

# Our Lady of Lourdes Catholic School

## School Board Constitution and By-laws



*“Our Lady of Lourdes School exists as a ministry of the Catholic Church to proclaim the Gospel message. Recognizing that each person is a unique creation of God, we endeavor to provide a strong spiritual, academic and emotional foundation enabling students to realize their full potential.”*

# **Our Lady of Lourdes School Board**

## **Constitution and By-Laws**

### Preamble

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 parish 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 Pastoral council serves the Pastor on behalf of the total parish community, so the parish school board serves with the Principal and the Pastor to for the good of the school community. Because of the many demands made on Catholic school administrators, assistance is needed from a group of people who are committed to the Catholic School and are willing for the good of the school and the parish

Our Lady of Lourdes School, an integral part of Our Lady of Lourdes Parish, seeks to combine its educational mission with them. Our Lady of Lourdes School exists as a ministry of the Catholic Church to proclaim the Gospel message. Recognizing that each person is a unique creation of God, we endeavor to provide a strong spiritual, academic, and emotional foundation enabling students to realize their full potential.

### **ARTICLE I – NAME**

The name of this body shall be Our Lady of Lourdes School Board.

### **ARTICLE II- PURPOSE AND FUNCTIONS**

The board is established by the Pastor, in accord with diocesan policy, to assist him and the Principal in the governance of the parish school. When the board meets as Pastor, Principal and members and agrees on policy matter, the decision is effective and binding. The board is consultative in the following sense: the member cannot act apart from the Pastor or Principal, and cannot make decisions binding on the parish school without involvement of the Principal and approval of the Pastor.

Consultation also means that decisions will not be made in major matters until and unless the school board has been consulted. The areas in which the board has responsibility and will exercise limited jurisdiction are:

- A. Strategic and general planning
- B. Policy development and formulation

- C. Finance
- D. Development and public relations
- E. Assign a member to be part of the search committee for selection of a new principal
- F. Regular evaluation of the working relationship between the Principal and the board (potentially will be deleted-Donna to verify)
- G. Curriculum rotation briefing
- H. Evaluate the effectiveness of the board in achieving the board's objectives (the board needs to determine how we will evaluate our effectiveness)

### **ARTICLE III – MEMBERSHIP**

Our Lady of Lourdes School board shall be composed of eight selected members. Five members will be parents or guardians of children enrolled in the parish school. The remaining members can be from Our Lady of Lourdes parish community or the greater Melbourne community. If however, a sufficient number of non-school persons are not available, then parents/guardians of schoolchildren can comprise more than the designated five member positions.

One board member will be a member of Our Lady of Lourdes Home and School Committee.

The Pastor and the Principal are ex-officio, non-voting members of the board.

The Pastor has the right to reject the membership or proposed membership of any person as a board member with good cause.

Persons employed in the parish school are ineligible for membership on the parish school board.

### **ARTICLE IV – Eligibility**

Prospective board members should meet the following criteria:

- A. Are members of the parish or greater Melbourne community and/or parents/guardians of students of Our Lady of Lourdes School
- B. Have an interest in and commitment to Catholic Education and to Our Lady of Lourdes philosophy and mission
- C. Are available to attend meetings and periodic in-service programs and to participate in committee work
- D. Maintain high levels of integrity and confidentiality
- E. Can deal with situations as they relate to the good of the entire school community and beyond
- F. Must be 18 years of age or over

Members, who, without being excused, miss three board meetings within a 12-month period, may be deprived of membership by action of the Board. The following procedure will apply: The members will be notified by the chairperson or vice-chairperson and shall be given the opportunity to respond. The board will deal with each situation on an individual basis and determine appropriate actions.

Candidates and school board members will be re-evaluated by the Pastor and Principal based on their individual contributions, their participation in meetings and initiatives, their ability to work with other board members and their success in meeting the goals of the Pastor and Principal. Board Members who are designated by the Pastor and Principal as not attending to these ideals will not be appointed to serve a new term as member of the school board.

The Pastor and Principal may have the board evaluate members based on performance criteria established by the board to insure performance of the ideals by the individual.

#### **ARTICLE V – TERM OF OFFICE**

The members of the parish school board will be appointed for a two-year term with an option for a third year of service.

The officers of the parish school board will be selected from the current board members. The member must serve at least one year on the board prior to being selected as an officer. Each officer is elected to serve in his or her position for a period of one year. Members may be selected to the same office or a different office for consecutive terms. Term limits will be staggered to ensure continuity of the school board.

#### **ARTICLE VI – OFFICERS**

At the first board meeting of the school year, members of the school board shall select a Chairperson, Vice Chairperson, and a Secretary to serve on-year renewable terms.

The Chairperson will preside at all meetings of the school board, conduct internal elections, call all regular and special meetings, assist in preparing the budget, direct the functions, and goals of the schoolboard, enforce the by-laws and perform any and all duties related to the office of Chairperson.

The Vice-Chairperson will assist the Chairperson in any matter deemed appropriate by the Chairperson of the board. The Vice-Chairperson will assume the duties of the Chairperson in his or her absence.

The Secretary will record, maintain, and distribute to each board member minutes of all regular and special meetings. The Secretary will be the custodian of the by-laws and present the minutes and other materials as required at the board meetings.

#### **ARTICLE VII – MEETINGS**

Meetings of the school board will be held regularly throughout the school year. The day, time, and location of the meetings will be established each year by majority consent of the board members. These regular meetings are open to anyone who wishes to attend. Teachers are encouraged to attend one board meeting per school year.

If an individual, or group of individuals, wish to discuss an issue with the board, they must first submit a written proposal to any member of the board, or to the administration. They will then be notified, in writing as to the date, time, and place of the meeting.

Committees will meet as needed

Special board meetings can be called by the Pastor, the Principal and/or the board chairperson.

The board will go into closed session whenever the issues involve personnel or other confidential matters.

Five voting members will constitute a quorum for the transaction of business in any regular and special meeting.

#### **ARTICLE VIII – COMMITTEES**

Committees will be formed as deemed necessary by the board. The board will specify the purpose or goal of the ad hoc committee, and once this purpose or goal is achieved, the committee will dissolve.

Committees will consist of at least one board member who will serve as committee chairperson. Committee membership need not be limited to members of the board. Committees will be comprised of at least three individuals.

Committees will report to the board on a regular basis and issue a final report once the committee has completed its task. The committee will not take any actions without the approval of the board and/or the administration.

#### **ARTICLE IX - BY-LAWS AND AMENDMENTS**

By-Laws may be enacted or amended by a vote of two thirds of the membership.

Any parent/guardian or board member may propose an amendment to the by-laws.

The administration shall be advised of the proposed amendment prior to its presentation to the school board.

Amendments to these by-laws shall be proposed, in writing, at on board meeting, and voted on at the next. The proposed amendment and the date and time of the next meeting will be posted in a visible location at least twenty days prior to the date of the vote.

The school board will give the parish and school community an opportunity to voice their opinions or concerns in regards to the amendment prior to calling for a vote.

## **ARTICLES X – RULES OF ORDER**

The ordinary order of the meeting shall be agreed upon by the board and enacted by the chairperson.

In order to make the best decisions; the consensus method of decision-making should be used. When the board is unable to reach a consensus, a vote should be taken and the minutes should reflect the different positions, and appropriate reasons. In cases involving voting, and business procedures, Robert's Rules of Order should be used.

In those matters in which the board has jurisdiction, the vote of the majority carries and the decision should be implemented. In those matter, in which the Pastor has reserved his decision, the board should present its recommendations and rational. These decisions should be implemented when the Pastor renders a decision.

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