

# **Bylaws of St. Pius X Parish Board of Total Catholic Education**

## **Article I.**

### **Name**

#### **Name of Organization**

The name of this organization shall be the St. Pius X Board of Total Catholic Education (sometimes referred to as BOTCE or B.O.T.C.E., and also referred to as the Board throughout these policies).

## **Article II.**

### **Role, Mission, Vision and Goals**

#### **Role Statement**

St. Pius X Board of Total Catholic Education is a policy making body that acts as consultants to the Pastor, Director of Religious Education, and the School Administration in the operation and evaluation of the catechetical and educational programs of the parish.

#### **Mission Statement**

The mission of the St. Pius X Board of Total Catholic Education (BOTCE) is to provide an opportunity to receive an excellent quality of Catholic education through superior leadership, service, and support to the Pastor, Director of Religious Education (DRE), and School Administration/Faculty.

#### **Vision Statement**

The vision of the St. Pius X Board of Total Catholic Education is to continually strengthen our parish and school communities in their Christian formation in the Catholic faith. This will be achieved by the continual growth and development of the catechetical and educational programs through strong community involvement by parishioners, parents, students, and personnel, exemplifying the Gospel values, strong moral character, and positive contributions in the community.

#### **Goals**

1. Continue a positive and healthy relationship with the Pastor, DRE, School Administration, and St. Pius X community.
2. Create, review and revise policies, support parish programs, and seek resources that promote increased Catholic educational expectations and achievement for all parishioners and students.
3. Reach out to various parish organizations to create partnerships in support of the overall Catholic educational success of the parish.

**Article III.**  
**Board Membership**

1. The Board shall consist of nine (9) members-at-large, the immediate past Chair of the Board, the pastor, the school principal and assistant principal, and the Director of Religious Education.
2. Only the nine (9) members-at-large are voting members of the Board.
3. Non-voting members have the same duties and responsibilities as voting members except that they are not permitted to make motions or vote on issues before the Board. The Pastor, while he is a non-voting member, has the Power to Veto any Board action(s).
4. Each member-at-large will serve a three-year term, with the expiration of terms staggered evenly amongst members such that there are three members in each class.
5. Voting members may not serve more than two (2) consecutive terms on the Board, Such persons are eligible for re-election or re-appointment three (3) years after the end of their second term. Non-voting members shall serve as long as they hold the position giving rise to their membership.

**Article IV.**  
**Election of Chairperson**

The Board shall elect a chairperson at its last meeting of the school year. The chairperson shall be elected for a one-year term until the end of the following school year.

The outgoing chairperson shall be eligible for re-election so long as he or she is not currently in the last year of their three-year term on the Board at the time of re-election.

For purposes of the election, all voting members who are not in their last year of service on the Board shall be considered as nominees, except that any member may request to have his or her name removed from the nomination listing. The chairperson shall be the member receiving the highest number of votes. In the event of a tie vote, subsequent ballots shall be held amongst those members receiving the highest number of votes until a chairperson is elected.

**Article V.**  
**Election of Members-At-Large**

There will be an election every year for three member-at-large positions. The Board will first have a nomination period open to any active parishioner age 18 or older. Following the nomination period, there will be an election via written ballot of all candidates who have accepted his/her nomination. All St. Pius X parishioners will be eligible to vote in the election. The member-at-large positions will be awarded to the three candidates receiving the highest number of votes. In the event of a tie vote, subsequent ballots shall be held amongst those candidates receiving the highest number of votes until a member-at-large is elected.

**Article VI.**  
**Appointment to Subcommittees**

Each voting Board member will be expected to serve on at least one subcommittee of the Board. Membership on subcommittees is not restricted to Board members, except that at least one (1) member of each subcommittee must be a voting member of the Board.

**Article VII.**  
**Meetings**

The Board shall hold regular meetings at such times and places as may be fixed by the Board or the Chairperson and required by the Diocesan Board of Total Catholic Education. Special meetings may be called by the Chairperson and shall be called by the Chairperson upon request of any three (3) members of the Board.

Each Board member is expected to attend all Board meetings. If a Board member is absent from more than 25% of meetings within a given Board year the Chairperson of the Board is empowered to request and/or mandate the member's resignation.

All meeting of the Board shall be open to the public. However, the Board shall have the right and duty to convene in executive session when the matter to be discussed is of a sensitive nature. An executive session may be called at any time at the discretion of the Chairperson.

**Article VIII.**  
**Resignation of Board Members**

In the event a Board member resigns from the Board before his/her three year term expires, that Board member's position will be replaced for the term remaining from the resigning member's term. The Chairperson of the Board has discretion to assign a replacement member or hold an open election for the member's position.

**Article IX.**  
**Authority of Individual Board Members**

Board members have authority only when acting as a Board legally in session. The Board shall not be bound by any statement or action on the part of any individual member of the Board, except when such statement or action is in pursuance of specific instruction by the Board.

**Article X.**  
**Voting – Quorum**

A majority of the voting membership of the Board must be present at any regular or special meeting of the Board to constitute a quorum for the transaction of business.

**Article XI.**  
**Approval and Revision of Policies**

Any proposed new policy or revision to existing policy must be submitted in writing and read at a regular meeting of the Board. A simple majority vote of the members present shall be necessary for approval. All formally approved policy actions of the Board must be submitted to the pastor for final ratification.

**Article XII. Amendments**

This constitution and bylaws may be amended by a two-thirds (2/3) majority of the voting members of the Board.

No amendment to this constitution and bylaws shall become effective until approval by the Pastor.

\*Verbal approval received from Pastor Rev. Thomas Robbins 10/30/13