

## CONSTITUTION

Approved February 2010

### ARTICLE I

#### TITLE

Section 1. The name of this body shall be the St. Francis of Assisi School Board.

### ARTICLE II

#### NATURE AND FUNCTION

Section 1. This Board is a subcommittee of the Formation Committee of the Parish Council of St. Francis of Assisi Church, Louisville, Kentucky. To this Board is delegated responsibility for the operation of the Parish School, subject to regulations that proceed from the Parish Council of St. Francis of Assisi Church, the Pastor, and the Archdiocesan School Board.

In the development of its policies the Board must ensure that these follow the intent and spirit of the policies laid down for the Archdiocesan School System by the Archdiocesan Board of Education.

Section 2. A partial list of the Board's duties in an advisory capacity as follows:

- a. Develop, approve, and review general policies for the smooth operation of St. Francis of Assisi School.
- b. Ongoing identification of needs and evaluation of the School's Improvement Plan.
- c. Analyze and approve the annual budget request for the School.
- d. Recommend the amount of tuition for in-parish families with children in the School and tuition for out-of-parish students and recommend other sources of funding, as necessary.
- e. Conduct, in conjunction with the Pastor, any search for a new Principal.
- f. Cooperate with the Formation Committee of the Parish Council to further the life-long educational needs of the Parish.
- g. Work with the Principal on the annual report and other marketing initiatives.
- h. Properly account for and work with Parish manager to maintain school plant/facilities.
- i. Volunteer for school related projects as needed.

## ARTICLE III

MEMBERSHIP AND SELECTION

- Section 1. The Parish School Board consists of 13 or 14 members:
- a. The Pastor, *ex officio*, non-voting;
  - b. The Principal, *ex officio*, non-voting;
  - c. The Chair of the School Board from the previous year, *ex officio*, non-voting, for a one-year term;
  - d. A teacher from the School faculty, selected by the faculty, *ex officio*, voting;
  - e. The President of the SFA Parent Volunteer Organization (PVO), *ex officio*, voting;
  - f. At least eight (no more than 9 based on status of Chair from previous year) selected parishioners, including at least one parent of children in the school and at least one person, without children in the School, representing the Parish at large.
- Section 2. Members shall serve terms of three years, with no more than three selected members of the Board leaving in one year. The Past Chair's year *ex officio* may be in addition to the normal three-year term. Terms shall begin on July 1 and end on June 30. Members may succeed themselves once.
- Section 3. Board members are expected to attend all monthly meetings. A quorum is necessary for the Board to transact business. A member who is unable to attend a meeting is expected to contact the School Board Chairperson and is responsible to submit a committee report to be presented at the meeting as scheduled. If no call is received the absence will count as unexcused. After two unexcused absences, the Board Member will be asked to resign. Any vacancy will be filled as indicated in Section 5 of this document.
- Section 4. Nominations and selections for the Board shall be held annually and be completed by the end of the school year. Recruitment will be open and well publicized.
- Section 5. Vacancies among the selected members of the Board shall be filled as follows:
- a. If the vacancy is the teacher member, the school faculty shall select a new member to complete the term.
  - b. If a vacancy eliminates the only parent member or the only non-parent member, the Board shall select a new member from the eliminated category, for a full term.

## ARTICLE IV

OFFICERS

- Section 1. The officers of the Board shall be a Chair and a Vice-Chair/Secretary. All selected members are eligible for office.
- Section 2. Selection and succession shall be as follows:
- a. The current Vice-Chair/Secretary will take office on July 1 as Chair.
  - b. The Vice-Chair/Secretary shall be selected by the end of May meeting from among current members who will have served at least one year, and will take office on July 1.
  - c. Vacancies in the offices of Vice-Chair/Secretary shall be filled by consensus at the next meeting of the Board following the vacancy's occurrence.
- Section 3. Duties of the officers shall be as follows:
- a. The Chair shall preside at all regular and special meetings of the Board; shall prepare the agenda for each meeting, in cooperation with the Principal;
  - b. The Vice-Chair/Secretary shall preside in the absence of the Chair and serve as temporary Chair should there be a vacancy. The Vice-Chair/Secretary will keep the minutes of the Board, receive and reply to all correspondence as directed by the Chair or the Board, preserve all reports and documents committed to his/her care and will assume the Chair's role the following year.

## ARTICLE V

COMMITTEES

- Section 1. Committees of the Board shall include but not be limited to: Enrollment, Finance, Public Relations, Plant/Facilities, Recruitment/Retention, School Climate.
- Section 2. A Committee on Nominations and Selections shall be appointed annually by the Chair to carry out the selection process for new members.
- Section 3. *Ad Hoc* Committees shall be appointed by the Chair to meet identified short-term needs.

## ARTICLE VI

MEETINGS

- Section 1. The Board shall meet in regular session ten times a year, in August, September, October, November, December, January, February, March, April, and May, on a day decided by consensus of the Board members. Special meetings shall be called by the Chair as needed or requested by a majority of the Board.
- Section 2. A quorum to conduct business shall consist of a majority of the total members, i.e., six of the voting members.
- Section 3. A simple majority of those present and voting shall carry a motion.
- Section 4. The regular meetings of the Board shall be open to all parishioners and parents of children in the school. A brief period shall be set aside immediately after the opening prayer to hear from guests. The right of non-members to address the Board shall be limited to those whose petitions have been submitted to the Chair for inclusion in the agenda 48 hours in advance of the meeting.
- Section 5. The written record of all acts of the Board shall be preserved in the Principal's office. The minutes shall be distributed by the Vice-Chair/Secretary to the Board members and the Pastor.

## ARTICLE VII

CONDUCT OF MEETINGS

- Section 1. As a Christian Community the Board shall endeavor to arrive at consensus in its deliberations. If consensus cannot be reached, the Chair or any two Board members may move that a majority vote be taken.
- Section 2. All meeting minutes and Constitutional Amendments must be approved or disapproved by the voting process.

## ARTICLE VIII

AMENDMENTS

- Section 1. Amendments to this Constitution shall be by vote of two-thirds of the total voting membership of the board, subject only to regulations of the Archdiocesan Board of Education.
- Section 2. Amendments must be presented to the Board at least one meeting prior to adoption or rejection of the proposed changes.