

St. Louis the King Catholic School

Advisory Board

Constitution

ARTICLE I. NAME

The name of this organization shall be the St. Louis the King Catholic School Advisory Board, hereinafter referred to as the "Board".

ARTICLE II. PURPOSE

The purpose of this Board is to function as an advisory body to the Pastor and Principal in matters relating to St. Louis the King Catholic School.

The Board will have the following specific responsibilities:

- A. Promote and encourage academic and religious standards which will support a community of faith and assist the school in achieving its goal of providing quality Catholic education to the students.
- B. With the leadership of the Principal, develop and recommend to the Pastor policies which will assist the Principal in his/her administration of the school.
- C. Develop, in consultation with Principal and subject to the approval of the Parish Finance Committee and Pastor, an annual budget for the school and proposed funding sources for the budget.
- D. Participate in the diocese's selection process for hiring a Principal by the Pastor.

ARTICLE III. MEMBERSHIP

A. Number:

The Board shall consist of not less than nine (9) nor more than eleven (11) elected voting members. The Pastor may appoint up to two (2) additional voting members of the Board for a three-year term. The Pastor and Principal shall be ex-officio non-voting members of the Board.

B. Eligibility:

Board membership is open to any person who:

- 1. Is eighteen (18) years or older
- 2. Is a registered member of St. Louis the King Parish or is a parent of a student enrolled at St. Louis the King Catholic School.
- 3. Is interested and committed to Catholic education and St. Louis the King Catholic School.
- 4. Is willing to give time and energy to the betterment of Catholic education at St. Louis the King.

C. Selection of Board Members

The Bylaws will provide the procedure for the election/selection of Board members.

D. Non-Eligibility:

No school staff member or member of the school staff's household, public school administrator, or salaried employee of the parish will be eligible for Board membership. In addition, no more than one member of a household will be eligible to serve on the Board at any given time.

E. Term of Membership

Each member shall serve a term of three (3) years. No member shall serve more than two (2) consecutive terms. Two or more years in filling a former member's un-expired term shall be considered a term of membership.

ARTICLE IV. OFFICERS

A. Officers:

The officers of the Board shall consist of a President, Vice President, and a Secretary.

B. Eligibility:

Any voting member of the Board is eligible for election/selection as an officer of the Board.

C. Term:

The terms of any officer of the Board shall be for one (1) year. No member of the Board shall hold the same office for more than two (2) consecutive years unless 2/3 of the voting members agree to an exception.

ARTICLE V. BOARD RELATIONSHIPS

- A. The Board acts as an advisory body to the Pastor and Principal. The Board looks to the Pastor for its spiritual direction. The Pastor, as head of the parish, is ultimately responsible for the school.
- B. The Principal is the educational leader of the school and is responsible for its administration. The Board looks to the Principal for educational leadership. In addition to the responsibilities described in the Diocesan Handbook of Policies and Regulations, as well as in the Principal's job description, the Principal's responsibility for educational leadership in relationship to the Board include the following:
- a. Administer the policies established for the school at both the diocesan and local level.
 - b. Develop with the faculty, and review with the board, a parent/student handbook that includes the school's philosophy, goals, policies, regulations, and rules.
 - c. Prepare and submit to the Board any policy recommendations that require Board consideration.
 - d. Keep the Board, Pastor, and faculty adequately informed about the operation of the school and the implementation of policy.
 - e. Provide educational direction for the Board, Pastor, and faculty.

ARTICLE VI. MEETINGS


The Board shall meet regularly during the school year or at special meetings as stated in the Bylaws.

ARTICLE VII. COMMITTEES

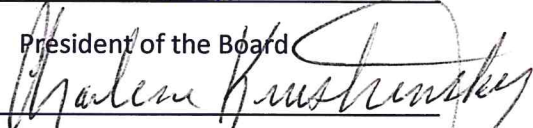
The Board shall establish committees on a standing or on an ad hoc basis, as needed.

ARTICLE VIII. AMENDMENTS

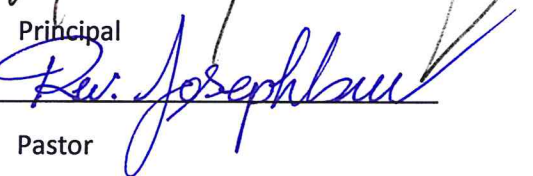
The Constitution may be amended only by an affirmative vote of two-thirds of the authorized voting members of the Board and upon approval by the Pastor, provided, however, that any proposed amendment shall have been presented in writing at the regular meeting of the Board immediately preceding the meeting at which such a vote is taken.



President of the Board



Principal



Pastor

St. Louis the King Catholic School

Advisory Board

By-Laws

ARTICLE I. SELECTION OF MEMBERS

- A. A Nominating Committee of the Board shall have the responsibility of acquiring the names of eligible nominees who meet the criteria of Article II, Section 2 of the Constitution. The names of the nominees shall be presented to the Board at its regular meeting in March of each year.
- B. During March and April, the Nominating Committee will invite eligible parents or parishioners to place their names in nomination for elected Board positions. Each nominee will complete an application and submit it to the school principal. At a designated parent meeting in April or May, nominees will be introduced and ballots will be distributed for election of new Board members. The nominees receiving the highest number of votes for the required board openings will be considered elected. All new members are expected to attend the May meeting of the Board for orientation purposes prior to beginning their terms after July 1.
- C. The Pastor may appoint up to two additional members to the Board for special expertise or need.

ARTICLE II. REMOVAL OF BOARD MEMBERS

A member of the Board may be removed from office for cause only by the affirmative vote of two-thirds of the voting members of the Board. Any action to remove a Board member shall be done by written secret ballot.

Any member of the Board who misses three consecutive regular meetings without having been excused by the President, shall have his/her office declared vacant by the President.

A vacancy in the membership of any member of the Board caused by death, resignation, disability, or declaration, of the President as provided above, shall be filled by the Pastor from nominees recommended by the Board. The appointee shall fill the vacancy for the unexpired term of the position he/she fills in accordance with the Board Constitution (Article III).

ARTICLE III. MEETINGS

A. Regular Meetings of the Board

Regular meetings of the Board shall be held at least nine (9) times a year at a place and time determined by the Board through minute action.

B. Special Meetings

Special meetings of the Board for any purpose may be called at any time by the President in conjunction with the Principal, or if he/she is unable or refuses to act, by a majority of members of the Board.

C. Quorum

A simple majority of the voting members of the Board shall constitute a quorum for the transaction of business when consensus cannot be achieved through discussion.

D. Procedures

The Board may fix its own rules of procedure, but in the absence of such rules, Robert's Rules of Order Revised shall apply. Ordinarily, meetings shall be conducted to move toward consensus of the members. When this is not possible, actions of the Board may be decided by following Robert's Rules of Order.

E. Open Meetings

All meetings of the Board, both regular and special, shall be open to parish or school families unless the President of the Board, by majority vote, deems it necessary to go into Executive session for discussion, deliberation, and vote. If any person other than a member of the Board wishes to bring a matter before the Board, such person must obtain the approval of the President to place such matter on the meeting agenda prior to the meeting. The President or a majority of the members of the Board present at any meeting may waive this requirement.

F. Majority Vote

After agreement on the wording of a motion is reached through consensus, a simple majority (one more than half) of those voting on any particular motion shall constitute Board action on any motion.

ARTICLE IV. OFFICERS

The officers of the Board, as established in the Constitution, shall have duties as stated in these By-laws, including the following:

PRESIDENT: The President shall preside at all regular and special meetings of the Board, shall vote on motions; shall make appointments of chairpersons of all standing committees of the Board; shall have the authority to create ad hoc committees of the Board and appoint members thereto; shall plan and organize the agendas of the Board in consultation with the principal; shall insure that Board decisions are implemented, and shall see that the functions of the Board committees are being properly performed.

VICE PRESIDENT: The Vice President shall, in the absence or disability of the President, perform all the duties of the President. When so acting, he/she shall have all the powers and be subject to the restrictions on the President.

SECRETARY: The Secretary shall be responsible for the preparation and retention of the official minutes of all regular and special meetings of the Board and shall perform such other duties as designated by the Board.

ARTICLE V. ELECTION OF OFFICERS

The officers of the Board shall be elected annually at the Board's first regular meeting after new Board members have taken their place on the Board. Through Board decision, a slate of officers may be prepared by an appointed Board committee and present to the full Board for election.

Each officer shall hold the office for the terms specified in the Constitution or until he/she shall resign, be removed by the Board or otherwise be disqualified to serve, or until his/her successor be elected, whichever event occurs first.

ARTICLE VI. REMOVAL OR RESIGNATION OF OFFICERS

Any officer may resign or may be removed for cause by simple majority vote of the Board at any time. Any action to remove an officer shall be by secret written ballot. Any vacancy caused by death, resignation, membership, vacancy, or removal of any officer shall be filled no later than the next nominating process.

ARTICLE VII. COMMITTEES

Except as otherwise provided in these By-Laws, the President, immediately after his/her election each year, shall appoint from the members of the Board, a chairperson for each standing committee of the Board specified in these By-laws. The chairperson shall appoint members of the committee, subject to the approval of the Board at the meeting in which the appointments are announced.

Except as provided in Article VII of the By-Laws, a minimum of two (2) committee members shall be members of the Board. The Pastor, President, and the Principal shall be ex-officio members of each committee.

The members of each committee shall serve until their resignation, their removal by a simple majority vote of the Board, or the first regular meeting following the election of a new President of the Board, whichever occurs first.

St. Louis the King Catholic School Advisory Board Committees shall be as follows:

- A. Nominating Committee – The Nominating committee is an ad hoc committee appointed each March to draw up a slate of eligible nominees for Board membership. A nominee for the Board shall not be a member of the nominating committee.
- B. Executive Committee – The President, Vice-President, and Secretary shall be the Executive Committee of the Board. Such Executive Committee will have and may exercise the powers of the Board while the Board is not in session. Two members of this committee constitute a quorum, and the Executive Committee may at any time act by the written consent of a quorum thereof, although not formally convened.
- C. Finance Committee – The President and Vice-President shall serve on the Finance Committee. One or two other members may be appointed to the committee by the


- President. The Finance Committee shall assist in developing an annual budget for the school and in proposing funding sources for the budget; recommend changes in financial policies and/or procedures; monitor tuition, parish contributions, and fundraising income.
- D. Special Projects Committee – The Special Project Committee shall promote, plan, and carry out approved fundraising and social events for the school. The Committee serves as a communication committee to insure participation among school families in the various events and activities sponsored by the school and/or parish. The Chairperson of this committee shall enlist the aid of room parents in carrying out the projects and programs planned by the committee.
 - E. Public Relations Committee – The Public Relations committee will promote the school within the parish and among the various public and non-public groups in the diocese and geographic area. Two members of the committee serve on the public policy committee of the diocese for the purpose of promoting Catholic education and legislative action when appropriate for the good of the schools of the Diocese.
 - F. Properties Committee – The Properties committee shall be a consultative committee for the maintenance supervisor of the parish and school. It shall recommend improvements to the school facility and assist where needed in acquiring services, materials, and volunteers for needed projects.

ARTICLE VIII. EXECUTIVE OFFICER

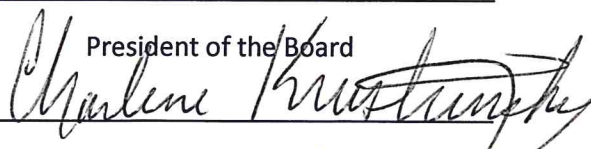
The Principal shall be the executive administrator of the Board and shall be responsible for implementing the Board’s policies.

ARTICLE IX. AMENDMENTS TO BY-LAWS

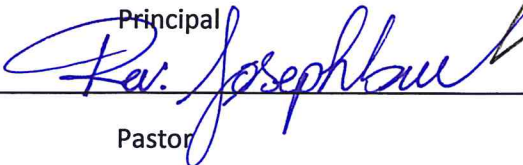
These By-Laws may be amended by a vote of two-thirds of the voting members of the Board and upon approval by the Pastor; provided, however, that any proposed amendments shall have been presented in writing to the Board at the regular meeting immediately preceding the meeting at which such a vote is taken.



President of the Board



Principal



Pastor