

ST. JOSEPH BOARD OF CATHOLIC EDUCATION

# CONSTITUTION

REVISED and UPDATED

April 11, 1984

March 11, 1992

March 1998

August 2003

September 2010

May 13, 2020

## **Article I**

### Title

The name of this body shall be St. Joseph Parish Board of Catholic Education.

## **Article II**

### Nature and Function

Section 1. This Board is the policy recommending body for St. Joseph Parish, Cold Spring, subject to such regulations that proceed from the Diocesan Board of Education.

Section 2. Duties and Functions. The Board shall be responsible for addressing faith formation and all parish educational needs, i.e. the total parish community: adults, young persons, and children.

Assisting the parish and school administrators in implementing the policies of the Diocesan Board of Education at the local level.

Acting as a liaison body with appropriate public authority.

Seeking a better understanding and wider support of Catholic education within the local community.

In matters wherein, the Diocesan Board has not promulgated policies, recommending such policies under which the administration shall operate.

Determining whether policies are being carried out according to the will of the Diocesan Board.

Evaluating the adequacy of its policies and the effectiveness of their implementation.

Offering advice regarding local policies relating to the planning, operation, and maintenance of educational facilities and equipment.

Being responsible for being informed of the annual education budget.

Assisting the parish in the planning and building of new educational facilities.

## **Article III**

### **Membership**

- Section 1. a. Members of the Board shall be the Pastor (ex. Officio), Principal (ex. Officio), Director of Religious Education (ex. Officio), Faculty Representative (ex. Officio), and nine (9) elected representatives.
- b. The Principal and the Director of Religious Education shall be responsible:
- to the Board for carrying out parish Catholic Education policies
  - to the Superintendent of Catholic Schools and the Director of the Office of Catechesis and Evangelization
- Section 2. Each elected member shall serve a term of three years. Members may serve no more than two (2) successive terms. No member shall be elected to more than two (2) successive terms and no member shall serve for more than eight (8) successive years.
- Section 3. Parish elections for representatives shall be held before the June meeting of this Board.
- Section 4. Terms of elected representatives shall expire May 31 of each year.
- Section 5. It is the responsibility of all Board members to attend the meetings of the Board and its committees. Any elected Board member who misses more than 50% of the Board's regularly scheduled meetings in a calendar year (June to May) shall be asked to resign.

## **Article IV**

### **Elections**

- Section 1. All persons 18 years of age or over who are registered members of the parish (this includes the non-Catholic members of mixed marriages) or who are rendering financial support to the school or whose children are enrolled in the school or Parish School of Religion shall be eligible to vote in Board of Catholic Education elections.
- Section 2. a. Only persons 21 years of age or older who are registered members of the parish (including non-Catholic spouses) shall be eligible to hold office as members of the Board of Catholic Education.
- b. Salaried employees of the parish are not eligible to be voting members of the Board.

- Section 3. Each person seeking election to the Board shall, not later than midnight on the tenth 10<sup>th</sup> day prior to the date of election, file with the secretary or President of the Board of Catholic Education, or the Pastor, a petition nominating said person for the Board of Catholic Education.
- Section 4. At least thirty (30) days prior to the date of election, the Board of Catholic Education shall appoint three (3) registered parishioners to serve as an election committee whose function shall be to review the propriety of the election and to validate the results of the said election.
- Section 5. a. The annual election of members of the Board of Catholic Education shall be by secret ballot.
- b. It shall be held on the third Sunday of May of each year at a time and place that shall be designated by the Board of Catholic Education,
- Section 6. a. Vacancies of membership on the Board, occurring in the period between elections, shall be filled by the candidate who received the most votes of those not elected.
- b. If there are no other candidates who received votes, a member may be sought out to fill the remaining term. The board will take a vote to approve of any member who was not a participant in the parish election and therefore not elected by the parish.
- c. Said appointment shall be for the unexpired term.
- d. Board vacancies with less than one year remaining in their term shall be filled only if deemed necessary by the Executive Committee and shall follow the procedure as outlined in part a.

## **Article V**

### Officers

- Section 1. The officers of the Board shall consist of President, Vice-President and Secretary, all of whom shall be elected annually by the Board membership at the regular meeting in May.
- Section 2. All elected members of the Board are eligible for any office.
- Section 3. The duties of the officers shall be as follows:

The President shall preside at all regular and special meetings of the Board. The President shall also be present at Parish Council Meetings to serve as the liaison for the Board of Education or appoint a member of the Board to serve in this capacity.

The Vice-President shall perform all the duties of the President when he/ she is absent or unable to act.

The Secretary shall maintain a written record of all acts of the Board, conduct, receive and dispose of all correspondence as directed; preserve all reports and documents committed to his/her care.

## **Article VI**

### **Executive Committee**

- Section 1. The Executive Committee of the Board shall consist of the President, the Vice President and the Secretary elected during the May meeting of the previous year. Additional members may serve on the Executive Committee if deemed necessary by the aforementioned officers.
- Section 2. The primary responsibilities of the Executive Committee include establishing the agenda for upcoming meetings, defining issues that are presented to the Board and to coordinate efforts for effective and orderly meetings. Executive Committee members should communicate regularly to help accomplish these goals.

## **Article VII**

### **Standing and Ad-Hoc Committees**

- Section 1. The Board shall have committees as it finds helpful to its work.
- Section 2. The general nature of the committees is to address areas requiring ongoing monitoring and study in the fulfillment of the duties described in Article II
- Section 3. Standing committees may be added through an affirmative vote of the Board should a need arise. Reorganization of the standing committees or the addition of new standing committees may be accomplished through an affirmative vote of the Board.
- Section 4. Ad-hoc committees may be created by the President of the Board to address special or specific needs. Parishoners, who are not members of the Board of Catholic Education, may be appointed to serve on ad hoc committees. These committees are to be dissolved after their task has been completed.

**Article  
VIII  
Meetings**

- Section 1. a. The Board shall meet regularly on the second Wednesday of each month except July.
- b. Meetings shall be limited to two hours in length, unless a motion is made and passed to lengthen the meeting.
- c. Special meetings may be called by the Officers as needed or by a majority of the members.
- d. Any regularly scheduled meeting postponed may be rescheduled prior to the next scheduled meeting.
- Section 2. For the purpose of transacting official business, it shall be necessary that five (5) members be present and *voting*.
- Section 3. An affirmative *vote* of five (5) members or more of the Board present shall be necessary for transacting official business unless otherwise specified in the constitution.
- Section 4. a. All meetings of the Board are to be open meetings unless designated as being Executive (closed) sessions.
- b. The results of decisions made in Executive sessions must be presented and voted on at open sessions before becoming effective.
- c. The right of non-members to address the Board shall be determined on a case by case basis by the Executive Committee and shall be limited to thirty minutes, with individuals limited to five minutes each.
- The following criteria must be met:
    - the request shall be put in writing to the Board President or Vice-President in his/her absence, prior to the Executive Committee meeting for consideration on the agenda.
    - the request shall state the reason for appearing before the Board.
    - there shall be assurance that in the case of complaint or grievance the principle of subsidiarity has been followed to try to solve problems at the lowest possible level.
- d. The board reserves the right to refrain from discussion and take no action at the meeting in which a complaint or grievance is presented.

**Article IX**  
Amendments

- Section 1. This constitution may be amended by a vote of two-thirds of the total membership and must be approved by the pastor.
- Section 2. Amendments must be presented in writing to the Board at a previous regular meeting prior to voting on such.
- Section 3. The Constitution may be amended by an affirmative vote of one more than a simple majority of the members present at any regular meeting, providing there is a quorum and providing the amendment has been presented at a previous meeting of the Board.
- Section 4. An Ad hoc committee will be formed every three years to review this Constitution and recommend revisions.

**Article X**  
Rules of Order

- Section 1. The rule of parliamentary procedure as contained in Robert's "Rules of Order" shall govern meetings of the Board.
- Section 2. The agenda and prior month's meeting minutes should be put in written form and available for the membership prior to the meeting
- Section 3. The order of meetings shall be:
- Prayer
  - Calling of Role
  - Approval of Minutes
  - Pastor's Report
  - Religious Education Report
    - PSR Report
    - RCIA Report
    - Adult Faith Formation
  - Administrator's Report
  - Faculty Report
  - Reports of Committees and Parish Council
  - Old Business
  - New Business
  - Communications
  - Adjournment
  - Prayer