

**SAINT THERESA SCHOOL BOARD OF EDUCATION
CONSTITUTION AND BYLAWS**

INTRODUCTION AND RATIONALE

The Catholic school is an expression of the education mission of Saint Theresa of the Infant Jesus Parish with which it is associated and of the diocese. Therefore, the Pastor is responsible to the Bishop for the administration of the total parish, including the parish school. The Principal functions as the chief administrator of the school and is a member of the parish staff. Regular and open communication between the Pastor and the Principal is essential.

Just as the Parish Pastoral Council serves with the Pastor on behalf of the total parish community, so too, the Saint Theresa School Board of Education serves with the Pastor and Principal for the good of the school community. With the various demands for expertise required of a Principal today, the need for a consultative group of people who are committed to the Catholic school and willing to work for the good of the school and parish is important.

ARTICLE I NAME OF THE ORGANIZATION

The name of this body shall be the Saint Theresa School Board of Education (hereinafter referred to as “Board”).

ARTICLE II PURPOSES AND FUNCTIONS

The Board is established by the Pastor, in accord with diocesan policy, to assist him and the Principal in the governance of the parish school. When the Board meets as Pastor, Principal, and members and agrees on a policy matter, the decision is effective and binding on all. The Board is consultative in the following sense: the members cannot act apart from the Pastor and Principal and cannot make decisions binding on the parish school without the approval of the Pastor and Principal.

Consultation (*cf* Canons 495-501) also means that decisions will not ordinarily be made in major matters until and unless the Board has been consulted. The areas in which the Board has responsibility and will be consulted include but are not limited to:

- A. Long-range strategic planning;
- B. Policy development and formulation;
- C. Financing (including budgeting and policies for financial management);
- D. Properties and maintenance;
- E. Public relations/development;
- F. Selection of a lay principal;
- G. Evaluation of the Principal’s relationship with the Board
- H. Major curriculum changes.

ARTICLE III RELATIONSHIPS WITH OTHER GROUPS

A. Parish Pastoral Council

The Board and the Parish Pastoral Council are both consultative to the Pastor. Therefore, it is essential that good communication exists between the two groups. The relationship which exists is one of information sharing and common planning for the benefit of the total parish community.

B. Parish Finance Council

The finance committee of the Board and the parish finance council meet to plan the financial contribution/subsidy from the parish to the school. The parish finance council includes the financial contribution to the school as part of the total parish budget which is approved according to the practice of the parish.

C. Organizations

All non-student organizations or associations connected with the Saint Theresa School are subordinate to the Board.

D. Diocese

The relationship between the Saint Theresa School Board of Education and the diocese is stated in diocesan education policies which are available for local Board of Education members and any other member of the parish.

ARTICLE IV MEMBERSHIP

The membership of the Saint Theresa School Board of Education will consist of nine elected members in addition to the Pastor, Parochial Vicar(s) and Principal. Members are elected for a three-year term which begins on the June 1 after election. Three members shall be elected each year. Members may be re-elected for a second term but not a third consecutive term. Members having served two consecutive terms may be re-elected after a hiatus of one year.

Other members include:

A voting member who is an elected representative of the Saint Theresa Parent-Teacher Organization (PTO) who shall serve a one-year term which begins after the June 1 election to the following May 31.

Up to five voting members appointed by the Pastor and serving at his pleasure, as he determines the need of Saint Theresa School and the parish demand.

The Pastor is not required to appoint any members to the Board. Any appointments he makes shall be effective upon delivery to the Chairperson or a quorum of the Board of written notice of the appointment and shall continue until delivery to the Chairperson or a quorum of the Board of written notice of the revocation of the appointment.

Administrators and staff (e.g. Teacher Representative, Director of Day Care Program, Parish Manager,) available as resource persons, but with a non-voting status.

ARTICLE V NOMINATIONS AND ELECTIONS

ELIGIBILITY

A nominating committee consisting of the Pastor, the Principal, and the Chairperson of the Board shall seek out and prepare a slate of prospective Board members nominees. If the Chairperson of the Board intends to run for reelection, the Vice-Chairperson of the Board shall be on the nominating committee instead of the Chairperson. If the Vice-Chairperson is also running for reelection, the Pastor shall appoint the Board member of the nominating committee. Nominees shall meet the following criteria:

- Are members of the parish at least 18 years old and/or parents/guardians of students of Saint Theresa School;
- Have interest in and commitment to Catholic education and to Saint Theresa School's philosophy and mission;
- Are available to attend meetings and periodic in-service programs and to participate in committee work;
- Maintain high levels of integrity and confidentiality;
- Deal with situations as they relate to the good of the entire school community;
- Be a credible witness of the Catholic faith (or to one's own religion) and to the school community and beyond;
- Are not the spouse or a child or a parent of paid employees of the school.

Members are to be in good standing with their church.

Appointed members and the representative of the Parent-Teacher Association shall meet the same qualifications as the elected members.

ELECTIONS/APPOINTMENTS

During the spring semester, the nominating committee will invite eligible individuals to place their names in nomination for elected Board positions. This committee will have ballots prepared with names of nominees listed in alphabetical order. Eligible individuals must submit in writing their names and desire to run for membership on the Board to any member of the nominating committee by no later than 11:59 P.M. on April 30. For purposes of this paragraph, a facsimile transmission or an "e-mail" transmission will be considered a sufficient writing if logged in on the recipient's facsimile machine or e-mail receiver as being sent on or before the deadline. A "hard copy" original is not necessary to validate a timely electronically transmitted nomination.

Voting shall take place during the month of May, the precise period of which shall be established prior to the first day of May each year by the Board. The voting period shall be at least one week long and shall end no later than May 28. After April 30 of each year, the voting period shall not be changed for any reason, except by the Pastor.

Voting shall be by secret ballot. Ballots not received by the time or at the place designated by the Board each year shall not be valid. Only original ballots distributed by the Board as prepared by the nominating committee shall be valid. The Pastor shall have the authority to invalidate any ballot for reasons stated in writing to the Board. Ballots shall be distributed and counted as determined by the Board each year. Candidates for election shall not participate in the collection and counting of ballots.

There shall be one ballot per family with students attending Saint Theresa School as of April 30 of that year, including pre-school and kindergarten, regardless of the number of children any family may have in St. Theresa School. Each voting parent or guardian may cast up to three votes for different individuals with no more than one vote cast for each candidate. The three candidates receiving the highest number of votes shall be elected to three-year terms as voting members of the Board. In the event of a tie so that it is not possible to tell who is a member the Pastor shall select the Board member~, unless the candidates can agree among themselves.

Write-in votes will not be accepted, but the presence of a write-in vote on a ballot will not invalidate otherwise valid votes cast for other nominees listed on the ballot. If more than three nominees are voted for on one ballot, none of the votes on that ballot shall be accepted.

Members who miss three board meetings in a June 1 to May 31 period and are unexcused by the Chairperson may lose membership by action of the Board. The following procedure will apply: the member will be notified by the chairperson or Pastor; the member shall be given an opportunity to respond; the Board may act or not act as the case may indicate.

In the event that the spouse, child or parent of a Board member, or Board member-elect, shall become a paid employee of St. Theresa School, that Board member shall immediately lose membership on the Board and the Board member-elect shall not be seated.

In the event an elected member who is not the Parent-Teacher Organization representative is removed or resigns from office, the Pastor may appoint a person to serve the remainder of the term of the former elected member.

In the event the elected Parent-Teacher Organization representative is removed or resigns from office; the Parent-Teacher Organization shall elect a new member for the remainder of the term of the former member.

Any elected Board member sitting at the time this Constitution and Bylaws are approved by the Diocese and become operational may complete his or her term of office.

ARTICLE VI OFFICERS

In the first meeting on or after June 1, officers are elected by the Board and serve one-year terms, for up to two consecutive years in any one position. If an officer position becomes vacant, the Board at its next meeting shall elect a replacement officer to serve the remainder of the term. Their duties are ordinarily performed by such officers.

- A. The officers of the Board shall be as follows:
 - 1. Chairperson
 - 2. Vice-Chairperson
 - 3. Secretary
 - 4. Chairperson of the Finance Committee
- B. The Chairperson shall: preside at all meetings of the Board; conduct internal elections; call all regular and special meetings; assist in preparing the budget; direct the functions and goals of the Board of Education; enforce the Constitution and Bylaws and perform any and all duties incident to the office of Chairperson. The Chairperson shall, *ex officio*, be a member of all committees.
- C. The Vice-Chairperson shall: assist the Chairperson and assume the duties of the Chairperson in the absence of the Chairperson.
- D. The Secretary shall: record and maintain minutes of all regular and special meetings; record and collate all policies adopted by the Board in a separate binder; be the custodian of the Constitution and Bylaws; present the minutes and other material as required at the meetings; answer correspondence; and perform all duties incident to the office of Secretary.
- E. The Chairperson of the Finance Committee shall: assist in the preparation of the annual budget; make a report as each Board meeting of the current status of income and expenditures, savings accounts or loans; assist in the billing of tuition, in checking regularly for delinquent/late payments, in the determination of financial aid to families and in notifying such families of grants-in-aid.

ARTICLE VII MEETINGS

The full Board meets at least three times on or between June 1 and December 31 and at least three times on or between January 1 and May 31. Standing committees meet as needed. Special Board meetings can be called by the Pastor, Principal or Chairperson. If Board meetings are attended by non-members, the Board will go into executive session whenever the issues involve confidential matters. A majority of voting Board members shall constitute a quorum for the transaction of official business in any special or regular meeting. All meetings of the full Board, except for executive sessions, shall be open to any member of the parish and any parent/guardian of any student at Saint Theresa School.

The Secretary will keep minutes of all meetings and disseminate the minutes of each meeting to all Board members. Each committee chairperson of a standing or ad hoc committee or a person designated by the committee chairperson shall make notes of all meetings of the committee and provide the Secretary with a summary report for incorporation into the records of the Board.

Board members shall be informed in advance of the date and time of all meetings of all standing and ad hoc committees to the extent feasible and reasonable and shall be allowed to attend all meetings.

ARTICLE VIII EXECUTIVE COMMITTEE

The members of the Executive Committee are: the Pastor, Principal and Chairperson of the Board. The Executive Committee should meet regularly to plan the agenda for the regular Board meetings. The agenda and written committee reports should be available to monitor the budget and present regular financial reports to the full Board.

ARTICLE IX STANDING AND AD HOC COMMITTEES

The Chairperson of the Board will assign a Board member as the chairperson of each standing or ad hoc committee unless the Constitution and Bylaws specifies otherwise at the first meeting on or after June 1. Officers of the Board may serve as committee chairpersons. Individuals, not on the Board, may serve as members of standing or ad hoc committees as appointed by the Chairperson of the Board. The Pastor and Principal shall be *ex officio* members of all committees.

DEVELOPMENT AND LONG-RANGE PLANNING COMMITTEE

This committee will assist in planning and plan future development for the school and establish rational plans which will provide for the Catholicity, educational quality, coordination of fund raising and financial stability of the school.

FINANCE COMMITTEE

This committee will consist of the Chairperson of the Finance Committee, the Pastor, the Principal, the Chairperson of the Board, and any others so named by the Chairperson of the Board. This committee will assist in the preparation of an annual operating budget, monitor the budget regularly, allocate financial aid, develop control procedures consonant with diocesan guidelines, and perform other duties related to finance.

MARKETING AND PUBLIC RELATIONS COMMITTEE

The function of this committee is to assist in the planning of the overall development of the school case statement, marketing, and public relations.

TECHNOLOGY COMMITTEE

The function of this committee is to plan assist in the planning and oversee the utilization of technology, including but not limited to electronic and digital technology, in the educational curriculum of the school.

AD HOC COMMITTEES

These committees, when needed, will be formed by the Chairperson of the Board.

ARTICLE X AMENDMENTS

These Constitution and Bylaws may be amended by consensus of the Board or by vote of two-thirds of the membership of the Board, provided the amendment has been recorded and been presented at two Board meetings.

ARTICLE XL RULES OF ORDER

Ordinarily, decisions should result from a process of consensus rather than from a majority vote. Through consensus, decisions are made by the general consent of the group rather than by the majority rule use in parliamentary procedure.

The Pastor and Board should work together for consensus, but the Pastor's assent is an essential element of any consensus. The Principal and other staff persons with non-voting status may participate fully in the discussion.

In the event of an impasse, time should be taken during the meeting for the entire Board to pray for the guidance of the Holy Spirit on the present deliberation. If a Board is unable to reach a consensus, the item may be tabled, returned to a committee for further study and research, or voted upon. If the resolution is passed by a majority vote with the support of the Pastor, it is promulgated and then implemented.

In order to effectuate the Board's consultative role and function, this Constitution and Bylaws shall be construed liberally to achieve, rather than thwart, the purpose for which the Board is established.

Adopted: July 1, 2008

Reverend J. Michael McFadden
Pastor