

# **St. Mary School Advisory Board Constitution**

## **ARTICLE I**

### Title

The Name of this body shall be St. Mary School Advisory Board herein referred to as the Board.

## **ARTICLE II**

### Nature and Function

#### Introduction and Rational:

The Catholic school is an expression of the educational mission of the 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 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 Council serves with the Pastor on behalf of the total parish community, so the School Advisory Board serves with the Principal for the good of the school community.

Today's Catholic Principal, with the many demands which are made, needs assistance from a group of people who are committed to the Catholic school and are willing to work for the good of the school and parish. Regular and open communication between the Board and school community is essential. To support this effort, the Pastor and/or School Administrator shall notify the Board when possible, of personnel changes, policy matters, etc. ahead of the general school population so that the Board may assist in explaining action, coordinating a smooth transition, and assuring parents that the decision was in the best interest of St. Mary School.

Section 1. This board is an advisory body overseeing the implementation of educational

programs at St. Mary Parish, Lancaster, Ohio, subject to such regulations that proceed from the Catholic Schools Advisory Commission.

Section 2. The Board shall have as its' primary duty implementing at the local level the policies of the Catholic Schools Advisory Commission. The duties and functions may include but are not necessarily limited to the following:

1. Acting as a coordinating and reviewing body for input from the various parishes participating in the St. Mary School system.
2. Acting as a liaison body with appropriate public authority.
3. Seeking a better understanding and wider support of Catholic education within the community.
4. Interpreting policies of the Catholic Schools Advisory Commission for the local administrative officers and in matters wherein the Commission has not promulgated policies, creating such policies under which administration shall operate.
5. Having responsibility for determining whether policies are being carried out according to the will of the Catholic Schools Advisory Commission.
6. Having responsibility for evaluating the adequacy of its policies and the effectiveness of their interpretation.
7. The Board should be informed of any planned changes in policies relative to the operation and maintenance of facilities and equipment. The parish administration and Maintenance Committee has responsibility of initiating and implementing these operations.
8. The parish finance committee prepares the annual budget. A monthly financial summary report should be made at each meeting.
9. Serving in an advisory capacity in the planning and building of new educational facilities.
10. Establish yearly goals and objectives for itself and for the education program.
11. Yearly evaluation of the accomplishments of these goals.
12. Provide orientation for new school advisory board members as to functions and responsibilities.
13. Participation in the hiring of the principal/administrator as outlined by the Diocese of Columbus.

14. Participation in the Diocesan evaluation of the principal as related to the relationship between the principal and the Board.

### **ARTICLE III**

#### **Membership**

##### **Section 1. NONVOTING MEMBERS of the Board shall be:**

1. The Pastor of St. Mary Parish (ex officio).
2. A single executive officer, the Principal of the school or the Administrator, who shall be responsible to the Board for the carrying out of its policies and responsible administratively to the Pastor.

##### **Section 2. VOTING MEMBERS of the Board shall be:**

1. Eight (8) elected representatives. Six (6) of the eight must be members of St. Mary Parish. The remaining two (2) of the eight must be a parent or guardian of a child attending St. Mary School.
2. Any Catholic Feeder parish that has greater than fifteen (15) students registered at St. Mary School may choose to appoint or elect one (1) representative to the Board. This representative must be a parent or guardian of a St. Mary School student and must be designated as the representative for a minimum period of one year and a maximum period of three consecutive years.

**Section 3. TERMS:** Each of the eight elected representatives in Article III, Section 2, number 1, shall serve a term of three (3) years. The term shall commence at the first Board meeting following the election (June) and shall continue through the June meeting three years hence. Each member is eligible to be elected to another three year term. No member shall serve for more than six consecutive years.

**Section 4. APPOINTMENTS:** At the discretion of the Pastor, Principal/Administrator, or Board members, a member may be appointed in a nonvoting capacity for a term of one year.

Section 5. ELECTIONS: A nomination committee, a subcommittee of the Board, will be established each January consisting of three voting members of the Board.

1. The nomination committee shall develop a list of candidates who meet the eligibility requirements in Article III, Section 2, and present this list to the Board.
2. The nomination committee shall meet with the proposed candidates and review the roles and responsibilities of the Board.
3. The nomination committee shall provide information to St. Mary School parent/guardians and parishioners about prospective candidates and their qualifications prior to the election.
4. The nomination committee, under direct supervision of the Board, shall conduct the elections in May. Parents/guardians of St. Mary School students and adult members (18 years of age and older) of St. Mary Parish are eligible to vote.
5. The candidate(s) receiving the highest number of votes shall be elected to the Board.
6. All candidates will be notified by telephone as to the results of the elections.

Section 6. DISMISSAL: All Board members serve at the discretion of the Pastor and may be removed from the Board by the Pastor with just cause. Any Board member who is absent from two (2) regular meetings of the Board per school year, unless excused, shall cease to be a member by action of the Board.

Section 7. VACANCIES: If a vacancy exists on the Board, the Pastor shall appoint a new member to fill such vacancy. The nominating committee will provide the Pastor with candidates from the most recent election receiving the next highest number of votes for consideration. If no candidates are available, the Pastor may appoint a member who meets the eligibility requirements in Article III, Section 2. The appointed member will serve the unexpired portion of the term.

## **ARTICLE IV**

### Amendments

Section 1. This constitution may be amended by a vote of two-thirds of the voting members subject only to regulations of the Diocesan Policy.

Section 2. Amendments must be presented to the Board in writing at least one (1) regular meeting prior to voting on such.

Section 3. By-laws may be amended by a vote of two-thirds of the voting members present at any regular meeting, providing there is a quorum and providing the amendment has been presented at the previous meeting of the Board.

## **ARTICLE V**

### By-Laws

Section 1. The officers of the Board shall consist of President, Vice-President, and Secretary, all of whom shall be elected annually by the voting members at the June meeting. All voting members of the Board are eligible to hold any of the three offices. The office of President shall be limited to those members that have served at least one year. No person shall concurrently serve in an officer position for both the Board and the Home and School Association.

1. President

- a. The President shall preside at all regular and special meetings of the Board.
- b. The President and the Principal/Administrator shall appoint chairpersons for all standing committees, and shall be an ex-officio member of each committee. Further, the President with the approval of the Principal/Administrator shall have the authority to establish ad hoc committees as provided under Section 4 Committees.
- c. The President and the Principal/Administrator will establish the agenda for the

next Board meeting.

2. Vice-President

- a. The Vice-President shall perform all the duties of the President when he/she is absent or unable to act.

3. Secretary

- a. The Secretary shall maintain a written record of all acts of the Board; see to publishing all of Board minutes in a timely manner; conduct, receive and dispose of all correspondence as directed; and preserve all reports and documents committed to his/her care.

Section 2. The Board shall meet one (1) time monthly (except July) in a publicly designated room. Special meetings may be called by the President, by the Principal/Administrator, or by a majority of the Board members with the approval of the Principal/Administrator.

1. Quorum: For the purpose of transacting official business, it shall be necessary that a majority of the total voting members be present.
2. All meetings of the Board are to be open meetings unless designated as being Executive. Executive sessions involve only voting and ex-officio Board members. Decisions made in Executive sessions must be presented and voted on at open sessions before becoming effective.
3. The right of non-members to address the Board shall be limited to those who have contacted the President or Administrator requesting to be placed on the agenda ten (10) days in advance of the meeting.
4. Only items on the agenda will be open for discussion.

Section 3. The rule of parliamentary procedure as contained in Robert's "Rules of Order" shall govern meetings of the Board. The ordinary order of meetings shall be:

1. Prayer
2. Introduction of Guests
3. Approval of Minutes
4. President's Report
5. Administrator's Report

6. Pastor's Report
7. Discussion of Committee Reports
8. Faculty Report
9. Unfinished Business
10. New Business
11. Adjournment
12. Prayer

Section 4. Committees will be established and fashioned on a yearly basis based upon and fashioned after goals established by the Board according to the needs of the time.

Amended 5/78, 8/80, 4/82, 1/96, 3/01, 11/09