

CONSTITUTION
SEVEN HOLY FOUNDERS SCHOOL BOARD

Article I

Title

The name of this body shall be
Seven Holy Founders School Board

Article II

Nature and Function

Section 1. The purpose of the board is to advise the pastor in making policy for the parish school.

Section 2. The following are the functions of the board:

- A. Establishing the philosophy and goals for the parish school.
- B. Interpreting and applying the policies of the Archdiocese.
- C. Formulating additional policies which may be necessary.
- D. Evaluating the implementation of policies.
- E. Recommending approval of the budget through the Christian Education Commission.
- F. Recommending to the pastor the employment of the principal.
- G. Planning long-range community relations.

Article III

Membership

Section 1.

- A. There shall be nine elected members and two members appointed by the pastor on the Parish School Board. The chairperson of the Education Commission serves as an ad hoc member of the board.
- B. This Parish School Board shall have a single executive officer, the principal, responsible to the board for carrying out its policies and responsible administratively to the Archdiocesan Superintendent of Education. This officer shall not be considered an Archdiocesan member of the board.

Section 2. Each elected and appointed member shall serve a term of three years, with the exception that the original members shall serve terms varying from one to three years with approximately one-third serving a one-year term, one-third a two-year term, and one-third a three-year term, to be determined by lot or other means. No member shall serve more than two consecutive terms (maximum of six years). No paid employee shall be a member of the Parish School Board. Candidates must Be at least eighteen years of age and a member of the parish.

Section 3. Nominations for new members shall take place before the April meeting of the board and elections shall be held before the May meeting. Terms shall expire May 30 each year. Any member of the parish, at least eighteen years of age, may vote for school board members.

Section 4. In the event of vacancies or in the event of a tie for the third board position, the pastor Shall appoint the necessary members.

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 membership at the first regular meeting of August.

Section 2. All members of the board are eligible for any office.

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

- A. The President shall preside at all regular and special meetings of the board.
- B. The Vice-President shall perform all the duties of the President when the President is absent or unable to act.
- 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.

Article V **Meetings**

Section 1. The board shall meet regularly each month 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 majority of the total members be present.

Section 3. A majority of those present and voting shall carry the motion unless otherwise specified in the constitution.

Section 4. All meetings of the board are to be open meetings unless designated as being Executive. Decisions made in Executive Session must be presented and voted

on at open sessions before becoming effective. The right of nonmembers to address the board shall be limited to those whose petition has been approved for the agenda in advance of the meeting.

Section 5. A written record of all acts of the board shall be maintained by the Secretary and kept on file for eight years within the school.

Article VI

Conduct of Meetings

Section 1. The rule of parliamentary procedure as contained in Robert's Rules of Order shall govern the meetings of the board.

Section 2. The ordinary order of the meetings shall be:

- A. Call to order
- B. Recommended actions
 - 1. Routine matters
 - a. approval of minutes
 - b. financial reports
 - 2. Old Business
 - 3. New Business
- C. Information and Proposals
 - 1. From delegations
 - 2. From non-staff communications and reports
 - 3. From the administrator and staff
 - 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 VII

Amendments

Section 1. This constitution may be amended by a vote of two-thirds of the total membership subject only to regulations of the Archdiocesan Board of Education.

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 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 has been presented at the previous meeting of the board.

Revised April 2007