

CONSTITUTION AND BYLAWS OF CORPUS CHRISTI CATHOLIC SCHOOL ADVISORY BOARD OF EDUCATION

INTRODUCTION AND RATIONALE

The Catholic school is an expression of the education mission of Corpus Christi 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 Parish Pastoral Council serves with the Pastor on behalf of the total parish community, so too, the parish Board of Education serves with the Pastor and Principal for the good of the school community. With the various demands for expertise required of a Principal today, the need for a consultative group of people who are committed to the Catholic school and willing to work for the good of the school and parish is important.

ARTICLE I. NAME OF THE ORGANIZATION

The name of this body shall be Corpus Christi Catholic School Advisory Board of Education.

ARTICLE II. PURPOSES 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 a policy matter, the decision is effective and binding for all. The Board is consultative in the following sense: the members cannot act apart from the Pastor and Principal and cannot make decisions binding on the parish school without the approval of the Pastor and Principal.

Consultation (of. Canons 495-501) also means that decisions will not ordinarily be made in major matters until and unless the Board of Education has been consulted. The areas in which the Board will be informed and consulted are:

- A. Long-range Strategic Planning
- B. Policy development and formulation
- C. Finances
- D. Properties and Maintenance
- E. Public relations/Development
- F. Major curriculum changes
- G. Evaluation of whether or not the Board's goals and plans are being met

ARTICLE III. RELATIONSHIPS WITH OTHER GROUPS

A. Parish Pastoral Council

The School Advisory Board and the Parish Pastoral Council are both consultative to the Pastor. Therefore, it is essential that good communication exists between the groups. The relationship which exists is one of information sharing and common planning for the benefit of the total parish community.

B. Development Committee

The Development Committee of the Board will work with the Principal, Pastor, Parish Finance Manager and Parish Finance Committee to plan the financial contribution/subsidy from the parish to the school. The Parish Finance Committee includes the financial contribution to the school as part of the total parish budget which is approved according to the practice of the parish. The Parish Finance Committee will inform the school board of the yearly budget.

C. Organizations

All non-student organizations or associations connected with the school are subordinate to the School Board of Education.

D. Diocese

The relationship between the Corpus Christi Catholic School Board of Education and the diocese is stated in diocesan education policies which are available for the board members in the Called to Govern document.

ARTICLE IV. MEMBERSHIP

The membership of the Corpus Christi Catholic School Advisory Board of Education will consist of nine voting members: the three members selected by the pastor or elected by the parish community to serve on the Pastoral Council Education Committee, with the addition of the Development Committee Chairperson, Marketing Committee Chairperson, two members of the parish community and two members of the school community as selected by the pastor or elected by the parish and/or school community.

Ex-officio members include:

- Home & School Representative
- Athletic Association Representative
- Pastor of Corpus Christi Parish
- Principal of Corpus Christi Catholic School
- Religious Education Director
- Life Teen Youth Ministry Director
- Spanish Bible Studies Coordinator

Grocery Galore Representative
Vacation Bible School Representative

Other members as selected/named by the Pastor or Principal where the need of Corpus Christi Catholic School and parish demand.

Administrators and staff available as resource persons, but with a non-voting status.

Members are to be in good standing with the church and may not be immediate family members of paid employees of the school.

ARTICLE V. SCHOOL ADVISORY BOARD MEMBER SELECTION

ELIGIBILITY (an example)

Prospective board member nominees must meet the following criteria:

- Are members of the parish and/or parents/guardians of students of Corpus Christi Catholic School;
- Have interest in and commitment to Catholic education and to the school's philosophy and mission;
- Are available to attend meetings, periodic in-service programs and to participate in committee work;
- Maintain high levels of integrity and confidentiality;
- Deal with situations as they relate to the good of the entire school community;
- Be a credible witness of the Catholic faith, to the school community and beyond.

APPOINTMENTS/TERMS

Two months prior to a position opening on the board, the current board members and the community at large may put forth names for consideration for appointment according to the stated criteria and specific needs of the board. The members will then be selected by the Pastor, Principal, and Chairperson of the board. Members will serve an initial two year term that will be renewable for additional one year terms.

Members who miss two board meetings in a twelve-month period and are unexcused may lose membership by action of the Board. The following procedure will apply: the member will be notified by the Chairperson or Pastor; the member shall be given an opportunity to respond; the Board may act or not act as the case may indicate. The Pastor shall appoint a replacement for the remainder of the school year.

ARTICLE VI. OFFICERS

At the inception of the Board, officers will be appointed by the Pastor under

recommendation of the Principal. Future officers will be elected in June by the Board under recommendation from the Pastor and Principal.

- A. The officers of the Board of Education shall be as follows:
 - 1. Chairperson
 - 2. Vice-Chairperson
 - 3. Secretary
 - 4. Development Committee Chairperson
 - 5. Marketing Committee Chairperson
- B. The Chairperson shall: preside at all meetings of the Board of Education; conduct internal elections; call all regular and special meetings; direct the functions and goals of the Board of Education; enforce the Constitution and Bylaws and perform any and all duties incident to the office of Chairperson. The Chairperson of the board shall also attend parish council meetings.
- C. The Vice-Chairperson shall: assist the Chairperson and assume the duties of the Chairperson in the absence of the Chairperson.
- D. The Secretary shall: record and maintain minutes of all regular and special meetings; be the custodian of the Constitution and Bylaws; present the minutes and other material as required at the meetings; answer correspondence; and perform all duties incident to the office of Secretary.
- E. The Development Committee Chairperson shall: assist in the planning and follow through of the annual fund and other fund-raising activities. Coordinate with the Home & School organization goal-oriented fundraising efforts.
- F. The Marketing Committee Chairperson shall: work in conjunction with the Development Committee to assist in promotion and marketing of the school.

ARTICLE VII. MEETINGS

The full Board will meet bi-monthly. Special Board meetings can be called by the Pastor, Principal and/or Chairperson. If Board meetings are attended by non-members, the Board will go into executive session whenever the issues involve confidential matters. A majority of Board members shall constitute a quorum for the transaction of official business in any special or regular meeting.

The Secretary will keep minutes of all meetings and disseminate the minutes of each meeting to all Board members.

ARTICLE VIII. EXECUTIVE COMMITTEE

The members of the Executive Committee are: the Pastor, Principal and Chairperson of the Board. The Executive Committee should meet regularly to plan the agenda for the regular Board meetings. The agenda will be available to the school community and board members the week prior to the board meeting each month.

ARTICLE IX. AD HOC COMMITTEES

The Chairperson of the Board will assign a Board member as the Chairperson of any ad hoc committee deemed necessary by the board. Individuals, not on the Board, may serve as members of any ad hoc committees.

ARTICLE X. AMENDMENTS

These Constitution and Bylaws may be amended by consensus of the Board or by vote of two-thirds of the membership of the Board, provided the amendment has been recorded and been presented at two board meetings.

ARTICLE XI. RULES OF ORDER

Ordinarily, decisions should result from a process of consensus rather than from a majority vote. Through consensus, decisions are made by the general consent of the group rather than by the majority rule used in parliamentary procedure. The Robert's Rules of Conduct for Meetings will be the guidelines for equitable discussion.

Pastor and Board should work together for consensus, but the Pastor's and Principal's assent are an essential element of any consensus. Those with non-voting status may participate fully in the discussion.

In the event of an impasse, time should be taken during the meeting for the entire Board to pray for the guidance of the Holy Spirit on the present deliberation. If a Board is unable to reach a consensus, the item may be tabled or returned to a committee for further study and research, or voted upon. If the resolution is passed by a majority vote with the support of the Pastor and Principal, it is promulgated and then implemented.

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