

# **ST. HUBERT CATHOLIC SCHOOL**

## **SCHOOL ADVISORY BOARD CONSTITUTION**

Revised: May, 2006

### **PREAMBLE**

The St. Hubert School Advisory Board recognizes the importance of Catholic schools in the spiritual and academic development of children and fully supports the school philosophy which is to develop the whole child through the involvement of Church, parents and the school. The purpose of the School Advisory Board is to foster this development in quality Catholic education, and to provide an opportunity, through the faith life of the Parish community, for students to know, love, and serve God.

### **ARTICLE I – NAME**

The name of this organization shall be the St. Hubert School Advisory Board, hereafter referred to as the “Board”.

### **ARTICLE II – PURPOSE AND DUTIES**

It shall be the purpose of the Board:

- A. To represent the Parish community through meetings in order to foster a spirit of shared leadership with the Pastor and Principal.
- B. To develop policies as needed and in accord with Archdiocesan guidelines which enable St. Hubert School to reach its goals, to promote the implementation of said policies, and to provide counsel and advise the administration of the school.
- C. To collaborate with the Pastor in the hiring and periodic evaluation of the Principal.
- D. To engage in a timely review of the annual school budget and to consult with the Principal on financial matters.
- E. To establish endowment and development programs for the benefit of the school and implement plans, strategies, and means for involvement with such programs.
- F. To collaborate in the formation and implementation of long range planning for the school.
- G. To establish and maintain bylaws and to annually evaluate the Board’s policies and performance.

### **ARTICLE III – MEMBERSHIP OF THE BOARD**

The Board shall be representative of the Catholic community of the Parish. Members shall be at least twenty-one (21) years of age. The Board shall include in its membership ten (10) lay persons, the Pastor, the Principal, the Assistant Principal at the discretion of the Principal, and the immediate past Board president, if possible, as an advisor.

- A. The ten (10) lay persons shall be elected by the Parish community.
- B. Board candidacy shall be accomplished through nomination, application, or invitation.
- C. The term of an elected Board member shall be three (3) years. A year is defined as from the first regular Board meeting in August to the first regular Board meeting in August of the next school year, with no regular Board meeting in July.
- D. One third (1/3) of the ten (10) Board seats shall be up for election each year.
- E. No Board member shall be eligible to serve more than two (2) consecutive three (3) year terms.
- F. No salaried employee of the School and/or Parish, whether teaching or non-teaching personnel, and no member of the immediate family of a salaried employee shall be eligible for Board membership. The term *immediate family* shall be defined as spouse, child, parent, brother, sister, or in-law. In addition, Board membership shall be limited to one person per household at any given time.
- G. Vacancies occurring on the Board during a seated Board member's term shall be filled through the consultation of the Board and the Pastor.
- H. The Pastor shall attend all Board 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 Board and at his discretion have voting or non voting privileges. The Pastor has veto power.
- I. The Principal shall attend all Board meetings. The Principal, being the educational leader of the School, will be an ex-officio Executive Officer of the Board having no voting privilege. The Principal shall inform the Board at all regular meetings of all matters of significance to the operation of the School.
- J. The immediate past Board President shall be a non voting member of the Board.
- K. New Board members are encouraged to attend the June regular Board meeting and are seated on the Board at the August regular Board meeting at the start of the next school year.

**ARTICLE IV – OFFICERS**

- A. Any of the ten (10) voting lay members of the Board shall be eligible for any office.
- B. The officers of the Board shall consist of the following: President, Vice President, and Secretary.
- C. All officers shall be elected annually by a majority of the Board membership, from a slate developed by a Nominating committee or from floor nominations at the June regular Board meeting.
- D. The term of office shall be one (1) year.

- E. No officer shall be eligible to serve more than two (2) consecutive terms in the same office.
- F. 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 regular Board meeting.

#### **ARTICLE V – AUTHORITY AND RESPONSIBILITY**

The Board shall have the authority to make its policies binding on all concerned in accordance with the limitations hereafter noted:

- A. The authority of the Board shall be defined by all applicable Elementary School Policies of the Archdioceses of Chicago.
- B. The Pastor has the right to veto any decision of the Board, with the Board retaining the right to institute conflict management proceedings through the Office of Catholic Schools and further through the Office of Conciliation.
- C. The Board shall relate to the Faculty through the Principal.
- D. The Board as a whole shall be attuned to the needs and expectations of parents of its school children and to the Parish community. No Board member shall have the authority to act individually to solve specific problems or act in place of the School Administration.
- E. Although the Board has the authority to consult with the Administration and Parish Finance Committee on the allocation of financial resources of the School itself, it has no authority over the general revenues of the Parish. The Board may request special Parish support from the Pastor when funds/income are not sufficient for the operations of the School.

#### **ARTICLE VI – MEETINGS**

- A. Regular meetings, which are open to the public, are held monthly from August through June. Adequate written notice of the place, date, and hour of all meetings must be given to all Board members. Notice of regular meetings will be published in the Parish Bulletin. Special Board meetings may be called by the President, the Pastor, or by a two-thirds (2/3) majority of the Board members.
- B. For regular Board meetings to be conducted, six (6) voting members must be present.
- C. The latest revision of “Robert’s Rules of Order” shall apply for the conduct of Board meetings.
- D. The Board may go into Executive sessions as necessary. The Board shall vote only at a regular Board meeting.
- E. An agenda for each regular Board meeting shall be prepared and given to each Board member for review prior to the meeting by the President and the Principal, who comprise the Executive Committee. Items not on the regular agenda may be placed on the agenda at the discretion of the President, the Principal, or the Pastor if submitted in writing at least one (1) week prior to the scheduled meeting.
- F. Voting members of the Board are expected to attend regular Board meetings. Unexcused failure to attend three (3) consecutive Board meetings will result in resignation from the Board.

**ARTICLE VII – COMMITTEES OF THE BOARD**

- A. Membership on any Committee shall not be limited to members of the Board. The Chairperson of each Committee shall be a Board member appointed by the President.
- B. Each Board member shall serve on one (1) or more of the Standing committees.
- C. Special committees consisting of one (1) or more Board members shall be appointed to study and report to the Board on specific assignments. Special committees shall cease to exist upon their final report or by action of the Board.
- D. The Board shall provide the following:

Standing Committees:

- a. Executive
- b. Public Relations and Marketing
- c. Budget and Finance
- d. Communications
- e. School Improvement (Building) (Long Term)
- f. Development (Financial)
- g. Legislative Action
- h. Grant Research/Writing

Ad Hoc/Special Committees:

- a. Constitution and Bylaws
- b. Election
- c. Principal Search
- d. Track A Thon
- e. Magazine Drive
- f. Alumni Event
- g. Policy Development

Reporting Committees:

- a. Parents' Club
- b. Parish Pastoral Council
- c. Parish Finance Council
- d. Parish Education Sponsorship Program (Scholarship/Alumni)

**ARTICLE VIII – AMENDMENTS**

Amendments to this Constitution shall be presented to the Board at one meeting and voted on at a subsequent meeting. This Constitution shall be amended by a vote of two-thirds (2/3) of the total voting membership.