

**OFFICE OF CATHOLIC SCHOOLS**  
467 Bloomfield Avenue  
Bloomfield, Connecticut 06002

**CATHOLIC SCHOOL BOARD OF THE  
ARCHDIOCESE OF HARTFORD**

**BYLAWS**

**ARTICLE I**

**Name**

The name of this body shall be the Catholic School Board of the Archdiocese of Hartford, herein after referred to as the “Archdiocesan School Board.”

**ARTICLE II**

**Mission**

In conjunction with the Office of Catholic Schools, the mission of the Archdiocesan School Board is to further the advancement of quality Catholic education for students in the Archdiocese of Hartford by providing leadership, direction, and support to the Archbishop and the Superintendent of Catholic Schools.

**ARTICLE III**

**Purpose and Function of the Archdiocesan School Board**

**Section 1. Purpose:** The Archdiocesan School Board is established by the Archbishop to be advisory to him and the Archdiocesan Superintendent of Catholic Schools, hereinafter called Superintendent. It shall make its recommendations after adequate hearing as determined by the Chair of the Archdiocesan School Board and shall submit those recommendations in writing to the Archbishop and Superintendent for approval.

**Section 2. Function:** The functions of the Archdiocesan School Board are to:

- Advise the Superintendent on policies, programs, services, and strategic planning for the Catholic elementary and secondary schools of the Archdiocese as requested by the Superintendent.
- Conduct special studies and assignments as requested by the Archbishop or Superintendent.
- Serve as an information resource for local school boards when requested.
- Present Catholic schools to the public, to civic authorities, and to the Catholic community, as schools imparting quality Catholic education in all aspects of living: spiritual, intellectual, cultural, physical, social, and civic.

## **ARTICLE IV**

### **Membership**

**Section 1. General Eligibility:** Each member of the Archdiocesan School 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 Archdiocesan School Board may be employed by any parish or school within the Archdiocese of Hartford. No lay member of the Archdiocesan School Board may serve concurrently as a member of any local Catholic school board.

**Section 2. Number of Members and Representation:** The Archdiocesan School Board shall consist of no fewer than twelve (12) members and no more than seventeen (17) members of the clergy, religious congregations, and laity as the Archbishop shall determine. No more than one-third of the members shall be clergy or members of religious congregations.

The Archdiocesan School Board shall endeavor to have representation on the board from each school district within the Archdiocese of Hartford. The Archdiocesan School Board shall submit to the Archbishop names for his consideration. The Archbishop shall appoint members to the Archdiocesan School Board.

**Section 3. Appointment:** A member of the Archdiocesan School Board shall be appointed by the Archbishop 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 three (3) years to provide for continuity of a majority of the membership from year to year. After a lapse of one year, a former member may then be reappointed. Any member of the Archdiocesan School Board who cannot fulfill his/her obligation of office shall submit a letter of resignation to the Archbishop through the Chair.

**Section 4. Removal:** The Archdiocesan School Board may vote to recommend to the Archbishop that a member be removed from the board for absences from three (3) meetings within a year without advance notice. The Archbishop may also remove an individual Archdiocesan School Board member for cause.

## **ARTICLE V**

### **Officers**

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

**Section 2. Chair:** The Chair shall preside at all meetings of the Archdiocesan School Board, shall be the executive head of the Archdiocesan School Board, shall make all committee appointments, shall prepare the agenda for all meetings of the Archdiocesan School Board in

collaboration with the Superintendent, shall execute on behalf of the Archdiocesan School 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 member of the Archdiocesan School Board and shall participate in all deliberations of the Archdiocesan School Board without vote. The Superintendent shall provide the board with pertinent information regarding the state of Catholic schools.

**Section 5. Minutes:** Minutes of all Archdiocesan School Board meetings shall be prepared and filed at the Office of Catholic Schools and forwarded to all board members.

**Section 6. Election and Term of Office:** Officers of the Archdiocesan School Board, other than the Superintendent, shall be elected at the annual meeting of the Archdiocesan School Board for a term of one year, which shall begin in July. 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 monthly from September to June of each year or as otherwise decided by the Archdiocesan School Board.

**Section 2: Conduct of Meetings:** The Archdiocesan School Board shall operate in a spirit of collegiality, shall seek consensus, and shall conduct its business using “Roberts Rules of Order.”

**Section 3: Quorum:** Two-thirds of the Archdiocesan School Board shall constitute a quorum for the transaction of business at a meeting. A majority vote of those present and voting (an abstention is not a vote) shall be sufficient for any recommendation or election, except as noted in Section 4 of this Article.

**Section 4: Policy Actions:** The Archdiocesan School Board shall not vote on recommendations regarding the adoption, modification, or rescission of an Archdiocesan School Board policy at the meeting at which such policy adoption, modification, or rescission is introduced unless two-thirds of the total voting membership of the Archdiocesan School Board vote to suspend the rules.

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

**Section 6. Annual Meeting:** The Annual Meeting of the Archdiocese School Board shall be held in June. That meeting shall constitute a planning meeting and shall include on its agenda the election of officers for the ensuing year and the recognition of those members whose terms have expired.

**Section 7. Resignation:** In the event of the resignation of a member(s), the Nominating Committee shall meet to propose nominees from which the full Board and Superintendent shall make recommendations for appointment to the Archbishop.

**Section 8. Special Meetings:** Special meetings of the Archdiocesan School Board may be called at the discretion of the Chair, in conjunction with the Superintendent of Catholic Schools, or, if the Chair is unable or refuses to act, by a majority of the members of the Board.

**Section 9. Agenda:** An agenda shall be distributed seven (7) days prior to the meeting. If any person, other than a Board member, wishes to present a matter to the Archdiocesan School Board, that person must obtain the approval of the Chair prior to the meeting in order to place the matter on the agenda. The request for inclusion of a matter on the agenda must be submitted in writing and accompanied by an explanation of the item.

**Section 10. 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.

## **ARTICLE VII**

### **Committees**

**Section 1. Committee Membership:** All School Board members are expected to serve on a standing committee. Each standing committee shall have such authority and shall perform such duties as may be assigned to it by the Archdiocesan School Board Chair. The Chair shall assign committee memberships, including committee chairs, after consultation with the full Board and the Superintendent.

**Section 2:** The Archdiocesan School Board shall have the following Standing Committees:

- A. Executive Committee.** The Executive Committee shall be comprised of the Chair, the Vice-Chair, and the Superintendent. It shall:
- Prepare the agenda for the Board meeting.
  - Review all committee reports before distribution to the Board.

- Provide immediate consultation to the Superintendent as requested through its Chair and Vice Chair.
- Facilitate Board self-evaluation and the development of plans for improvement and the establishment of goals for the following year.

**B. Nominating Committee.** The Nominating Committee shall:

- Recruit new members and recommend them to the full Board and the Superintendent and to the Archbishop for approval and appointment
- Orientate new members to the Board
- Facilitate election of officers
- Provide ongoing education for Board members

**C. Finance Committee.** The Finance Committee shall:

Assist the Office of Catholic Schools, Department of Finances in establishing and sustaining financial viability for Catholic schools.

**D. Planning Committee.** The Planning Committee shall:

Assist in the development and implementation of the Office of Catholic Schools strategic plans and goals.

**E. Policy Committee.** The Policy Committee shall:

Evaluate current policies to determine their effectiveness on an ongoing basis and serve as a liaison between the full Board and school Superintendent.

**F. Marketing Committee.** The Marketing Committee shall:

Develop a strategic marketing plan for Catholic schools in collaboration with the Office of Catholic Schools, Department of School Advancement.

**G. Catholic Identity.** The Catholic Identity Committee shall:

Serve in the implementation of the Catholic Identity strategic plan emanating from the *Common Threads* document; foster lines of communication among priests of the Archdiocese, the schools, and the Office of Catholic Schools; provide spiritual enrichment for the Archdiocesan School Board; and cultivate collaboration, inclusion, and services with the Chancery, and the agencies of the Archdiocesan Center at St. Thomas Seminary, which will foster the Catholic identity of our schools.

**Section 3. Ad Hoc Committees:** The Archdiocesan School Board may appoint such ad-hoc committees as it deems advisable and may discontinue the same at its discretion.

## ARTICLE VIII

### Periodic Review of Bylaws

**Section 1:** At least once every five years, or more often if determined by the Archdiocesan School Board, a review of the current Bylaws shall take place.

## ARTICLE IX

### Amendments to Bylaws

**Section 1. Amendments:** These Bylaws may be amended by a simple majority of the authorized voting members of the Board and upon approval by the Archbishop, 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.