

SAINT JAMES THE GREATER SCHOOL BOARD CONSTITUTION

AMENDED AND RESTATED CONSTITUTION (approved June 11, 2018)

Article One. Title and Purpose

The name of this body shall be Saint James the Greater Parish School Board, also known as "The Board". The purpose of The Board is to advise the pastor and principal as needed, create policies that facilitate the administration of the parish elementary school, and contribute to the school's academic and Catholic mission.

Article Two. Function

Section One.

Among other responsibilities, The Board shall advise the pastor and principal by making policy for the parish elementary school.

Section Two.

More specifically, The Board shall:

- a. Establish parish elementary school policies reflecting the directives of the Archdiocese of Saint Louis;
- b. Review and approve the annual school budget as prepared by the parish finance committee and pastor for ultimate approval;
- c. Function and serve under a standing committee system, which shall be identified as Catholic identity, finance, technology, enrichment, marketing and enrollment management;
- d. Serve on special committees as needed to address the evolving needs of the elementary school including, but not limited to, a selection and advisory committee;
- e. Assist the pastor and principal to define the educational goals.

Section Three.

- a. In order to expedite the business of The Board the President may create standing committees from time to time. The chairperson and members of all standing committees shall be appointed by the President.
- b. Ad Hoc Committees: When it is deemed necessary for more intensive study of a particular issue an ad hoc committee may be created to serve at the pleasure of the entire Board. In this event the chairperson and members shall be appointed by the President.

- c. Chairperson of all standing and ad hoc committees will consist of regular Board members. Ex-officio and non-Board members may serve on standing and ad hoc committees.

Article Three. Membership

Section One.

Unless otherwise specified and approved by a majority Board vote, The Board shall consist of seven (7) voting members who shall be appointed by the pastor, and two (2) additional non-voting members, the pastor and principal. Any parishioner, or non-parishioner, age twenty-one (21) or older is eligible to serve on The Board. With the exception of the principal employees of the elementary school shall be excluded from service.

- a. A Board member shall serve a three (3) year term and shall not be eligible for a consecutive term;
- b. Three (3) board members shall be appointed in odd years, with four (4) members appointed in even years;
- c. The newly appointed Board member's term will commence with the advent of the fall school year but no later than October 1;
- d. Three (3) appointed Board members each shall have at least one (1) child enrolled at the elementary school at the time of their appointment. If a Board member voluntarily removes a child from the elementary school then he or she is subject to removal by a majority Board vote. Graduation is not considered an act of voluntary removal.

Section Two.

In the event of death, resignation or termination of a Board member the pastor shall nominate a candidate who must be approved by a majority Board vote to fill the unexpired term created by the vacancy. If less than one (1) year remains on the unexpired term then the replacement candidate is eligible for another consecutive three (3) year term.

Section Three.

A Board member shall notify a Board elected officer if they cannot attend a meeting.

Section Four.

All Board members shall honor and maintain confidentiality regarding a range of issues including, but not limited to, personnel matters, executive session matters and other consequential matters designated by the pastor and/or principal.

Section Five.

Among other things the principal is responsible for:

- a. Managing the elementary school on a daily basis and implementing the policies established by the Board;
- b. Interacting actively with the archdiocesan superintendent of education and responding to those directives and, consequently , notifying The Board about those directives;
- c. Communicating in a timely fashion with The Board on any consequential issue affecting the school and its administration.

Article Four.

Officers

Section One.

The officers shall consist of a president, vice president and secretary, all of whom shall be elected annually by The Board membership at or around the advent of the fall school term, but no later than October 15. Terms of office for Board officers shall be one (1) year. Board officers may serve consecutive terms if reelected annually during their three (3) year term.

Section Two.

All Board members are eligible for office.

Section Three.

The duties of the officers shall be as follows:

- a. The president shall prepare The Board agenda after consulting and collaborating with the principal; the president shall preside at all regular and special meetings, the president shall designate special committees as needed; the president shall appoint members to the various standing and specially designated committees; the president shall determine the length of time reserved for any individual addressing The Board; and the president shall receive any written input regarding Board action and communicate this information to The Board.
- b. The vice president shall assume the duties of the president in his or her absence.
- c. The secretary shall draft Board minutes, respond to any and all correspondence as directed by the president and preserve all reports and documents relevant to The Board's work.

Article Five.

Meetings

Section One.

Between August and June The Board shall meet monthly. The Board shall meet in executive session to discuss budgetary issues at the conclusion of the school term, but no later than June.

30. Special meetings may be called by the president as needed, or by a majority of The Board members.

Section Two.

For the purpose of transacting any official business it shall be necessary that a quorum (4) of voting members be present. A simple majority of voting members present shall carry the motion unless otherwise specified in the Constitution. Proxy votes shall not be allowed for any formal Board action.

Section Three.

All Board meetings are open to parishioners and parents unless designated as an executive session. Any parishioner or parent may address The Board in open session after requesting, in writing, permission from the president at least one (1) week in advance of the scheduled meeting. Assuming permission is granted the president shall regulate the length of time allowed to address The Board. Written suggestions received by The Board president or any Board member shall be addressed in "New Business" at the Board meeting. The president shall be responsible for conveying any documented information to The Board. Any non-Board member attending a Board meeting shall identify themselves by name and address on a sign-in sheet.

Section Four.

All Board activities shall be maintained and recorded by The Board secretary. A summary of the minutes of the meetings and all decisions and actions voted on by The Board shall be made available to the parish after the minutes have been approved by the Board at the next regularly scheduled Board meeting. This summary shall be communicated to the parish by any then available mode of communication generally available, including posting on the parish website.

**Article Six.
Amendments**

Section One.

This constitution may be amended when five (5) of the seven (7) voting members are in agreement, but subject to the Archdiocesan Board of Education rules and regulations.

Section Two.

Amendments to the Constitution and Bylaws must be presented in writing to the Board at least two (2) weeks prior to voting on such.

