

MEMBERSHIP PROCEDURES

2009

(approved April 23, 2009)

MEMBERSHIP STATEMENT

- I. Full membership: This is the status of the present twenty-one member schools. Conditions of full and continued membership will be:
- A. Commitment to carrying out the current *Goals and Criteria* for Sacred Heart Schools in the United States (*Copyright @2005 by the Society of the Sacred Heart*)
 - B. Accountability to the Society of the Sacred Heart through the Sacred Heart Commission on Goals (SHCOG) for adherence to the *Goals and Criteria*.
 - C. Commitment to participate in Network activities, such as trustees' conferences, heads' meetings, membership meetings, i.e., meetings of the provincial team, board chairs and heads of school and Formation to Mission programs
 - D. Payment of annual dues and participation assessments as required. The school must be incorporated not for profit [IRS (501) C (3)].
 - E. Existence of a duly constituted independent governance structure and by-laws that have been approved by the provincial team
 - F. Accreditation by the recognized local or regional agency for each institution
- II. Provisional Membership: This level of membership will be offered to a school that requests membership and is willing to meet all the conditions set forth above. This level is for a three-year period, at the end of which a SHCOG evaluation process will be carried out to ascertain whether the members (provincial team, board chairs and heads of school) will either approve full membership, or extend provisional membership for a limited time, or terminate the relationship.

A provisional member will be a non-voting member of the Network and does not attend the network Business Meetings. A provisional member school participates in Network activities and draws on Network services at its own expense as determined by the Network Board.

A school may identify itself as a Sacred Heart School and member of the Network of Sacred Heart Schools *only after* it has been granted full membership.

TIMELINE
for a school seeking full membership

Once it becomes known that a school intends to become a Sacred Heart School, the Network executive director sends the school a copy of the MEMBERSHIP PROCEDURES (April 2008). She notifies the provincial team and the membership committee. The executive director remains in contact with the school as it discerns its intention to become a Sacred Heart school. Where applicable, she notifies currently existing Sacred Heart schools in the area and facilitates dialogue among the parties.

Year 1: Application to be a provisional member

- *application period, July 1-Sept. 1*
- *presentation of application to full membership in October*
- *11/1-12/20, visit of 3 people (Network Executive Director, Chair, Network Membership Committee, member of the Provincial Team)*
- *recommendation by visitors to membership Committee which then makes recommendation to the Network Board*
- *January, review by Network Board*
- *April meeting of members, review Membership Committee recommendation for full membership; approval to begin SHCOG process; school is then a provisional member*

Year 2: Prepare for SHCOG (self- reflection year)

Year 3:

- *SHCOG visit*
- *Report to provincial team*
- *PT says "yes" or "no"*
- *If "yes", back to spring membership meeting for 2/3 approval. (If 2/3 approval is not attained, one additional year of provisional membership will be granted)*

**NETWORK OF SACRED HEART SCHOOLS
CALENDAR FOR FULL MEMBERSHIP**

1. Once a school has been identified as a Provisional Member, the school, with the assistance of the executive director of the Network, will draft a mentoring plan for the year and submit it to the membership committee for approval. This plan will include assessing the school's needs in becoming a Sacred Heart School in light of the criteria for membership and identifying resources available to provide mentoring to the school during its provisional membership.
2. At the end of the first year, the membership committee asks the school if it is interested in taking the steps to become a full member of the Network. If the response is negative, then the relationship is terminated. If it is positive, the membership committee informs SHCOG (Sacred Heart Commission on Goals.)
3. SHCOG then becomes the contact with the school and takes it through the entire reflection, self-study and evaluation process.
4. Having considered the self-study, SHCOG review, school community follow-up, visiting committee reflection and school community response, the provincial team decides whether the school is living the *Goals and Criteria* in such a manner that the provincial team would support its request for full membership.
5. If the provincial team approves the request for full membership, it notifies the membership committee so that, at the annual meeting, the application for full membership can be voted upon by the Membership. If the provincial team does not approve the request for full membership, it so notifies the membership committee.
6. The provincial and the chair of the Network Board of Directors will inform the school of the decision.

NETWORK OF SACRED HEART SCHOOLS APPLICATION PROCEDURES FOR FULL MEMBERSHIP

Prior to application, there will be a meeting with the Executive Director of the Network of Sacred Heart Schools to review the *Goals and Criteria* and [where applicable] to assure that the applying school has had constructive, ongoing dialogue with currently existing Sacred Heart Schools in the area. It will be demonstrated that these conversations have resulted in the agreement that full membership of the applying school will enhance growth of the Network.

Thank you for your interest in the Network of Sacred Heart Schools. To complete your application for provisional membership, we have enclosed the following:

- The *Goals and Criteria* for Sacred Heart Schools in the United States , (Copyright @2005 by the Society of the Sacred Heart)
- Application for membership
- List of documents to be submitted

The procedure for application is as follows:

1. Send the completed application, support materials to the membership committee at the Network Office by September 1, ____.
2. The membership committee will review application and make recommendation to the Membership that the school may proceed or not with the application for provisional membership.
3. The membership votes to accept the recommendation of the Membership Committee.
4. Any school that appears to meet the standards for membership will be visited for one day by the chair of the membership committee, the Network executive director and a member of the provincial team. The visit will take place between November 1 and December 31. The purpose of this visit is to determine the school's readiness to begin full incorporation of the *Goals and Criteria* into the life of its community. The committee members will tour the school, talk with key administrators and trustees and discuss the benefits, services and responsibilities of membership in the Network of Sacred Heart Schools.
5. The members who visited the school will present a written report to the membership committee, the provincial team and the Network Board in January. This report will include recommendations to proceed or not with the membership process.
6. If the decision in #5 is to proceed to provisional membership, the Network Board of Directors will recommend action at the annual meeting in April.
7. The provincial and the chair of the Network Board of Directors will notify the school of the decision.

**NETWORK OF SACRED HEART SCHOOLS
APPLICATION FOR FULL MEMBERSHIP**

Name of School _____

Address _____

Date of Founding _____ Date of Non-Profit Incorporation _____

Accredited by _____

Date and Term of Last Accreditation _____

Type of School: Boarding____ Day____ Boys____ Girls____ Co-ed____

Total Enrollment _____

Enrollment by Grades: Pre-school____ Kindergarten____ First____

Second____ Third____ Fourth____ Fifth____ Sixth____ Seventh____

Eighth____ Ninth____ Tenth____ Eleventh____ Twelfth____ PG____

Number of Teachers: Full-Time____ Part-Time____

Name and Title of Head of School _____

Date of Appointment _____

List the professional and educational organizations to which the school belongs:

Signature of Head of School _____ Date _____

Signature of Chair of Board _____ Date _____

DOCUMENTS TO BE SUBMITTED FOR PROVISIONAL MEMBERSHIP

The following documents must be submitted *in duplicate* at the time of application:

A formal statement of interest in becoming a member school of the Network of Sacred Heart Schools adopted by two-thirds majority vote of the Board of Trustees. This statement should include a description of how the school understands that its philosophy and life reflect the *Goals and Criteria*.

A copy of documentation of the school's status with regard to the local Catholic diocese (archdiocese)

A copy of the most recent local or regional accreditation report including commendations and recommendations

Evidence of non-profit status

Current statement of philosophy

Current admissions policy statement and application materials

Current financial documents including latest audit (including Management Letter) and current budget

Current staff and administration roster with degrees earned, date of hire and current position

Copy of current employee handbook

Process for evaluation for all employees including Head of School and Board of Trustees

The current year's calendar

A catalogue or general description of curriculum

A copy of the governing board's bylaws, current roster, terms of office and current committee structure

For secondary schools, a statement of the requirements for graduation and a copy of the most recent college profile