

# **Constitution of St. John School Advisory Board Committee**

## **Article I – Title**

The name of this body shall be the St. John School Board hereinafter referred to as the School Board.

## **Article II – Nature and Function**

### **Section I – Nature**

The purpose of the School Board shall be to provide policy direction for the educational programs of the school, to promote the implementation of said policies, and to provide a strategic and workable vision for the continuing growth of the school as a whole in a way that is in accord with the spirit and intent of the policies established by the Diocese of Lexington. The School Board receives delegated authority from the Pastor. As an advisory committee, all School Board policies and actions are subject to the approval by the Pastor of the parish.

### **Section II – Functions:**

1. To participate in and encourage strategic planning for the school.
2. To identify and address the educational needs and goals of the school.
3. To determine specific policies which will guide the administrative staff in working toward established goals and objectives.
4. To operate within the existing framework of Diocesan Policy.
5. To review the implementation of policies by the Principal of the school.
6. To evaluate the effects of policy decisions in achieving its goals and objectives.
7. To orient new members as well as to offer ongoing in-service to the entire committee.
8. To investigate and implement new revenue sources to support existing and/or expanding programs for the school.
9. To analyze and discuss the proposed annual budget, to adopt a balanced budget, and to present this budget to the Finance Council.
10. To establish the necessary means to communicate policy and decisions to the school community.
11. To seek a better understanding and wider support of Catholic education with the local community.

## **Article III – Membership**

### **Section I – Number and Composition**

1. Membership shall consist of appointed, voting members and ex-officio (non-voting) members.
2. There shall be no fewer than seven appointed, voting members on the School Board. One member shall serve as President of the School Board and one other member shall serve as

Secretary of the School Board. The election of these officers shall be governed by Article IV.

3. Ex-officio members shall at a minimum be the Pastor of the parish and the Principal of St. John School. When appropriate, the Deacon for the parish shall also be an ex-officio member of the School Board.

## **Section II – Terms of Office**

1. Each appointed member shall serve a term of two years.
2. One half of the membership will be appointed each year.
3. Members may be re-appointed for additional terms.
4. A term of office shall begin on July 1 and end on June 30 two years after appointment.

## **Section III – Selection, Vacancy, Resignation, and Removal**

1. Nominations for new School Board members shall take place from April to May each year. The slate of nominees shall be presented to the Pastor of the parish in May.
2. The Pastor of the parish shall appoint successful nominees onto the School Board.
3. Any vacancy in membership shall be filled by appointment from the Pastor of the parish.
4. Resignation of a School Board member should be in writing and given to the President of the School Board, the Principal of St. John School, or the Pastor in advance of the vacancy, if possible.
5. Any member of the School Board, other than an ex-officio member, who is absent from two consecutive or three regular board meetings in a fiscal year (July-June) shall, unless excused by action of the board, cease to be a member.

## **Article IV – Officers**

### **Section I – Organization**

The officers of the School Board shall include a President and a Secretary. The President and the Secretary shall serve as voting members of the School Board.

### **Section II – Election of Officers**

1. The President and Secretary shall be determined annually by the process of prayerful discernment by the voting members of the School Board at the July School Board Meeting. The final selections shall be approved by the Pastor of the parish.
2. All appointed members of the School Board are eligible for any office.
3. Newly appointed members are also eligible for any office.
4. Officers may serve consecutive terms.
5. Prior officers may be re-elected regardless of terms served.

### **Section III – Duties**

1. The President shall preside at all regular meetings and special meetings of the School Board and perform those additional duties as defined in the School Board By-laws or as empowered or assigned by the School Board. In his/her absence or when unable to perform said duties, the President shall appoint a designate to perform all the duties.

2. The Secretary shall record and maintain accurate records of all School Board proceedings and conduct, receive, and dispose of all correspondence as directed by the School Board. He/She shall also perform those additional duties as defined in the School Board By-laws or as assigned by the School Board. In the absence of the Secretary, the President or a designate shall perform these duties.

## **Article V – Meetings**

**Section I** – The committee shall meet regularly every month in a designated location.

**Section II** – Executive or closed sessions will be held when discussions will involve personalities or have a potential adverse effect upon a financial transaction. Decisions made in executive sessions must be presented and voted on at a later open meeting before becoming effective.

**Section III** – A quorum shall consist of a majority of the voting members.

**Section IV** – A simple majority of those present and voting shall carry a motion. Policy changes or amendments to the School Board Constitution or School Board Bylaws shall require a 2/3 majority of voting members for adoption.

**Section V** – Special meetings may be called by the President of the School Board with approval of the Pastor. A quorum must be present to hold a meeting.

**Section VI** – All meetings are open unless designated as executive.

**Section VII** – The right of non-members to address the committee shall be limited to those whose petition has been approved for the agenda in advance of the meeting.

**Section VIII** – The rules of parliamentary procedure as contained in Robert's RULES OF ORDER shall govern meetings of the board unless otherwise stated by the committee.

## **Article VI – Committees**

**Section I** – The School Board may have such standing committees as are needed to address specific areas requiring additional time and research.

**Section II** – Ad Hoc (Special Committees) are appointed by the President of the School Board to address specific needs and are dissolved when they make their final report.

**Section III** – Standing committees are to consist of a chairperson who may or may not be a school board member and will consist of additional volunteer members of the school and parish community. These committees shall report to the School Board at regularly scheduled meetings and shall be assigned tasks as appropriate by the School Board, the Parish Council, the Principal, or the Pastor.

**Section IV** – Ad Hoc Committees shall consist of a chairperson from the membership of the School Board and as many members or volunteers from the school and parish community as that chairperson appoints. The Ad Hoc Committee shall report to the School Board at regularly scheduled or special order meetings as appropriate and shall be assigned tasks by the School Board.

### **Article VII – Relationships**

**Section I** – The principal of subsidiary shall prevail in the relationship between the School Board and Diocesan policies.

**Section II** – The School Board is accountable to the Parish Council in two areas:

1. The Mission Statement of the Parish
2. The budget

**Section III** – The Diocesan Board of Education reserves the right to certify administrative and teaching personnel and to withdraw certification for cause. All lay instructional personnel shall be contracted according to procedures and personnel policies determined by the Diocese School Board of the Diocese of Lexington.

### **Article VIII – Amendments**

**Section I** – The Constitution of the School Board may be amended by a vote in the affirmative of 2/3 of the voting members.

**Section II** – The Bylaws may be amended by a vote in the affirmative of 2/3 of the voting members.

**Section III** – School Board Members must receive written notice of amendments no later than one meeting prior to the meeting held for the vote to amend. A time period of at least two weeks shall pass between these two meetings to allow for informed consent prior to voting.