

Policy Number: F-02	Review Date: October 2 nd , 2017
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Effective Date: March 7, 2007	Revision Approval Date: February 20, 2018
Prepared by: Paul Lockard, President, CRHS	
Board of Directors Committee Approval Date: December 2006	
Board of Directors Approval Date: March 6, 2007	

Title: Policy for Amending the Constitution and Bylaws for the West Deanery Unified Catholic Schools (WDUCS).

Policy: A Board prescribed policy/procedure will be followed for any amendments to the Constitution or Bylaws of the Board of Directors of WDUCS.

Purpose: Address new processes, revise existing processes, and to provide a better understanding of the Constitution and Bylaws for WDUCS future Boards and its members.

Scope: Board of Directors of West Deanery Unified Catholic Schools.

Procedure:

1.0 Format for Change

- 1.1 Any Board member, or Board Committee, may present a proposed amendment to the Constitution or Bylaws to the WDUCS Board Policy and Planning Committee.
- 1.2 A Resolution/Ratification form will be utilized to include the existing wording, the proposed amendment, and the rationale for the change.

2.0 Approval Process

- 2.1 The proposed changes documented on the Resolution/Ratification form will be submitted to the Policy and Planning Committee.
- 2.2 The Policy and Planning Committee reviews and discuss the change(s).
- 2.3 When deemed ready by the Policy and Planning Committee, the proposed change(s) will be presented for a first reading and discussion at a Board meeting.
 - 2.3.1 After full Board discussion the Policy and Planning Committee will make alterations to the policy. The policy will be presented for a second reading and approval at the next scheduled meeting. “The Bylaws may be amended or repealed by the affirmative vote of

two-thirds of the Board members present at a duly constituted regular or special meeting of the Board.” (Article XVI – Amendments of the Bylaws)

3.0 Records

3.1 Completed Resolution/Ratification forms will be stored in the President’s office of WDUCS.

3.2 A revision date will be noted in the footer of the policy.

3.3 Amended Constitution and Bylaws will be stored in the electronic depository.

3.4 Each Board member will maintain the newly amended Constitution and Bylaws for WDUCS in their Board of Directors binder.

4.0 Notification and Approval

4.1 The President of WDUCS will be responsible for notifying the Dean of the West Deanery, and the Secretariat of Catholic Schools. “All revisions recommended by the Board shall become effective only upon approval of the Archbishop of Indianapolis or his appointed designee” for sanctioning. (Article XVI – Amendments of the Bylaws)