

**DIOCESE OF MANCHESTER  
DIOCESAN SCHOOL BOARD  
BYLAWS**

ARTICLE I

Name

The name of this body shall be the Diocesan School Board, herein referred to as the Board.

ARTICLE II

Mission

In conjunction with the Catholic Schools Office of the Diocese of Manchester, the mission of the Board is to further the advancement of quality primary and secondary Catholic education in the Diocese of Manchester by providing leadership, direction, and support to the Bishop and to the Superintendent of Schools, hereinafter referred to as the Superintendent.

ARTICLE III

Purpose and Function of the Board

Section 1: Purpose. The Board is established by the Bishop to be consultative to him and the Superintendent. The Board exists to promote a strong Catholic identity in the schools, to recommend policy, to offer financial advice, to serve as a public relations source, to encourage and facilitate strategic planning and development, and to maintain an awareness of current events and trends in primary and secondary education. The Board shall make its recommendations after adequate hearing as determined by the Chair of the Board and upon consensus agreement. The Chair shall submit those recommendations to the Bishop and Superintendent for approval. The Bishop and/or Superintendent will notify the Board in a reasonable amount of time of any decisions regarding the Board's recommendations.

Section 2: Functions. The primary function of the Board is to consult with the Bishop and the Superintendent on:

- i. The Catholic vision, mission, identity, and culture of the schools.
- ii. The development of excellent and dynamic curricula for each level of education.
- iii. Strategic and long-range planning for the schools.
- iv. Policies, procedures, programs, and services for the schools.

Other Board functions include:

- i. Conducting special studies and analyses as requested by the Bishop and the Superintendent.
- ii. Serving as a source of support and counsel for local school boards when requested.
- iii. Representing Catholic schools to the Catholic community and to the general public and civil authorities at the request of the Superintendent and/or the Bishop.

Section 3: Restriction. Members of the Board may not act apart from the Bishop or Superintendent and have no authority to make decisions on behalf of the Catholic Schools Office or the Diocese of Manchester.

ARTICLE IV  
Membership

Section 1: General Eligibility. Each member of the Board shall be at least 18 years of age, a practicing Catholic, active in his/her parish and/or school, willing to give time and energy to the advancement of the mission of Catholic schools, and whose professional and personal life is reflective of the teachings of the Catholic Church. No lay member of the Board may be employed by any school within the Diocese nor be employed by a parish which has a parochial school. No lay member of the Board may serve concurrently as a member of any local Catholic school board and the Diocesan School Board.

Section 2: Number of Members and Representation. The Board shall have voting members as well as *ex-officio* members who do not vote. The non-voting *ex-officio* members shall be the Superintendent and the Associate/Assistant Superintendent(s). The Board shall consist of no fewer than fifteen (15) and no more than twenty-five (25) voting members, comprised of the clergy, religious, and laity. No more than one-quarter of the voting members shall be clergy or members of religious congregations. The Board shall endeavor to have representation on the Board from each deanery within the Diocese and shall endeavor to bring to the Board individuals from a variety of backgrounds, occupations, and professions. Serious consideration is to be given to gender and ethnic diversity. The Board shall submit to the Bishop nominees for his consideration. The Bishop shall appoint all members to the Board.

Section 3: Appointment. A voting member of the Board shall be appointed by the Bishop for a term of three (3) years and may not serve for more than two (2) consecutive terms. The term of office shall run from July 1 to June 30. The appointments shall be staggered equally over a period of time of three (3) years to provide a continuity of a majority of the membership from year to year. After a lapse of one year, a former voting member may be reappointed. Any member of the Board who cannot fulfill his/her obligation of office shall submit a letter of resignation to the Bishop through the Superintendent.

In the event of a resignation, the Nominating Committee shall meet to propose nominees from which the full Board and the Superintendent shall make recommendations for appointment to the Bishop.

Section 4: Removal. The Board may vote to recommend to the Bishop that a voting member be removed from the Board for absences from three (3) meetings within a year but only with advance notice. The Bishop may also remove an individual voting member, with or without cause as determined by the Bishop.

Section 5: Nominations. The Nominating Committee shall recommend nominees for the Board to the full Board and the Superintendent, which shall make nominee recommendations to the Bishop for approval and appointment.

ARTICLE V  
Officers

Section 1: Executive Officers. The officers of the Board will be the Chair, the Vice-Chair, and the Superintendent.

Section 2: Chair. The Chair shall preside at all meetings of the Board and the Executive Committee, shall be the executive head of the Board, shall make all committee appointments after consultation with the Executive Committee, shall, in collaboration with the Superintendent, prepare the agenda for all meetings of the Board, shall execute on behalf of the Board all written documents, and, in general, shall perform all duties pertaining to the office of Chair.

Section 3: Vice-Chair. The Vice-Chair, in the absence of the Chair, or at his/her request, shall perform the duties and exercise the functions of the Chair and, when so acting, shall have the authority of the Chair, and shall perform such other duties as are delegated by the Chair.

Section 4: Superintendent. The Superintendent shall serve as an *ex officio* non-voting member of the Board and shall participate in all deliberations of the Board. The Superintendent shall provide the Board with pertinent information regarding the state of Catholic schools in the diocese and matters of regional, state, and national concern in Catholic education. The Superintendent shall arrange for the publication and distribution of meeting agendas and minutes of Board meetings to all Board members.

Section 5: Election and Term of Office. Officers of the Board, other than the Superintendent, shall be elected at the annual meeting of the Board for a term of two years, which shall begin on July 1. Nominations of officers shall be presented by the Nominating Committee. The officers shall hold office until the next annual election and thereafter until their successors are duly elected. No officer may hold the same office for more than two consecutive years.

## ARTICLE VI Meetings

Section 1: Meetings. Regular business meetings shall be held at least three times annually from September to June and at other times as determined by the Board.

Section 2: The Annual Meeting. The Annual Meeting of the Board shall be held in June, prior to the 15<sup>th</sup> of the month, as determined by the Board. That meeting shall constitute a planning meeting for the Board's work for the ensuing year and shall include on its agenda the election of officers and the recognition of those members whose terms are expiring.

Section 3: Conduct of Meetings. The Board shall operate in a spirit of collegiality, shall seek consensus, and shall conduct its business using *Robert's Rules of Order*.

Section 4: Quorum. Two-thirds of the Board shall constitute a quorum for the transaction of business at a meeting. A majority vote of those voting members present and voting (an abstention is not a vote) shall be sufficient for any recommendation or election, except as noted in Section 5 of this Article.

Section 5: Policy Action. The Board shall not vote on recommendations regarding the adoption, modification, or rescission of a Board policy at the meeting at which such policy adoption,

modification, or rescission is introduced unless two-thirds of the total voting members of the Board vote to suspend the rules.

Section 6: Special Meetings. Special meetings of the Board may be called at the discretion of the Superintendent or the Bishop.

Section 7: Agenda. An agenda shall be distributed by the Catholic Schools Office at least seven (7) days prior to any regular or special meeting unless circumstances make this impracticable. If any person, other than a Board member, wishes to present a matter to the Board, that person must obtain the approval of the Chair and the Superintendent prior to the meeting in order for the matter to be placed on the agenda. Such a request for the inclusion of a matter on the agenda must be submitted in writing and accompanied by an explanation of the item.

Section 8: Consensus. After agreement on the wording of a motion is reached through consensus, a simple majority of those voting on a motion at a meeting at which a quorum is present shall constitute Board action on that motion.

Section 9: Minutes. Minutes of all Board meetings shall be taken, prepared, and distributed by the Catholic Schools Office and forwarded to all Board members.

## ARTICLE VII Committees

Section 1: Committee Membership. All Board members are to serve on at least one standing committee. Each standing committee shall have such authority and shall perform such duties as may be assigned to it by the Chair. The Chair shall assign committee memberships, including committee chairs, after consultation with the Executive Committee. Non-Board members may be invited to serve on Standing Committees, except the Executive and Nominating Committees, at the discretion of the Chair and the Superintendent and with the approval of the Bishop.

Section 2: Standing Committees. The Board shall have the following Standing Committees.

- i. Executive Committee. The Executive Committee shall be comprised of the Chair, the Vice-Chair, and the Superintendent. The Executive Committee shall:
  - a. Prepare the agenda for the Board meeting.
  - b. Review all committee reports before distribution to the Board.
  - c. Facilitate Board planning, goal-setting, and self-evaluation.
  - d. Provide on-going education and retreats for Board members.
  - e. Provide immediate consultation to the Bishop at his request.
- ii. Nominating Committee. The Nominating Committee shall:
  - a. Recruit new members and recommend them to the Board and the Superintendent, and then to the Bishop for his approval and appointment.
  - b. Orient new members to the Board.
  - c. Facilitate the election of officers.

- iii. Academic Affairs Committee. The Academic Affairs Committee shall:
  - a. Support the Catholic Schools Office in promoting and evaluating curricula, instructional strategies and related professional and development opportunities that offer students an excellent education in all subject areas.
  - b. Evaluate trends and legislative initiatives involving curriculum development at the local, state and national levels, and recommend courses of action in regard to these.
  - c. Serve as a resource to individual schools on curriculum trends and development.
  
- iv. Financial Affairs Committee. The Finance Committee, which shall include the Director of Parish & School Financial Services for the Diocese of Manchester as a non-voting *ex officio* member, shall:
  - a. Support the Catholic Schools Office in promoting and implementing sound financial management practices for the Catholic schools in the Diocese.
  - b. Serve as a resource to the Catholic Schools Office in evaluating and strengthening the financial viability of the Catholic schools in the Diocese.
  - c. Explore innovative strategies for making Catholic education more affordable and accessible to more families.
  - d. Serve as a resource to individual schools on effective financial management practices and strategies.
  
- v. Marketing and Enrollment Committee. The Marketing and Enrollment Committee shall:
  - a. Support the Catholic Schools Office in developing and promoting sound and creative marketing and enrollment management practices for the schools.
  - b. Monitor trends in educational marketing strategies at both the state and national levels, as well as demographic and enrollment trends relative to the Catholic schools across the nation, and recommend courses of action for the Diocese in regard to these.
  - c. Serve as a resource to individual schools on effective marketing and enrollment strategies.
  
- vi. Advancement Committee. The Advancement Committee shall:
  - a. Support the Catholic Schools Office in developing, promoting, and assessing advancement strategies for the Diocesan schools.
  - b. Assist in the creation of new sources of funding for scholarship and capital improvements to benefit the Diocesan schools
  - c. Monitor the work of the steering committee of any major capital campaign undertaken at the Diocesan level.
  - d. Serve as a resource to individual schools to advise them on their local advancement efforts.

Section 3: Ad Hoc Committees. The Board may create such committees as it deems advisable and may discontinue the same at its discretion.

ARTICLE VIII  
Periodic Review of Bylaws

At least once every five years, or more often if determined by the Board, a review of the current Bylaws shall take place.

ARTICLE IX  
Amendments to the Bylaws

These Bylaws may be amended by a simple majority of the authorized voting members of the Board and upon approval by the Bishop, provided, however, that any proposed amendments shall have been presented in writing to the Board at the regular meeting preceding the meeting at which such a vote will be taken.

March 26, 2014

Date

+ Peter A. Libasci

Most Reverend Peter A. Libasci, Bishop of Manchester

Steven R. Boivin, CPA

Mr. Steven Boivin, Chair of the Diocesan School Board

John R. Fortin, OSB

Reverend John R. Fortin, O.S.B., Superintendent of Schools

## AMENDMENTS

### Amendment 1

To change "June" to "May" in Article VI, Sections 1 and 2.

Proposed by the Diocesan School Board on January 17, 2015.

Approved by Bishop Peter Libasci on February 11, 2015.

### Amendment 2

To add to the membership of the Executive Committee the associate superintendent and the chairs of the Standing Committees in Article VII, Section 2i.

Proposed by the Diocesan School Board on January 17, 2015.

Approved by Bishop Peter Libasci on February 11, 2015.