

MEMBERSHIP PROCEDURES

2013

(Network Board - January 14, 2013)

(Approved April 16, 2013)

MEMBERSHIP STATEMENT

- I. Letter of Request to be considered for membership
 - A. Non Sacred Heart school sends letter of request to Executive Director of the Network.
 - B. Executive Director submits letter to the Network Board and the Provincial Team.
 - C. Network Board Chair requests the Membership Committee review applicant school before next scheduled board and Membership Meeting.
 - D. Membership Committee will review applicant school's:
 - i. Mission
 - ii. articulation of the *Goals and Criteria*
 - iii. current financial audit
 - iv. governance structure
 - v. potential conflict of interest with other Sacred Heart schools (i.e. location, students, donors, alum or any other relevant issues)
 - vi. accreditation agency and current accreditation documents
 - vii. other applicable material
 - E. Membership Committee reports overall findings to the Network Board and gathers input from the Membership.
 - F. Network Board presents all findings to the Provincial Team who determines to begin, delay or not proceed to step II below (Provisional Membership).

- II. Provisional Membership: This level of membership will be offered to a school that requests full membership and is willing to meet all the conditions set forth above.
 - A. This level requires completion of one full 5 year SHCOG evaluation process plus a second SHCOG reflection and visit.
 - B. This extended SHCOG evaluation process will be carried out to ascertain whether SHCOG recommends to the Provincial Team that the school be recognized as a Sacred Heart school.
 - C. Once the Provincial Team recognizes the school as a Sacred Heart School, the Provincial Team recommends to the full membership (Provincial Team, Heads of School and Board Chairs) that the school be accepted as a full member of the Network.

- D. If the Provincial Team does not recognize the school as a Sacred Heart School, the Provincial Team will work with SHCOG to determine what next steps will be.

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

III. Full Membership: This is the status of the present twenty-two 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.
- E. The school must be incorporated as an independent, Catholic school with an independent board and not for profit [IRS (501) C (3)] status.
- F. Existence of a duly constituted independent governance structure and by-laws that have been approved by the provincial team
- G. The school is in compliance with professional standards as stated by accrediting agencies (*Foundational Principle #5.*)

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

Prior to application, there will be a meeting between the leadership of the applying school and the Executive Director of the Network of Sacred Heart Schools to determine that the applicant school will meet all the conditions required for full membership.

In a situation where the applying school is in proximity to an existing Sacred Heart school the Executive Director will facilitate constructive, ongoing dialogue between these schools to ensure that full membership of the applying school will enhance growth of the Network.

For the duration of the provisional application period, the Membership Committee will conduct an annual review to ensure that the school remains in compliance with the requirements of provisional membership.

Year 1: Application for Provisional Membership:

- *complete application submitted to the Executive Director*
- *application reviewed by Membership Committee*
- *visit of 4 people (Executive Director, Chair of Membership Committee, Provincial appointee, Network Board appointee)*
- *recommendation by Visiting Committee to Membership Committee which then makes a recommendation to the Network Board*
- *review by Network Board*
- *presentation of application to full membership*
- *full membership approves Membership Committee recommendation; approval to begin SHCOG process*
- *School is now a Provisional Member.*

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

Year 3:

- *SHCOG visit*
- *report to Provincial Team*
- *begin Action Plan phase of SHCOG*

Year 4 & 5:

- *Implement Action Plan.*

Year 6:

- *Prepare for second SHCOG self-reflection.*

Year 7:

- *second SHCOG visit*
- *recommendation of SHCOG to Provincial Team*

Once the Provincial Team recognizes the school as a Sacred Heart School, the Provincial Team recommends to full membership (Provincial Team, Heads of School and Board Chairs) that the school be accepted as a full member of the Network.

The full membership receives and affirms the recommendation of the Provincial Team and welcomes the school into Full Membership.

NETWORK OF SACRED

**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 at the time of application:

1. formal statement of intent in becoming a member school of the Network of Sacred Heart Schools adopted by two-thirds majority vote of the school's Board of Trustees. This statement should include a description of how the school understands that its philosophy and life reflect the *Goals and Criteria*.
2. documentation of the school's status with regard to the local Catholic diocese (archdiocese)
3. most recent local or regional accreditation report including commendations and recommendations
4. evidence of non-profit status
5. current statement of philosophy and mission
6. current *Strategic Plan* and *Strategic Financial Plan*
7. admission and marketing materials
8. current year's calendar of events
9. current financial documents
 - current full audit including Management Letter
 - previous, current and projected budget
 - any other documents requested by Membership Committee
10. organizational chart
11. process for evaluation for all employees including Head of School and Board of Trustees
12. copy of the governing board's bylaws, current roster, terms of office and current committee structure
13. complete set of officially approved board minutes for current year