

# **ASSUMPTION OF THE BLESSED VIRGIN MARY SCHOOL (O'FALLON, MO)**

## **BOARD OF EDUCATION CONSTITUTION**

### *Article I*

#### *Title*

The name of this body shall be the Assumption of the Blessed Virgin Mary Board of Education.

### *Article II*

#### *Purpose and Function*

Section 1. The purpose of the board is to advise the administrators and pastor of Assumption of the Blessed Virgin Mary Parish in making policy for the school and parish school of religion.

Section 2. The following are functions of the board:

- a. establishing the mission and goals for the educational programs;
- b. interpreting and applying the policies of the Archdiocese;
- c. formulating additional policies which may be necessary;
- d. evaluating the implementation and effectiveness of policies;
- e. endorsing the budget as prepared by the administrators to be recommended to the finance council and/or the pastor of the parish;
- f. providing the pastor with feedback on performance of the administrators;
- g. marketing and community relations.

### *Article III*

#### *Membership*

Section 1.

- a. There shall be 12 members of the Board serving staggered terms. Of the 4 members added each year, 3 shall be elected and 1 shall be appointed by the Pastor.
- b. This Parish Board shall have two administrators, the principal and Director of Religious Education, responsible to the Board for carrying out its policies and responsible administratively to the Pastor. These officers shall be considered ex-officio, non-voting members of the board. Additionally, the Pastor and a Parish Council representative shall also be considered ex-officio, non-voting members.

Section 2. Each member shall serve a three-year term, beginning at the conclusion of the June Board meeting and ending at the conclusion of the June Board meeting three years later. Re-election or re-appointment to the Board shall be permitted however members shall be limited to two consecutive terms.

Section 3. Board members shall be permitted to resign or be removed by the Pastor. Board vacancies shall be filled by Pastor appointment in a timely manner.

Section 4. Board members shall abide by the Code of Ethics for Catholic School Board Members (Appendix A).

#### *Article IV*

##### *Officers*

Section 1. The officers of the board shall consist of President, Vice-President and Secretary. The Vice-President and Secretary shall be elected annually by the board membership.

Section 2. All members of the board are eligible for Secretary. All members having completed one year of membership and two years remaining shall be eligible for Vice-President.

Section 3. The duties of the officers shall be as follows:

1. The President shall preside at all regular and special meetings of the board.
2. The Vice-President shall perform all the duties of the President when the President is absent or unable to act. The Vice-President shall serve as President-Elect.
3. The Secretary shall maintain a written record of all acts of the board and preserve all necessary reports and documents. The Secretary shall perform all the duties of the Vice-President when the Vice-President is absent or unable to act, including the duties of the President.

#### *Article V*

##### *Meetings*

Section 1. The board shall meet monthly, except in July, at a publicly designated room. Special meetings may be called by the President as needed or by a majority of the members.

Section 2. Quorum. For the purpose of transacting official business, it shall be necessary that a simple majority of the total members be present and voting. A majority is defined as more than half of the board.

Section 3. A redundant majority of those present and voting shall carry the motion unless otherwise specified in the constitution. A board may desire a two-thirds vote in some instances.

Section 4. All meetings of the board are to be open meetings unless designated as being closed (*Closed Session*). Non-members must request approval of Board President a minimum of 7 days in advance in order address the board. If approved, the requested topic shall be added to the meeting agenda.

Section 5. A written record of all acts of the board, maintained by the Secretary, shall be preserved in the archives and upon approval by the board posted to the school website.

Section 6. The ordinary order of meetings shall be:

- A. Call to order and prayer
- B. Recommended actions
  - 1. Approval of minutes
  - 2. Old Business
  - 3. New Business
- C. Information and proposals
  - 1. From delegations/individuals
  - 2. From the administrators
  - 3. From the pastor
  - 4. From questions asked of and by board members
- D. Future Business
  - 1. Meeting dates
  - 2. Preview of topics for future agendas
  - 3. General discussion to guide future recommendations
- E. Adjournment

## ***Article VI***

### ***Rules of Order***

Section 1. The Board shall strive to reach a consensus on all actions.

Section 2. The rule of parliamentary procedure as contained in Robert's Rules of Order (current edition) shall govern meetings of the board.

## ***Article VII***

### ***Committees***

Section 1. Standing or ad hoc committees may be established as necessary with the approval of the Board.

Section 2. The President shall appoint members as necessary. Committee members may be drawn from outside of the Board membership.

## ***Article VIII***

### ***Compensation and Conflicition***

Section 1. Board members shall not receive compensation however bona fide expenses may be reimbursed.

Section 2. Any Board member with a conflict of interest on any matter shall immediately disclose such conflict. If the Board confirms conflict does exist, that member shall not be permitted to vote on such matter.

*Article IX*

*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 regulations of the Archdiocesan Board of Education and approval by the pastor.

Section 2. Amendments must be presented to the board at least two weeks prior to voting on such.

Section 3. Bylaws may be amended by simple majority of the members present and voting at any regular meeting, providing there is a quorum and providing the amendment has been presented at the previous meeting of the board.

## *Code of Ethics for Catholic School Board Members*

As a member of a Catholic school board, I

- acknowledge that schools are a significant expression of the teaching mission of the Catholic Church and function within its structure;
- will become more knowledgeable about the mission of Catholic education, as expressed in this school, and sincerely promote it to the various publics with whom I have influence;
- recognize the need for continuing education about my responsibilities and know that I do not represent the board officially unless explicitly authorized to do so;
- will be fully and carefully prepared for each meeting by doing the required readings and completing the necessary tasks for committee work and reports;
- support the principal in authorized function and avoid intruding in administrative details unless requested to do so;
- will be loyal to board decisions even though personally opposed to the final recommendations and decisions;
- will be alert to alternate solutions to problems by keeping an open mind;
- will disqualify myself from discussion and vote on an issue where there is a conflict of interest with my family or business interests or if the outcome will grant me any pecuniary or materials benefits;
- pray often for the other members of the board, this Catholic school, and the community it serves.