

ST VINCENT DE PAUL SCHOOL BOARD CONSTITUTION

ARTICLE I -- NAME OF THE ORGANIZATION

The name of this body shall be St Vincent de Paul School Board (hereinafter referred to as the "Board").

ARTICLE II -- PURPOSES & FUNCTIONS

Section A. The Board is established by the Pastor, in accordance with Diocesan policy, to assist him and the Principal in governance of the St Vincent DePaul School (hereinafter, the "School"). Once the Board reaches consensus, or decision by vote, on a matter of policy in the manner set forth in this "Constitution" any supplemental Bylaws that the Board may adopt, and applicable Diocesan policies, the decision is effective and binding when and if the Pastor approves it. The Board is consultative in the following sense: the members cannot act apart from the Pastor and the Principal and cannot make decisions binding on the School without the approval of the Pastor. Board policies and decisions shall be binding throughout the parish when they are accepted, approved and promulgated by the Pastor.

Section B. The duties of the Board include:

1. Policy
 - (a) Develop, formulate and recommend new School policies and changes in existing School policies in accordance with Diocesan educational policies and School goals, with the objective of enabling the School to reach its goals and fulfill its mission.
 - (b) Monitor the implementation of Diocesan and School policies.
2. Operations
 - (a) Provide counsel and advice to the Principal and Pastor in the operation of the school
 - (b) Collaborate with the Principal and Pastor in the development and implementation of the School Strategic Plan.
 - (c) Collaborate with the Pastor in the hiring and in the periodic performance review of the Principal.
3. Finances
 - (a) Review and advise on the School budget and determine the tuition rates, in collaboration with the Parish Finance Committee.
 - (b) Determine and foster sources of additional funding above and beyond tuition and encourage endowment funds, foundation grants, scholarships and grants for the benefit of the School or its individual students.

4. Representation
 - (a) Represent the parents of School students.
 - (b) Positively serve as a public relations arm of the School

5. Other
 - (a) Model the faith community in a spirit of cooperation and interdependence.
 - (b) Advise the Pastor and the Principal through study, reflection, and consensus or voting in accordance with this Constitution and the Bylaws.
 - (c) Develop thoughtful recommendations aimed to achieve the School's mission.
 - (d) Give full support to decisions that are approved, either through consensus or by vote, by the Board and approved by the Pastor and Principal.

Section C. The Board in consultation with the Pastor, Principal, and other members of the St Vincent de Paul Parish (hereinafter, the "Parish") that the Board may determine should be consulted, shall recommend means of implementing all of its functions.

ARTICLE III -- RELATIONSHIPS WITH OTHER GROUPS

Section A. Diocese

The relationship between the Board and the Diocese is stated in Diocesan educational policies that are enacted by the Bishop, promulgated by the Diocesan School Board, and available for local school board members.

Section B. Home and School Association (HASA)

The president or and elected representative of the Home and School Association, if such exists, is a nonvoting member of the Board.

Section C. Athletic Committee

The School Athletic Director is a nonvoting member of the Board.

Section D. Parish Committees

The Board shall have at least one representative on each of certain Parish committees. A Board representative shall serve as the liaison between the Board and the committee. These committees include, but are not limited to, Buildings and Grounds, Finance, Strategic Planning.

The Board shall staff and oversee the work of several School Board committees as set forth in Article VII below.

ARTICLE IV -- MEMBERSHIP

Section A. Lay Board members (hereafter “Lay Members”) shall be selected each year from the Parish through a discernment process guided by the Pastor or his delegate. No fewer than nine (9) and no greater than twelve (12) Lay Members shall be chosen to constitute, together with other members specified in this Constitution, the Board. The term of each Lay Member shall be three years and Lay Members’ terms shall be staggered, with the goal of approximately a third of all Lay Members’ terms expiring at the end of each school year. The term of each new Lay Member shall begin at the first Board meeting of the first school year of his/her term. The Lay Member shall attend the last Board meeting of the school year preceding the start of his/her term. A Lay Member, at completion of his or her 1st term, shall be eligible for discernment for a 2nd term.

Section B. Members (as defined in Section D below) shall make every effort to attend all scheduled Board meetings. Members shall conduct themselves at all meetings in a Christian manner, working in peace and harmony, and reaching decisions through consensus where possible or by vote in accordance with this Constitution and the Bylaws. Sensitive issues, which may come before the Board from time to time, as well as any issues discussed during an executive session shall be kept in confidence outside the Board.

Section C. Any vacancy on the Board shall be filled for the remainder of the term of the vacant position (a) by the Board’s Discernment Committee, subject to approval of the Pastor, from the list of candidates who participated in the most recent Board membership discernment or (b) by appointment by the Pastor.

Section D. The Pastor, Principal, HASA representative, Athletic Director and Development Director are nonvoting members of the Board (each, together with Lay Members, to be referred to herein collectively as “Members” or individually as a “Member”). The Pastor may appoint voting, non-voting, or ex officio Members.

ARTICLE V -- OFFICERS

Section A. The officers of the Board shall be President, Vice President, and Secretary.

1. The President shall be responsible for implementing the functions of the Board, formulating in consultation with the Principal the meeting agendas, presiding at the meetings, appointing ad hoc committees as required, and may serve as an ex officio member of any Board committee. The office shall exclude any Member in his/her first year of first term of service. In the event of a vacancy in the President’s office, the Vice President will hold that office until the next regular election.
2. The Vice President shall assist the President and will preside at all meetings in President’s absence.

3. The Secretary shall record, distribute, and file the minutes of all official Board meetings and conduct correspondence for the Board as necessary.

Section B. Election of Officers

1. The Members who shall serve as President, Vice President, and Secretary in a school year shall be elected at the last regular Board meeting of the preceding school year. If a minimum two-thirds majority of the quorum present is not obtained in a first vote, then the top two candidates in the first vote will be voted on and the candidate with the majority of the votes will be elected.
2. In the event of a vacancy in the offices of Vice President or Secretary, a special election will be conducted as described in Section B. No. 1.
3. Each officer is elected to a term of one year.

ARTICLE VI -- MEETINGS

Section A. The Board's regularly scheduled meetings shall be monthly August through June, normally the first Wednesday of the month. The Secretary shall give public notice of the place, date and hour of all open session Board meetings to all Members, parents of School students, and parishioners.

Section B. Except for those matters that, according to this Constitution require otherwise, two-thirds of the voting Members of the Board, including at least one officer, are necessary for a quorum for the transaction of any business. Except as otherwise set forth in this Constitution or the Bylaws, a simple majority vote of those present at a meeting shall be sufficient for any decision or action of the Board.

Section C. Regular meetings of the Board will be held in open session. The Board will meet in Executive Session when addressing sensitive issues. "Executive Session" is defined as a meeting of only Members to the exclusion of all others. Decisions made in Executive Session must be presented by and voted on at open session before becoming a matter of public record.

Section D. The right to address the Board shall be limited to those non-Members whose petition has been approved by the President prior to the development of the agenda. The President may waive the above.

Section E. A copy of Board meeting minutes should be made available to parents of School students and others in the School community as soon as possible after Board approval.

ARTICLE VII -- COMMITTEES

Section A. The Board shall endeavor to assign its Members yearly by consensus to Board committees . If consensus is not possible, the President, in consultation with the

Principal, shall assign Members to committees. To the extent possible, a Member from each term year shall be assigned to each committee. Assignments to the Policy, Finance, Technology and Facilities committees shall be made with the objective of maintaining continuity from the previous year.

Section B. Nothing herein shall be interpreted to prohibit the service in the Board's Standing Committees (listed below), other than the Discernment Committee, of persons who are not Members. The assignment of such persons shall be subject to approval of the Board.

Section C. The Discernment Committee shall consist of the Pastor, Board Vice President (chair of the committee), the Principal, and at least three Lay Members. The Principal and the Board President shall designate a chairperson and/or a committee liaison for each committee. The chairperson shall report monthly to the Board on activities of the committee.

Section D. Ad hoc committees consisting of at least one Board member may be appointed by the President to study and report to the Board on specific issues. These committees shall cease to exist upon acceptance of their final report or by action of the Board.

Section D. The Board shall have the following Standing Committees:

Strategic Plan

Principal Evaluation

Finance

Discernment

Policy

Orientation

Development (including Marketing, Fund Raising, Events, Alumni)

Athletic

Facilities

Fine Arts

Technology

ARTICLE VIII -- AMENDMENTS

Section A. Amendments to this Constitution and the Bylaws may be initiated at any regular meeting of the Board.

Section B. This Constitution and the Bylaws may be amended with the approval of at least a two-thirds majority of the voting members of the Board and subsequent approval of the Pastor.

Section B. Amendments to this Constitution and/or the Bylaws must be presented at least one meeting prior to voting on such.

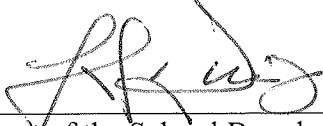

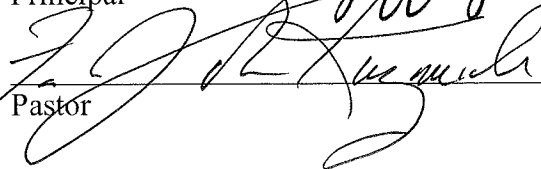
ARTICLE IX -- BYLAWS

Section A. Bylaws in accord with these statutes may be developed to further specify the internal operation of the Board.

Section B. The Board is authorized to make, alter, amend, and repeal bylaws adopted for the orderly conduct of business of and before this Board. Such actions will require a two-thirds majority of the voting members of the Board.

Section C. Bylaws and/or amendments to the Bylaws must be presented at least one meeting prior to voting on such.

OFFICIAL SIGNATURES

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|  | <u>11/5/08</u> |
| President of the School Board | Date |
|  | <u>11/25/08</u> |
| Principal | Date |
|  | <u>11/25/08</u> |
| Pastor | Date |