

# **St. Leonard School Board Constitution**

## **PREAMBLE – MISSION STATEMENT**

The St. Leonard School Board recognizes the importance of a Catholic education in the spiritual and academic development of our children. Our mission is twofold: To foster a quality education within the spirit, tradition and value system of the Catholic Church, by providing a curriculum that meets the present needs of its students and prepares them for high school, higher education and for a lifetime of learning, and to be responsible stewards of the school's resources.

## **ARTICLE I – NAME**

The name of this organization shall be the St. Leonard School Board, hereinafter sometimes referred to as the “School Board” or “Board.”

## **ARTICLE II – PURPOSE**

It shall be the purpose of the St. Leonard School Board:

- A) To develop and enact policies in furtherance of its mission and that will enable St. Leonard School to reach its goals;
- B) To promote the implementation of said policies;
- C) To provide counsel and advice in the operation of the school;
- D) To collaborate with the Pastor in the interviewing, selection and hiring of the school Principal; and in the annual Principal evaluation and contract renewal process.
- E) To review and advise on the annual school budget;
- F) To represent its constituency through open meetings;
- G) To act as the public relations branch of the school;
- H) To collaborate in the development and implementation of the school's three-to-five year plan.

## **ARTICLE III – MEMBERSHIP ON THE SCHOOL BOARD**

The St. Leonard School Board shall be representative of the Catholic community of St. Leonard Parish. It shall adopt procedures to include between eleven and twenty-one members, the Pastor and the Principal.

- A) The lay persons will be elected from St. Leonard's parishioners and/or school family members who have attained the age of twenty-one. Candidacy may be accomplished through nomination, application, or invitation. The term of an elected school board member shall be three years. A member may serve a second term, but in no event may any member serve more than six consecutive years.
- B) Employees of St. Leonard School and Parish and members of their immediate families shall not be eligible for election to the School Board.
- C) Vacancies occurring on the School Board shall be filled for the unexpired term by action of the School Board.
- D) The Pastor or a designated representative shall attend all School Committee meetings. As the primary spiritual leader of the Parish, he has the responsibility for guiding and coordinating the educational ministry of the Parish. He shall be an ex officio member of the School Board having no vote, but having full veto power. In the event the Pastor designates someone else to represent him at the School Board meeting(s), that representative shall have the full power of the Pastor in the decision process.
- E) The Principal or a designated representative shall attend all School Board meetings. The Principal, being the educational leader of the school, will be the ex officio Executive Officer of the School Board having no voting privilege. The Principal shall inform the School Board at all regular meetings of all matters of significance pertaining to the operation of the school.

#### **ARTICLE IV – OFFICERS**

- A) The officers of the St. Leonard School Board shall consist of the following: President, Vice-President, Secretary and Treasurer.
- B) All officers shall be elected annually by a majority of the current School Board membership at the regular meeting in May prior to the installation of new School Board members.
- C) The term of office shall be one year.
- D) No officer of the School Board shall be eligible to serve more than two consecutive terms in the same office.
- E) In the event that an officer resigns or a vacancy in an office occurs, the election of the new officer will take place at the next regularly scheduled School Board meeting.

## **ARTICLE V – MEETINGS**

- A) The School Board shall have open monthly meetings from August through June on the second Tuesday of the month.
- B) A quorum shall consist of a two-thirds majority of the School Board members, including at least one officer. A quorum is necessary to conduct any business.
- C) The School Board will meet in executive session when addressing sensitive issues.
- D) Special meetings may be called as deemed necessary by the officers.

## **ARTICLE VI – RESPONSIBILITY & AUTHORITY**

- A) The St. Leonard School Board is an advisory board, which shall develop and enact policies, which are consistent with the policies and directive of the Elementary School Policies – Archdiocese of Chicago.
- B) All policies shall be binding on all concerned. The Pastor has the right to veto any decision of the School Board with the Board retaining the right to initiate conflict management proceedings through the Office of Catholic Education Conciliation Process.
- C) Policies shall be adopted by a majority vote of the School Board members.
- D) The School Board relates to the Parish community through the Parish Pastoral council.
- E) The School Board relates to the faculty through the Principal.
- F) The School Board as a whole shall be attuned to the needs and expectations of the parents of its school children and to the parish community, but no Board member shall act individually to solve specific problems or in place of the school administrative.

## **ARTICLE VII – COMMITTEES OF THE SCHOOL BOARD**

- A) The School Board may establish the following standing committees: Technology Committee, Finance Committee, Public Relations Committee, Tuition Fundraising Committee, Long Range Planning Committee.

- B) Membership on any standing committee shall not be limited to members of the St. Leonard Board; nor do they need to meet the requirements for School Board membership as established and defined in this Constitution.
- C) Each School Board member will serve on at least one standing committee.
- D) Ad hoc committees of one or more School Board members may be appointed to study and report to the whole Board on specific assignments. These committees shall cease to exist upon their final report or by affirmative action of the School Board.

#### **ARTICLE VIII – AMENDMENTS**

- A) Amendments to this Constitution may be initiated at any regular meeting.
- B) Proposed amendments must be presented in writing to the School Board membership prior to the next scheduled meeting at which it will be discussed before voting.
- C) Amendments are passed with the approval of two-thirds of the total School Board members.