

August 2021
Updated with
Amendments



By-Laws of Epiphany of the Lord Catholic School Advisory Board

PREAMBLE

This document is intended to be the bylaws of the Epiphany of the Lord Catholic School Advisory Board (SAB) and will regulate the powers and responsibilities of the Board, its officers and committees and will be observed for the procedure and dispatch of business at the meetings of the Board and its committees.

These bylaws will be approved by the Pastor of Epiphany of the Lord Catholic Community and will be reviewed annually as directed by the Pastor or as recommended by the Superintendent of Catholic Schools for the Archdiocese of Galveston – Houston. Likewise, the administrative organization of the School Advisory Board will be subject to periodic review by the Superintendent and/or the Pastor to ensure that it is designed to meet the needs of the school.

All dealings of the Board will be their best efforts to be in compliance with the philosophy, mission, terms, and intent of the Document labeled “PURPOSE OF LOCAL SCHOOL BOARD” and issued by the Catholic Schools Office of the Archdiocese of Galveston – Houston (also referred to as the *School Board Handbook*), where it is both practical and reasonable to do so.

The purpose of the Epiphany of the Lord Catholic School shall be to maintain a day school offering a strong academic program in a Christian atmosphere and character training for the entire personality of a child regardless of race, creed, or color.

Epiphany of the Lord has the following as its Mission Statement:

“Rooted in Catholic tradition, Epiphany of the Lord Catholic School promotes growth in the foundations of faith, knowledge, compassion, and character.”

ARTICLE I – NAME OF THE ORGANIZATION

The name of this organization will be the “Epiphany of the Lord Catholic School Advisory Board,” hereafter called the School Advisory Board.

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ARTICLE II – JURISDICTION OF THE BOARD

Section 1. Purpose and Function

The School Advisory Board, a board of delegated responsibility, gathers in the spirit of the gospel to promote, sustain and ensure the ministry of quality Catholic education. This is accomplished by providing vision, leadership, and accountability in collaboration with diocesan and local administrators as well as with other key representatives of the school, parish, and business communities. This is further achieved by making informed recommendations concerning policies and goals to the Pastor and Principal.

The Board is advisory in nature and consults with the Pastor and Principal in recommending policies, budgets, and financing. The function of the Board is to discuss and offer recommendations to issues addressing general policy, budgeting and finances of the school. Issues related to discipline, personnel, and day to day operations are the responsibility of the Principal.

Section 2. Roles and Responsibilities

Roles of the Board include the following:

- a. Actively assist the Pastor and Principal in the role of short and long-term planning.
- b. Support identification, development, and assessment of progress for initiatives identified in the Strategic Plan for Epiphany of the Lord Catholic School.
- c. Identify and articulate the educational needs and aspirations of the school and the community;
- d. Mobilize resources at Boards discretion (primarily via the Committee structure, with the approval of the Pastor and Principal) to meet the identified goals. Provide advice and guidance to the Pastor in the area of finances for the School.
- e. Provide the opportunity for appropriate communication with parents.
- f. Evaluate Board members and the Principal as required by the Archdiocesan Schools Office
- g. Actively assist school with hosting the Accreditation Team.

A major task for the Board is to provide advice and guidance in the area of finances. Approving tuition rates and salary increases for the staff is the Pastor's responsibility, but the Pastor will rely upon solid information provided by the Principal and the Board. The Board should assist the Principal in providing communication to parents about the financial status of the school.

ARTICLE III – MEMBERSHIP, APPOINTMENTS, AND TERMS OF OFFICE

Section 1. Number and Term of Members

The Board will be composed of at least six members or such number as approved by the Pastor. New members will serve a term of three years. They may, at the sole discretion of the Pastor, be discerned to serve one additional three-year term. Members may not serve more than two (2) consecutive terms. An absence of at least one (1) year is required before one may be discerned to the Board after having served two (2) consecutive terms.

The terms of members should overlap so that a maximum of no more than one third are leaving the board at any one time. This allows for stability and continuity of the Board

If, for any reason, a Board member does not complete their term, the Pastor may decide to add a replacement Board member to serve out their term. Such appointment will be at the discretion of the Pastor, but it will be the responsibility of the Nominating Committee of the Board and in

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consultation with the Principal to make a recommendation to the Pastor and to assist the Pastor in the process.

For special circumstances identified by the Pastor, a member may be appointed to additional terms beyond the limits of this section. Additionally, the Pastor may waive the provision that a maximum of one third of the Board leave the Board at any one time, if deemed prudent to do so and in the best interest of ongoing Board membership.

Section 2. Qualification and Selection of Board Members

New Members will be added to the Board through a discernment process by the Nominating Committee. Members of the Board will ordinarily be practicing Catholics in good standing and may include parishioners, parents and other supporters of the School.

The Nominating Committee will consist of the Principal, president and at least one or two other Board Members. The Nominating Committee will initiate the process of identifying potential new Board members in January of each year.

The Nominating Committee will review any application forms completed and submitted to the Principal's office by potential Board candidates desiring to serve on the Board. The Nominating Committee, in addition to candidates they identify, will solicit existing Board members for recommendations as to potential new Board members.

The Nominating Committee will discern candidates identified and prepare a consensus list in order of preference to present to the Pastor. The Pastor shall determine the candidates to be presented in nomination to the full Advisory Board. The Pastor and President will review the nominated candidates at a Board meeting held in May or June.

Newly appointed Board members will be notified by the Pastor or a Board member he may designate. The President and/or Vice President will conduct an orientation meeting for all newly appointed members.

Section 3. Suspension and Removal of a Member

The Pastor, after consulting with the Superintendent, may suspend or remove a Board member from office at any time during their term with or without cause. Such suspension or removal will be executed by written notice to the affected Board member.

Section 4. Resignation

A Member may resign by delivering to the Pastor and President of the Board a written notice indicating that he or she is resigning. The resignation will be effective upon receipt unless specified to be effective at some other time.

Section 5. Board Member Responsibilities

Members show their acceptance of responsibility as members by regular attendance and participation at meetings. Members shall furthermore participate in at least one training session a year that is specifically designed by the Galveston-Houston Archdiocesan Board of Education for local boards. The Board must provide an orientation detailing the work of the board for all new members.

ARTICLE IV – OFFICERS

Section 1. The Executive Committee

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The Executive Committee will be comprised of the following:

- a. Pastor
- b. Principal
- c. President of the Board
- d. Vice President of the Board
- e. Chairperson of the Finance Committee
- f. Secretary of the Board

Section 2. Functions of the Officers.

The Officers' functions include planning and preparation for Board meetings, coordination and communication among Board members, planning and organizing for orientation of new members, coordinating ongoing Board education for all members and succession planning for the Chief Administrator or Principal as necessary, in addition to performing other duties that may be determined by the President.

Section 3. Appointment and Duties of the President

The position of president will be appointed by an agreed upon individual by the Pastor and the Principal. The President of the School Board will serve in that role for a term not to exceed three (3) years. The President of the School Board will:

- a. Preside at all meetings of the Board and exercise and perform such powers and duties as may be assigned from time to time to the office.
- b. Work with the Principal and the Secretary to prepare the agenda prior to all meetings.
- c. Actively coordinate assignment of committee chairs as advisable to the Principal and Pastor. Approval and establishment of school committees are based on the authority and approval of the Pastor and Principal.
- d. Call special meetings of the Board as necessary.
- e. The President of the Board, when present, will be an ex-officio member of all committees. The President will not be counted in determining a quorum of the committee.

Section 4. President's Participation in Debate and Discussion

The President may participate in any debate or discussion from his/her position as President. Should the President elect to vacate the Presidency to take part in any debate or discussion or for any other reason, he/she will call upon the Vice President or in his/her absence, one of the Members to fill his/her place until he/she resumes it.

Section 5. The Appointment and Duties of the Vice President

The Vice President will be appointed by the Pastor in consultation with the Board President. The Vice President will:

- a. Serve in the absence of the President
- b. Support the President in the execution of their duties, including recommending agenda topics for Board meetings and the assignment of Board committee chairs.

Section 6. Secretary of the Board

The Secretary will:

- a. Attend all meetings of the Board.
- b. Prepare, in consultation with the other officers of the board, the draft agenda of the Board meetings. He or she may construct the Board Agenda after the draft has been developed and approved by the principal, pastor and board president. All items to be placed on the Agenda must be given to the Principal & President 10 working days prior to the meeting date for their approval
- c. Prepare minutes of all meetings.

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- d. Maintain reports from committees and/or subcommittees.
- e. Keep records as directed by the Board.
- f. Receive and pass on to the Board, or relevant committee, all correspondence, petitions and reports of other officials as determined by the Executive Committee.
- g. Maintain a current record of all policies as approved by the Pastor. The Board suggests and assists in policy making, and the Pastor approves. The school principal enacts or implements the policy after the Pastor's approval.
- h. Maintain charge of all correspondence, reports, and other documents of Board business, including these By Laws and any Amendments hereto.

Section 7. The Chair of the Finance Committee

The Chair of the Finance Committee will:

- a. Communicate with the Parish Finance Committee with the approval of the Pastor.
- b. Submit to the Board for review the preliminary budget for the upcoming year in the January Board meeting of the current year.
- c. Assist any committee in need of financial information.
- d. Coordinate with appropriate school administrators and staff to obtain and review all available information needed to perform the responsibilities of this office.
- e. Consult and assist the principal on preparation of a balanced budget.

Section 8. The Principal of the School

The Principal of the School serves at the discretion of the Pastor. Should the need arise to select a new Principal; at least three Board Members should participate in the search process. The Pastor retains sole decision-making authority on the selection of the Principal of the School.

The Principal will be a member of the Executive Committee and will approve with the President and Pastor the appointment of Committee or Subcommittee members. The Principal will provide an update to the Board in Monthly Meetings on issues of interest to the Board, as appropriate and have prepared for submission to the Board the annual financial reports.

Board members are required to give assistance to the Pastor in the annual evaluation of the Principal as part of the Principal Professional Growth Process identified in the Archdiocese of Galveston – Houston School Board Handbook. The Principal will provide Board members with the Principal Professional Growth Form and review the document with them. Each Board member will complete the Principal Professional Growth Form and submit the form to the Principal. The Principal and Pastor will meet to review the forms.

Section 9. At Large Members

Any member of the board not designated, as one of the aforementioned positions will be considered an "At Large Member of the Board" with the approval of the Pastor and Principal.

Section 10. Ex-Officio Members

- President of Parent Association (PA)

ARTICLE V – MEETINGS

Section 1. Meeting Schedule and Location of Meetings

Unless otherwise ordered by special motion, the Board will conduct regular meetings on at least a quarterly basis.. Standing and Ad Hoc Committees will meet as necessary. A schedule of all Board meetings is to be submitted to the Pastor and Principal by September 1 of each year. School Advisory Board meeting dates will be posted on the school calendar.

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Section 2. Summer Meetings

The Board will recess from its regular meeting schedule only in July. The President, with the approval of the Pastor and Principal, is authorized to schedule Board meetings and executive sessions during June and August, with the June meeting recommended to be designated as the Inaugural Meeting of a newly appointed Board.

Section 3. Special Meetings of the Board

Special meetings of the Board may only be called by the Pastor or the President, or at the request of the Principal. The members will be given 24-hour notice for special meetings, except in emergency situations. Such meetings will be called for specific reasons. Such subjects will be stated in the notice calling the meeting. Subjects addressed cannot relate to personnel or discipline issues. Notwithstanding any other provisions to the Board's bylaws, no other business will be considered at such special meetings.

Section 4. Quorum for Meetings

A majority of the Members of the Board will constitute a quorum for meetings of the Board. If a quorum is not present within fifteen (15) minutes after the time appointed for any meeting (or such longer time as may be agreed upon by the Members who are present), the person assigned as recording secretary will record the names of the persons present and the meeting will stand adjourned, to be reconvened within seven (7) days at the call of the President. A member can be present via electronic communications so long as the board feels the individual has ability to participate.

Section 5. Notice of Meetings

Written notices of all regular meetings of the Board will be transmitted by the Board Secretary, along with the agenda of the meeting, at least 72 hours before the time of meeting.

The agenda may be amended at the opening of a meeting with the consensus of Board Members present at the meeting and with approval from the pastor and principal.

Section 6. Absences

A Member who cannot attend a Board meeting will inform the President at or before noon on the day of the meeting; or in the case of a morning meeting, the evening prior to the scheduled meeting. If a Member is absent from three consecutive regular Board meetings without being authorized by resolution entered in the minutes, that Member thereby vacates their seat and procedures will be initiated to replace the Member. The Board President may authorize an extended absence of a Member; this authorization will be noted in the minutes.

Section 7. Code of Conduct

The Board may adopt rules for the conduct of their meetings and the management of the Board, as they deem proper and consistent with these bylaws, canonical law, "*Archdiocese of Galveston – Houston, Secretariat for Catholic Schools, Catholic Schools Office School Board Handbook*", and the laws of the State of Texas. The Board Code of Conduct is as follows:

The board commits itself and its members to ethical, businesslike, and lawful conduct including proper use of authority and appropriate decorum when acting as board members. Accordingly, members of the board:

- a. Will uphold the teachings of the Catholic Church and protect the Catholic identity of the school;
- b. Must represent un-conflicted loyalty to the interests of the school;

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- c. Avoid conflict of interest with respect to the fiduciary responsibility. May not attempt to exercise individual authority over the school except as explicitly set forth in the board policies;
- d. Do not have any power or authority over the Principal or staff members of the school
- e. In their interaction with the public, press or other entities must not speak for the board except to repeat stated board decisions;
- f. Will not engage in conversations or correspondence with non-board members about confidential board matters in which information is shared, solicited or received unsolicited. Board members should always direct concerned individuals to the appropriate channels of authority;
- g. Will respect all confidential matters;
- h. Will be properly prepared for board deliberations.

ARTICLE VI – STANDING AND AD HOC COMMITTEES

The Board will conduct much of its activities through committees of the Board. These committees and their duties are discussed within this Article. With the exception of the Executive Committee, committee membership is not restricted to members of the Board. However, at least one Board member will serve on each committee.

The various committees and the Board as a whole should be actively involved in assisting the principal in the role of short and long-term planning.

Section 1. Executive Committee

The Executive Committee will include the Officers of the Board as defined in Article V, Section 1. In addition to carrying out the duties listed in Article V, the Executive Committee may be authorized to act in the name of the full Board when authorized by the full Board to do so. Specific functions will include:

- a. Primarily responsible for developing & monitoring strategic plan and ensuring its alignment with the school's mission statement.
- b. Develop the succession plan of the Board.

Section 2 Strategic Planning Committee

The Texas Catholic Conference of Bishops Education Department (TCCB ED) requires each school, under the direction of the local governing body and leadership, to have a written site based long-range strategic plan. An outline of this plan is as follows:

Long-Range Strategic Plan

- Is a process to develop both long-term vision and goals for the school with specific interim steps to reach these goals;
- Flows from the school's mission statement
- Encompasses a period of 3-5 years;
- Outlines realistic operational and strategic goals;
- Addresses areas such as Catholic identity, enrollment, personnel, curriculum, facilities, development, administration, finances and any other needs specific to the school community;
- Involves an annual review of the school's mission statement, philosophy, goals and objectives as well as a review of the plan's goals and action steps, with any necessary

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adjustments being made including goals. These plans will provide a road map for all involved in the parish/school community.

The Strategic Planning committee is responsible for the development and ongoing annual updates to the Strategic Plan. The committee will include the Principal and at least one other advisory board member and may include other members of the School staff or administration. The various other committees of the Board will be actively involved in providing support to the Strategic Planning committee in the development and ongoing updates of the Strategic Plan. The Principal and Pastor approve the Strategic Plan annually after any revisions are made and the Principal is primarily responsible for monitoring and execution of the Strategic Plan.

Section 3. Finance Committee

The Finance Committee will include the Chair of the Committee, the Principal, a member of the school staff or administration having adequate working knowledge of the school's financial records and statement, and at large members as deemed appropriate by the Chair. The finance committee members will be appointed by the President with the approval of the Pastor and Principal and should include the school bookkeeper.

Functions of the Committee include:

- a. Communicate with the Parish Finance Council and Parent Association (PA).
- b. Monitor the development and evaluation of the school budget.
- c. Work closely with the Principal to create budget drafts for the Pastor and the Board.
- d. Support school staff and administration in preparation of long-term strategic planning in conjunction with the Planning Committee of the Board.
- e. Review internal budgetary controls and make recommendations for any deficiencies.
- f. Review financial reporting process and develop recommendations to ensure integrity with regard to the school's financial statements.
- g. Support school staff and administration in development of financing strategies for the long-term strategic plan.
- h. Help to ensure financial records and reporting conform to requirements of the Archdiocese and cooperate with Archdiocesan auditors.

Section 4. Advancement Committee

The Advancement Committee will include at least one Board member and a member of the school staff or administration having adequate working knowledge of the school's fundraising efforts. With the approval of the Pastor and Principal and in accordance with Archdiocesan Policy and procedure, the Committee functions include:

- a. Supporting development of capital campaigns tied to requirements developed by the Finance and Planning Committees.
- b. Ensuring that all fund raising is coordinated by a centralized group and planned with appropriate goals.
- c. Supporting development of a public relations plan tied to the strategic plan to promote enrollment and effective communication with students, parents, faculty and administration.

Section 5. Facilities & Plant Committee

The Facilities Committee will include at least one Board member and a member of the school staff or administration having adequate working knowledge of the school's physical plant and property needs. With the approval of the Pastor and Principal and in accordance with Archdiocesan Policy and procedure, the Committee functions include:

- a. Develop and monitor maintenance plan for buildings and grounds.

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- b. Develop and monitor improvement plan for buildings and grounds.

Section 6. Enrollment Management Committee

- a. Analyze and define enrollment goals and establish procedures to reach and maintain goals.
- b. Develop and implement specific strategies and use promotion and communication tactics to attract new enrollments and retain existing students.

Section 7. Nominating Committee

The Nominating Committee will include the Principal and two members of the School Advisory Board. With the approval of the Pastor and Principal and in accordance with Archdiocesan Policy and procedure, the committee functions include:

- a. Develop annual solicitation and nomination process of eligible candidates for each vacancy.
- b. As described in Article III – Section 2, the Nominating Committee conducts yearly discernment process for new Board members.

Section 8. Ad Hoc Committees

The Board with the approval of the Pastor and the Principal may establish ad hoc committees as deemed appropriate. The establishing motion will indicate the mandate of the committee, the membership of the committee, the length of the committee's service and the due date of the final report or activities.

Section 9. Committee Procedures

Each committee will record its deliberations, recommendations and conclusions and will deliver a copy of the report to the Principal and Secretary of the Board for submission to Board Members and Pastor. Meetings of any committee will be coordinated with the Principal and notice given to the committee members and the President of the Board, each of whom will have the right to attend and participate in the deliberations of the committee. The President or the committee Chair may invite to any committee meeting any individuals who may be helpful to the deliberations of the committee. A majority of the members of each committee will constitute a quorum for the transaction of business and the act of a majority of the members of any committee at which a quorum is present will be the action of the committee.

ARTICLE VII – ACCESS TO MEETINGS

All meetings of the Board are to be open to the public but such individuals may not address the Board without being on an agenda which was approved by the Pastor, Principal and President. The presiding officer or Pastor may expel or exclude from any meeting any person who has been guilty of improper conduct at the meeting. The Pastor, at his sole discretion, may ask anyone to leave a Board meeting at any time for any reason. Person(s) asked to leave must leave the meeting immediately.

ARTICLE VIII – DELEGATIONS

Section 1. Request to Address the Board

Any stakeholder or group may request to address the Board as an individual or as a delegation. Topics will only be in those areas of the Board's jurisdiction. The individual or delegation must provide the request in writing to the Principal or President, at least ten (10) days prior to the next

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regular meeting of the Board or committee at which the individual or delegation wishes to be heard. The request will contain the topic to be discussed and the identity of the spokesperson(s). The person or persons wishing to address the Board or committee will be notified of the date, time and location of the meeting at which the presentation will be made.

The President, on behalf of the Board and after consultation with the Pastor and Principal, may deny the request of an individual or delegation to address the board. The Board will notify the person or persons making the request in writing of the denial.

Section 2. Procedures

Individuals or delegations will, upon notification, have these regulations shared with them prior to their presentation. Copies of the presentation will be shared with the full Board or Executive Committee at the time that the agenda is distributed or at such time as the presentation is made. Nothing of a confidential nature should be addressed such as discipline problems or personnel issues. In any case, the subject matter of the individual or delegation may not be discussed at the meeting at which the presentation is made, and a decision may not be made, other than in closed session. An individual or delegation's presentation will be limited to 15 minutes. Amendments as to the length of time are at the discretion of the President, Pastor and Principal.

Following the presentation by the individual or delegation, only the President will allow questions of clarification. No discussions will follow the presentation. Notwithstanding the above, the Board, the Pastor, and the Principal retain authority to decide all matters concerning individual or delegations as well as the right to invite an individual or delegation to the Board for consideration. Response will be given in writing by the Board President within five working days.

ARTICLE IX – VOTING PROCEDURES

The School Advisory Board is an advisory role only, therefore no voting should not occur.

ARTICLE X – RULES OF ORDER

The rules of order to be observed at meetings will be in accordance with the provisions of these bylaws and will be interpreted and enforced as necessary by the Board President. In all cases for which no specific provision is made in these bylaws, the rules and practice of *Robert's Rules of Order, latest revised edition*, will govern as applicable. The presiding officer will preserve order and decorum and decide upon all questions of order.

ARTICLE XI—CONFLICT OF INTEREST

Board members must disclose any existing or potential conflicts of interest and abstain from discussions or other actions in those areas where a conflict exists. The Board minutes should reflect abstention. A conflict of interest would occur if the outcome will grant the Board member any financial or personal benefit.

ARTICLE XII—CONFIDENTIALITY

All Board members are bound to maintain confidentiality with respect to certain information obtained in their role as Board members (including verbal presentations, written materials,

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discussions and deliberations). A serious moral obligation exists to not release confidential information. Certain information shall include but not be limited to the following:

- a. Financial information for individual school families
- b. Information discussed in closed sessions of the Board

The President, Pastor, or Principal may further determine that certain other information shall be treated as confidential. Any breach of confidentiality may result in a member being removed from the Board. If a topic of confidential nature is allowed by the Pastor or Board President, a regular meeting will be adjourned, all guests asked to leave temporarily and the meeting reopened in an executive or closed session. Anything said in the executive or closed session will be treated as confidential and not subject to disclosure unless required by law. The minutes, as recorded by the Board's Secretary, will only reflect that a discussion was held in an executive or closed session. The specific topic of discussion will not be listed in the minutes.

ARTICLE XIII –AMENDMENTS

Bylaws of the Board may only be amended with the signature consensus of all Members of the Board and the approval of the Pastor.

INTERPRETATION

Definitions and Meaning of Terms

For the purpose of these bylaws, the terms used will have the following meaning:

- “AD HOC COMMITTEE” means a temporary committee or task force established to address a specific issue.
- “ANNUAL MEETING” means the first meeting held at the beginning of the school year.
- “BOARD” means the Epiphany of the Lord Catholic School Advisory Board.
- “CLOSED MEETING” or “Executive Session” means a private meeting of the whole Board or a committee from which the public are excluded.
- “CHAIRPERSON” or “CHAIR” means the lead Board member of any committee or subcommittee established by the Board.
- “COMMITTEE” means any standing, special or ad hoc committee established by the Board. Any Committee that is recommended by the Board must have the approval of the Pastor and the Principal.
- “EX-OFFICIO” means by “virtue of office.” The President of the Board when acting in “ex-officio” capacity to a committee is not counted in the quorum of the committee, but has the right to make motions, discuss motions and vote on all questions.
- “INAUGURAL MEETING” means the first meeting of a newly appointed Board to be held following appointment and the commencement of the term of office.
- “MEETING” includes a meeting of the Board and/or of Board committees.
- “MEMBER” means a person appointed to the office of Member of the Board.
- “MEMBER AT LARGE” means an individual appointed to represent the interests of the general school community and conducts projects and accepts duties as assigned by the President of the School Board.
- “OFFICERS” or “EXECUTIVE COMMITTEE” means the President of the Board, the Vice President of the Board, the Secretary of the Board, the Chairperson of the Finance

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Committee of the Board, the Principal, the Pastor and the Superintendent/Superintendent's Delegate when necessary.

- "PASTOR" means Canonical administrator of the Epiphany of the Lord Catholic Community or Epiphany of the Lord Catholic Parish.
- "PRESIDENT" or "PRESIDENT OF THE BOARD" means the President of the ECS Advisory Board.
- "PRINCIPAL" means Chief administrator of the school.
- "STANDING COMMITTEE" means any committee to which the Board continually or regularly appoints one or more members.
- "STRATEGIC PLAN" means the Long-Range Strategic Plan the school prepares to meet requirements of the Archdiocesan School Council of the Archdiocese of Galveston – Houston.
- "SUPERINTENDENT" means the Superintendent of Catholic Schools for the Archdiocese of Galveston – Houston.
- "SUPERINTENDENT'S DELEGATE" means a member of the Office of Catholic Schools staff assigned to represent the Superintendent.
- "VICE CHAIR" means the designated representative of the Chair of any committee or subcommittee established by the Board.
- "YEAR" means, unless qualified by the word "calendar," the school year.

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These bylaws are hereby approved on this _____ day of _____, 20____ by the following School Board members:

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| _____ | _____ |
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Approved by: Rev. Tom Lam - Pastor

Attachment 1

(Insert this document here)

**Archdiocese of Galveston – Houston
Secretariat for Catholic Schools
Catholic Schools Office
School Board
Handbook**

Latest edition