

Constitution of Our Lady of Lourdes School Board

Preamble

Recognizing our responsibility and privilege as members of the Catholic Church to continue the educational mission entrusted by Jesus to His People, and desiring to create the best possible atmosphere for achieving the threefold purpose of Christian education as expressed in the pastoral message "TO TEACH AS JESUS DID," namely: to spread the message revealed by God, to create a faith community, and to serve the entire Christian and human community, we the members of Our Lady of Lourdes Parish do establish this Constitution

ARTICLE I

Title

The name of this body shall be Our Lady of Lourdes School Board (the "Board").

ARTICLE II

Nature and Function

Section 1 The purpose of the Board is to advise the pastor and the administration of the school in making policy and informing decisions for Our Lady of Lourdes School. The Board, likewise, supports the administration, faculty, other functional committees, and students as together all strive to develop a school that is distinctly Christian, educationally excellent, and uniquely contemporary. The Board operates within the framework of "Guidelines for Parish Boards" as published by the Archdiocese of St. Louis

Section 2 The following are functions of the Board:

- To establish the philosophy and goals of the educational program
- To interpret and apply the policies of the Archdiocesan Board of Education
- To formulate additional local policies as the need arises
- To evaluate the implementation of policy
- To approve the budget to be recommended to the Parish Finance Committee
- To recommend to the pastor the employment of the principal
- To create a better understanding and support of Catholic education
- To assume a role in the financing of any project recommended by the Board
- To develop long-range planning and community relations

ARTICLE III

Membership

Section 1 There shall be seven (7) members of the Board ("Members") of whom three (3) shall be appointed by the pastor, and four (4) shall be elected. In the event that a Board Member cannot complete his or her term, the pastor shall appoint a replacement to complete the outgoing Board Member's term.

Section 2 This Parish Board shall have a single executive officer, the principal, responsible to the Board for carrying out its policies and responsible administratively to the pastor. This officer shall be considered an ex-officio, non-voting Member of the Board.

Section 3 Each Board Member's term shall be three (3) years. Board elections and appointments shall be staggered to maintain continuity.

ARTICLE IV

School Board Membership Selection

- Section 1 The terms of the Board Members shall expire at the end of the May Board Meeting.
- Section 2 Candidates for Board Membership shall be:
- Twenty-one years of age or older
 - A parent of a child in the school and a member of the parish
 - Any member of the parish
 - Supportive of the school program, financially, and attitudinally
 - Sincerely interested in Catholic education
 - Willing and able to spend the time for meetings
 - Capable of a broad vision and not having a specific issue to settle through the Board
 - Able to express himself or herself in a group
 - A good listener
 - Capable of reaching a consensus on controversial issues – possessing an open mind
 - Willing to be loyal to Board Members even though personally opposed to the final recommendation
 - A building of the Faith Community at Our Lady of Lourdes
- Section 3 The method of selection shall be determined by the Pastor of the parish
- Section 4 School Board Members shall communicate and inform the parish and school community of open positions occurring at the end of a school year. Members of the Board should canvas and recruit possible candidates whom they feel would be suitable based on the tenants in Article V, Section 2.
- Section 5 Board term expirations shall be posted for the community to view and open positions shall be announced no later than the January Board Meeting in order to advertise and make the community aware of opportunities to serve.
- Section 6 The May Board Meeting shall comprise the new Board Members and the departing Members. The May meeting will be the last meeting of any Members whose terms are expiring.
- Section 7 Results of the election shall be published in the Sunday bulletin.

ARTICLE V

Officers

- Section 1 The officers of the Board shall consist of President, Secretary, PTA Liaison, Finance Committee Liaison, and Members-at-Large, all of whom shall be appointed annually by the Board Membership at the first regular meeting in June.
- Section 2 All Members of the Board are eligible for any office.
- Section 3 The duties of the officers shall include as follows:
- **President** – The President shall preside at all regular and special meetings of the Board. The duties of the office will also include:
 - The preparation of the agenda for the Board meetings
 - Communicate and prepare the Board in advance of the meetings
 - Appointing Members to serve on committees as may be deemed necessary or appropriate
 - Serving as representative of the Board to the public
 - **Secretary** – The Secretary shall maintain a written record of all Board acts and/or meetings to include:
 - Recording the minutes of the Board meeting
 - Maintaining the official records of the Board proceedings
 - Conduct, receive and dispose of all correspondence as directed
 - Preserve all necessary reports and documents
 - Post the meeting minutes for public consumption: school website and/or app, parish bulletin
 - **Finance Committee Liaison** – The duties of the office include:
 - Acting as a liaison among the Parish Finance Committee, the Parish Office and the School Board
 - Provide regular updates at monthly Board meetings
 - **PTA Liaison** – The duties of the office include:
 - Serve as Board liaison to the PTA and provide regular updates at monthly Board meetings
 - Monitor school activities and events for the Board
 - Monitor fundraising activities of the PTA
 - **Member-at-Large** – The duties of these Members include:
 - Serve as a general Board Member in a consultative role
 - Back-up other Board Members as required
 - Serve on special task forces as required or directed

ARTICLE VI

Conduct of Meetings

Section 1 While the rule of parliamentary procedure as contained in Robert's Rules of Order shall govern meetings of the Board, consensus for Board actions shall be sought. Further, the conduct at the Board meetings shall be informed by the Our Lady of Lourdes School Board Guidelines for Conduct of Board Meetings as set forth in the attached Appendix A.

ARTICLE VII

Amendments

Section 1 This constitution may be amended by a majority of total Board Membership with approval by the pastor 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.

ARTICLE VIII

Meetings

Section 1 The regular meetings of the Board shall take place on the second Wednesday of each month, August through June, at 6:30 p.m. at a place designated in the school building. Special meetings may be called by the President or by a majority of the Members.

Section 2 Quorum. For the purposes of transacting official business, it shall be necessary that a majority of the total Members be present and voting.

Section 3 A simple majority of those present and voting shall carry the motion, unless the Board approves a two-thirds vote on the motion or unless otherwise specified in this Constitution.

Section 4 All meetings of the Board are to be open meetings, unless designated as being Executive Decision made in Executive Sessions must be presented and voted on at open sessions before becoming effective. The right of non-members 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, maintained by the Secretary, shall be preserved in the digital archives

ARTICLE IX

The Pastor

As spiritual head of the local Christian Community, and as chief administrator of the parish, the Pastor has the ultimate responsibility for coordinating programs in the Parish. Because the Board is advisory to him, the Pastor cannot be a member of the Board. His interest, presence and encouragement, as well as that of his associate Pastor, are vitally important to his parishioners. The Pastor serves with the Board to encourage the free dialogue of the Board and to foster a cooperative relationship in the making of the policy. Though the Pastor shares with the Board the responsibility for the parish educational programs, he cannot delegate his responsibility for religious education or for the allocation of Parish income to the school.

Appendix A

Our Lady of Lourdes School Board Guidelines for Conduct of Board Meetings

1. A formal agenda will be distributed to the Members by the President to the Board, Pastor and Principal one week in advance of all regularly scheduled meetings. The typical agenda format is included in Tab 1 of the Constitution.
2. Regularly scheduled meetings will be limited to the agenda, except in unusual circumstances, as may be deemed appropriate in the discretion of the Pastor, President or presiding officer in the President's absence.
3. All regularly scheduled meetings will be open to the public, except to the extent the Board meets in executive session, and all from the Parish and School communities are welcome to attend and observe the proceedings.
4. For the orderly and efficient conduct of Board meetings, non-Board members who wish to bring forward an issue or proposal for consideration by the Board shall submit the nature of the issue or proposal in writing to the President ten days in advance of the meeting and specify the length of time requested to address the Board. The President will notify the requestor of acceptance and timing of a request for consideration by Board.
5. The Board will not render a recommendation or proposed resolution to a request at the meeting at which the issue or request is presented, but the Board's response, if requested, shall be provided to the requestor prior to or at the next regularly scheduled meeting.
6. The Board will endeavor to leave time at the end of each regularly scheduled meeting to hear general questions or comments from non-Board attendees of meetings; other than during such general question times, non-Board attendees are asked to refrain from commenting on, or trying to participate in, the deliberations of the Board.
7. Requests for information from the Board shall be directed, in writing, to the President or Secretary.
8. The Secretary shall post the agenda and minutes for each regularly scheduled meeting as well as other information the Board deems advisable on SchoolSpeak and the parish website as required. The Secretary shall circulate meeting minutes to the Board Members, Principal and Pastor within three weeks following a Board Meeting or special meeting for approval at the next scheduled Board Meeting.

Tab 1
AGENDA TEMPLATE

Meeting Agenda

Attendees: Parish pastor, school principal, director of preschool, all Board Members

I. Opening Items

- A. Welcome and Call to Order-President
- B. Opening Prayer-Msgr
- C. Special Items-President (used as required)
- D.

II. School Community open forum (used as required)

III. Committee Reports

- A. Minutes of the previous meeting-Secretary
- B. Pastor's Report-Pastor
- C. Principal's Report-Principal
- D. PTA Liaison Report
- E. Finance Committee Liaison Report

IV. Discussion Items

- A. Old Business-President or as required
- B. New Business

V. Adjourn-President

- A. Executive session or stay-behinds as required