

## **CONSTITUTION**

### **ARTICLE I**

#### **TITLE**

The name of this body shall be:  
THE ST. PAUL SCHOOL BOARD

### **ARTICLE II**

#### **NATURE AND FUNCTION**

- Section 1. The purpose of the Board is to advise the Pastor of St. Paul in making policy for the Parish School
- Section 2. The following are the functions of the Board:
- A) to develop and annually review the mission, vision and philosophy statements for the Parish school;
  - B) to advise the pastor in making policy for the Parish school including:
    - 1) to interpret and apply the policies of the Archdiocese;
    - 2) to formulate additional policy as needed;
    - 3) to evaluate policy implementation;
  - C) to approve the final budget that will be submitted to the Finance Council and Pastor
  - D) to determine and secure the needed funding for the Parish school
  - E) to develop and implement a strategic plan consistent with the mission and vision of the Parish school.
  - F) to establish and implement marketing activities for the Parish school
  - G) to make recommendation to the Pastor on the employment of a Principal

## **ARTICLE III**

### **MEMBERSHIP**

- Section 1. A) There shall be 7 (seven) voting members of the Board of whom 6 (six) shall be elected by the Parish Members and 1 (one) shall be appointed by the Pastor;
- b) The Board will have a single Executive Officer, the Principal, who will be responsible to the Board for carrying out its policies, and responsible administratively to the Pastor. This member shall be an ex-officio, non voting member of the Board;
- Section 2. Each elected member of the Board shall serve a 2 (two) year term.

## **ARTICLE IV**

### **OFFICERS**

- Section 1. The Officers of the Board shall consist of: President , Vice-President and Secretary, all of whom shall be elected annually by the Board members at the first regular meeting.
- Section 2. All members of the Board are eligible to serve any Officer position.
- Section 3. The duties of the Officers are as follows:
- A) The President shall:
- 1) Preside over all Board meetings;
  - 2) Confer with Principal to set agenda for meetings;
  - 3) Appoint committee members
  - 4) Serve as a representative of the Board to the public
- B) The Vice-President shall perform all the duties of the President when the President is absent or unable to perform his/her duties
- C) The Secretary shall maintain a written record of all acts of the Board; conduct, receive and dispose of all correspondence as directed; preserve all necessary reports and documents.
- Section 4. The Board shall have a standing Marketing Committee. Ad hoc committees (ie. Nominating committee, search committee, budget committee, etc.) may be established to meet a specific objective at a given time. Committee members need not be Board members; however the Chair of each committee should be a Board member.

## **ARTICLE V**

### **MEETINGS**

- Section 1. The Board shall meet monthly at a publicly designated room. Special meetings may be called by the President as needed or by a majority of the Board members. In case of Special meetings all Board members must be notified prior to the meeting date.
- Section 2. Quorum: For the purpose of transacting official business it shall be necessary that a majority of the total membership be present and voting.
- Section 3. A simple majority of those present shall carry a motion unless otherwise specified in the Constitution.
- Section 4. All meetings of the Board are to be open meetings unless designated as being closed (Executive Session). Decisions made in Executive session must be presented and voted on at open sessions before they are effective.
- Section 5. A written record of all acts of the Board shall be preserved in the archives.

## **ARTICLE VI**

### **CONDUCT OF MEETINGS**

- Section 1. The rules contained in Roberts Rules of Order shall govern meetings of the Board. However, at all Board meetings consensus shall be sought.
- Section 2. The ordinary order of meetings shall be:

Call to order and Prayer;  
Approval of minutes  
Pastor's comments  
Guest's comments  
Old business  
New business  
School report (Principal)  
Executive Session (if necessary)  
Future Meeting dates and agenda items  
Closing Prayer  
Adjournment

## **ARTICLE VII**

### **AMENDMENTS**

- Section 1. This Constitution may be amended by a vote of two-thirds of the total membership with approval by the Pastor, subject only to the regulations of the Archdiocesan Board of Education.
- Section 2. Amendments must be presented in writing and a discussion held at a regular meeting. No vote may be taken at this meeting. Further discussion will be allowed at the next regular meeting and a vote may be taken.
- Section 3. By-Laws may be amended by a vote of one more than a simple majority of the members present at any regular meeting providing there is a quorum and providing the amendment was presented at the previous Board meeting.

## **BY-LAWS**

### **ARTICLE II : FUNCTIONS OF THE BOARD**

- Section 2.
- A) The Board shall review and endorse the school mission, vision and philosophy statements annually prior to the finalization of the annual handbook
  - B) The Board will evaluate the effectiveness of its new policies after six months and review all policies annually.
  - C) Proposed policies cannot be presented and voted on at the same meeting.
  - D) At the January meeting, the Board shall approve the Parish school budget that will be submitted to the finance council and Pastor. A special meeting may be needed if the budget is not passed at this meeting
  - E) The Board will evaluate the Principal as Executive Secretary annually.
  - F) The Board will evaluate its own internal and external performance annually.
  - G) Evaluate St Paul School's overall performance.

### **ARTICLE III: MEMBERSHIP**

- Section 1.
- A) The following qualities must exist in order to be a member of the Board:
    - 1. must be at least 21 (twenty-one) years of age;
    - 2. must be a registered member of the Parish or Catholic parent of a child in school; and
    - 3. must be supportive of the Parish educational programs both financially and attitudinally.
  - B) No two members of the same family may serve on the Board at the same time.
  - C) No employees of the educational program may serve on the Board as voting members.
  - D) The nominations committee shall be appointed by the President. No potential candidate for the Board may serve on this committee. Members of the nominations committee may be non candidate members of the Board or active Parish members.

E) The nominations committee will screen volunteer candidates to determine their qualifications and will recruit candidates when necessary to complete a slate for election or to give adequate representation for the Parish. The nominating committee will collect personal data on the candidates. This information along with the candidate's reasons for wanting to be on the Board should be published in the Parish bulletin. Voting ballots will be distributed to each adult and collected at all masses on a weekend chosen by the Board President.

Section 2. A) Two year terms shall be staggered and determined by vote count after the first election. Thereafter, three members will be elected each May and seated in August with two year terms.

B) Election winners will be determined by plurality. (Candidates receiving the highest number of votes are automatically elected.

C) Appointed member of the Board will be appointed by the Pastor and seated with the first Board and serve a one year term. Thereafter, appointments will be made each May and seated in August. Appointed members will be limited to 3 (three) consecutive one year terms.

D) Newly elected and appointed Board members are expected to attend Archdiocesan Orientation programs at their earliest convenience. The Board President and Vice-President will also attend an orientation covering those offices.

E) If a Board member cannot fulfill his/her term, such vacancy shall be filled by appointment. The Board President and Pastor will appoint someone to finish the term.

#### **ARTICLE IV : OFFICERS**

Section 1. Nominations and voting for Board offices will occur annually at the first regular meeting.(August) Each nomination must receive a second to be considered for office. Voting is done by paper ballot unless acclamation vote is requested and approved prior to paper balloting. Board member receiving the most votes shall become officeholder for one year.

#### **ARTICLE V : MEETINGS**

Section 1. The Board will meet on the third Monday of each month. No regular meeting will be held in July unless deemed necessary.

Section 3. All policies require a simple majority of those present for approval.

Approval of the budget requires two-thirds majority of those present.

Section 4. Non members shall address the Board as follows :

A) Be placed on the agenda to speak on a specific topic for a specific amount of time by contacting the Board President or Principal at least one week prior to the meeting date; or

B) During open forum session by signing in before the meeting. A maximum of five minutes will be allowed each signee with a limit of three speakers per meeting. Speakers will be called on a first come basis. No discussion will be permitted on an issue brought forward in this manner. However, general questions by Board members may be asked to determine if the issue needs to be placed on a future agenda or handled administratively through proper channels.

C) Faculty members are encouraged to have representatives attending each board meeting. When issues arise that require input from faculty, the board may elect to seek information from those present.