

**CONSTITUTION AND BY LAWS  
OF  
ST. VINCENT DE PAUL PARISH BOARD OF EDUCATION**

**VISION STATEMENT**

To educate and to foster the growth of each student: mind, body and spirit.

**MISSION STATEMENT**

St. Vincent de Paul Catholic Schools, united in Christ and guided by the spirit and educational values of St. Vincent, transforms each student through the power of faith and knowledge.

**ARTICLE I  
NAME**

This organization shall be known as St. Vincent De Paul Parish Board of Education and will hereafter in this constitution be known as the board.

**ARTICLE II  
PURPOSE AND FUNCTION**

Section 1. The purpose of the board shall be to provide counsel and advice to the Pastor and superintendent/principals in the operation of the schools, the parish school of religion, and other formal educational activities of St. Vincent De Paul Parish.

Section 2. The following are the functions of the board:

- A. Evaluate the implementation of current policies.
- B. Develop and formulate additional policy recommendations.
- C. Recruitment of students.
- D. Maintain contact with various other parish groups as they relate to the function of the schools.
- E. Understand major curriculum changes.
- F. Assist the pastor in the selection of a principal.

**ARTICLE III  
NOMINATION, QUALIFICATION AND TERM OF MEMBERS**

Section 1. The board shall consist of ten (10) selected lay members, the pastor, the school principals, PTO President(s), the parish administrator, and a Parish School of Religion coordinator. The board shall make every effort to maintain a 50/50 gender balance in the ten selected members.

Section 2. Members selected for the board should meet the following criteria:

- A. Are members of one of the following parishes: St. Vincent de Paul of Perryville, Our Lady of Victory in Sereno, Christ the Savior of Brewer, St. Rose of Lima in Silver Lake, St. James of Crosstown, or St. Joseph of Highland; and/or are parents or guardians of students; and/or have an interest in and commitment to Catholic education and to the school's mission and vision.
- B. Are available to attend meetings and periodic in-service programs and to participate in committee work.
- C. Ability to maintain high levels of integrity and confidentiality.
- D. Deal with situations as they relate to the good of the entire school community.
- E. Be a credible witness of the Catholic faith (or to one's own religion) and to the community and beyond.

Section 3. Voting members of the board shall be:

- A. Pastor
- B. Ten selected lay members

Section 4. Non-voting members of the board shall be:

- A. Parish Administrator
- B. School Principals
- C. Parish School of Religion Coordinator
- D. PTO President(s)

Section 5. A nominating committee will be comprised of four (4) members of the board to submit candidates to the pastor. The committee shall be formed in January. Committee members shall be comprised of the outgoing board members plus the board president. In the event the president is an outgoing member, the vice president (or secretary) shall also join the committee. The pastor will select, confirm and notify the candidates for appointment to the board. The pastor may choose, at his discretion, to post the list of candidates in the parish and school bulletins prior to confirmation allowing comment from the congregation and school families. Confirmation and appointment of new board members will be completed and reported at the May meeting with new terms commencing in August.

Section 6. Each member shall serve a term of three years commencing August 1<sup>st</sup> and terminating July 31<sup>st</sup> or until replacements have been confirmed. Three members will retire from the board each year, except every third year when four members will retire and be replaced. Members may only serve two consecutive terms.

Section 7. In the event that a member of the board has been absent without just cause from three regularly scheduled meetings during a twelve month period, the remaining members of the board may, at their discretion, determine and declare that a vacancy exists. Upon such declaration said member shall be deemed to have resigned from the board and will be notified as such by the board president.

Section 8. Whenever an irregular vacancy occurs on the board, refer to Section 5 of Article III for

replacement procedure. The remaining unexpired term will determine the term of office for the selected replacement. The pastor reserves the right to appoint board members as necessary.

Section 9. All members of the board shall serve without compensation.

## **ARTICLE IV OFFICERS AND DUTIES**

Section 1. The officers of the board shall consist of a President selected bi-annually, vice-President and Secretary who shall be selected annually by the board membership at the first regular meeting following the annual appointment of members. The president must have served at least one year on the Board of Education prior to being elected President of the board. The officers may succeed themselves.

Section 2. The respective duties of the officers and members are as outlined below.

A. The President will:

1. Preside at all board meetings
2. Follow up on the committees' progress
3. Call special meetings as deemed necessary
4. Distribute the agenda to the board members prior to the meeting
5. Represent the Board of Education at Parish Council upon request
6. Appoint a member of the board to take minutes in the event of the secretary's absence

B. The vice-President will act in the absence of the president in all responsibilities of the president.

C. The Secretary will:

1. Take, maintain, and distribute minutes of the meetings
2. Collect, maintain, and distribute board member binders

D. The board members will:

1. Represent the people in matters of educational policy. They act vicariously for the people and must be sensitive to their needs and concerns. However, they must be able to stand by the decisions of the board.
2. Be informed on issues and try to be objective.
3. Avoid the tendency to dominate discussions and work toward consensus.
4. Not represent the board officially unless there has been explicit authorization. Members have no specific authority except when acting in an officially called meeting at which there is a legal quorum.
5. Hold in strict confidence all matters discussed or brought before the board.
6. Notify one of the standing officers in the event of an absence prior to the meeting.

## **ARTICLE V MEETINGS**

Section 1. The board will meet monthly at the commencement of the school year, beginning in August through May. Meeting dates and times will be established and a schedule will be distributed. Special meetings may be called as necessary.

Section 2. Board meetings are open to parents and/or guardians of students of St. Vincent De Paul Catholic Schools and parishioners of the parishes of Northern Perry County unless otherwise designated by the pastor. Closed meeting sessions are not open for public attendance.

Section 3. The ordinary order of business shall be:

- A. Call to Order
- B. Opening Prayer
- C. Approval of minutes
- D. Informational Reports
  - 1. Junior/Senior High Principal Report
  - 2. Elementary Principal Report
  - 3. Parish School of Religion Report
- E. Action Items
- F. Board Matters
  - 1. New Business
  - 2. Old Business
- G. Pastor's Report
- H. Closed Session (as needed)
- I. Closing Prayer
- J. Adjournment

Section 4. Closed Sessions may be called by a motion and a majority vote by the board. Closed session attendees will consist of the pastor, all voting board members and others at the board's discretion.

Section 5. Non-members who wish to address the board must submit their request to the board President seven days prior to the scheduled meeting. Presentations will be limited to 5 minutes unless otherwise approved by the board President. The President may waive this requirement at his/her discretion.

Section 6. A majority of the selected members of the Board of Education will constitute a quorum. Unless otherwise provided, when a vote is taken upon any measure before the board, a quorum being present, a majority of the members voting on the measure shall determine the outcome thereof. The pastor only votes in the case of a tie.

## **ARTICLE VI COMMITTEES**

Section 1. The Board of Education acts as a committee of the whole in its consideration and approval of educational policies.

Section 2. The President is empowered to appoint special committees of the board to assist the Board. Membership on any committee shall not be limited to members of the Board. Such committees shall operate until the duty assigned to them is completed and will be dissolved at that time, or at any earlier date, at the discretion of the President.

Section 3. The function of all committees shall be fact finding, deliberative, and advisory, but never legislative or administrative. Recommendations by any committee shall be subject to ratification and approval of the Board.

## **ARTICLE VII AMENDMENTS**

This constitution may be amended by a vote of two-thirds of the selected membership. All members of the board shall be presented with a written proposal of the amendment at least seven days prior to the meeting at which the voting will take place.

The Bylaws will be reviewed, if necessary revised, and renewed every three years.