws.

ARTICLE VI

MEETINGS

The Council shall hold regular and special meetings as provided in its bylaws.

ARTICLE VII

AMENDMENTS AND ANNUAL REVIEW

Any proposed amendments must be submitted in writing to the Archdiocesan Catholic School Council. The constitution may be amended by a vote of the regular members of the Council and 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 vote is taken. This constitution is to be reviewed annually.

**BYLAWS OF THE CATHOLIC SCHOOL COUNCIL
OUR LADY OF PERPETUAL HELP SCHOOL
SELMA, TEXAS**

ARTICLE I

SELECTION OF MEMBERS

The nominating committee of the Council shall have the responsibility of acquiring the nominees for selection 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 a statement by the nominee of his/her willingness to serve.

The Council, at its regular meeting in 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 this list of approved names, the discernment process will take place.

The discernment process shall take place no later than the second Sunday in April of each year.

The newly selected members shall take office at the Council's regularly scheduled meeting in May.

ARTICLE II

REMOVAL OF MEMBERS

A member of the Council may be removed only by the 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.

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 office declared vacant by the President.

A vacancy in the membership of any member of the Council shall be from the alternates from the discernment process. A vacancy shall be filled by the Council 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 III

MEETINGS

Section 1. Regular Meetings of the Council: Regular meetings shall ordinarily be held eleven times a year at a time and place determined by the Council through minute action.

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 refuses to act, by a majority of the members of the Council.

Section 3. Quorum: A simple majority of the regular members shall constitute a quorum for the transaction of business.

Section 4. Rules of Procedure: The Council may fix its own rules of procedure, but in the absence of such rules, *Robert's Rules 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 agreement on the wording 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 votes cast.

Section 8. Non-Voting Members: The Principal/Assistant Principal and PTC President as ex-officio members have voice, but no vote.

Section 9. Absence of Principal: The Assistant Principal will assume the duties of the Principal in the event of the Principal's absence.

ARTICLE IV

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 ensure that Council decisions are implemented, and shall see that the functions of the Council committees are being properly performed.

Vice-President: The vice-president shall, in absence or disability of the president, perform all the duties of the president. When so acting, he/she shall have all the powers of and be subject to the restrictions on the president.

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 other duties as designated by the Council.

ARTICLE V

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 the regular meeting in June.

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

ARTICLE VI

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 the next regular meeting.

ARTICLE VII

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 in 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.

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 or 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 VIII

STANDING COMMITTEES

The standing committees to 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 Liaison. No member of the nominating committee shall be a nominee. There shall always be at least two more nominees than the number of vacancies.

Executive Committee: The executive committee consists of the Pastor, Principal, and the officers of the Council.

Finance Committee: The finance committee shall (a) formulate financial policies and recommend them to the full Council, (b) recommend changes in financial procedures, (c) monitor ongoing revenues and expenditures, and (d) recommend to the full Council approval or disapproval of the annual budget for the school.

Building and Grounds Committee: The building and grounds committee shall propose recommended enhancements and provide reports on the condition of school facilities.

Policy and Planning Committee: The policy and planning committee shall under Archdiocesan policies, and when appropriate, review, formulate, and propose new policies to the Council; develop a strategic plan for adoption by the Council; and monitor the implementation of the plan.

Development Committee: The development committee shall establish long range financial goals for Our Lady of Perpetual Help School and determine strategies to attain the goals.

ARTICLE IX

EXECUTIVE OFFICER

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

ARTICLE X

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 a criminal or civil suit or action based on malicious or unlawful conduct, and contains certain exceptions. A copy of the policy spelling out the exact terms of the coverage is available for inspection by any party covered thereby.

ARTICLE XI

AMENDMENTS TO BYLAWS

These bylaws may be amended by a consensus of the authorized members of the Council and upon approval by the Pastor; provided, however, that any proposed amendment shall have been presented in writing at the regular meeting of the Council immediately preceding the meeting at which such consensus was reached. These bylaws are to be reviewed annually.