

ST MATTHEW PARISH SCHOOL
SCHOOL BOARD OF EDUCATION CONSTITUTION
(revised/effective September 15, 2019)

ARTICLE - TITLE

The name of this body shall be the St. Matthew Parish School Board of Education, hereinafter referred to as the School Board and/or Board.

ARTICLE II - NATURE AND FUNCTION

The purpose of the School Board shall be to provide policy direction for the educational programs of the school, to promote the implementation of said policies, and to ensure that all local policies are in accord with the intent and spirit of the policies established for the school system by the Joliet Diocesan Board of Education.

ARTICLE III - MEMBERSHIP OF THE BOARD

Section 1 Number and Constitution

Members of the School Board shall be the pastor (ex officio), the school administrator (ex officio), and/or an odd number, no less than five (5) to not exceed nine (9) elected/appointed representatives, as needed.

The School Board shall have an executive officer, the school administrator, responsible to the Board for carrying out its policies and responsible locally to the pastor and on the diocesan level to the bishop through the diocesan superintendent of schools.

Section 2 Tenure of Office

- A. Each elected member shall serve a term of three years. Each member shall have the option of serving (1) additional term. After (6) years, the member, shall leave the board for a minimum of (1) year, pending approval by the board members before returning.
- B. If two or more executive officers' terms end in the same school year, one executive officer may remain on the Board for additional time pending the Board approval. The role and capacity of the executive member remaining on the Board will be decided and voted on by the School Board members.

Section 3 Election, Vacancies, Removal

- A. Unexpired terms of board members or of board members disqualified shall be filled by the principle and/or pastor through appointment.
- B. Any member of the Board, other than an ex officio member, who is absent from two regular meetings of the Board during one academic year (August through and including June) shall, unless excused in advance by action of the Board, cease to be a member.

ARTICLE IV- OFFICERS

Section 1 **Organization**

The officers of the Board shall include a President, a Vice President, and a Secretary. The entire Board shall have voting rights. The Board shall provide policy direction for the educational program of the school, shall promote the implementation of said policies, and shall ensure those policies are in accord with the intent and spirit of the policies established for the school system by the Joliet Diocesan Board of Education.

Section 2 **Membership**

Members of the St. Matthew School Board shall be recruited and voted by the current School Board and Principal on the last weekend of each April. All candidates are required to submit a Statement of Candidacy. The Board will interview the candidates the following week or soon thereafter.

Section 3 **Duties of the Officers**

- A. The president shall preside all regular and special meetings of the Board. The vice president shall perform all the duties of the president when s/he is absent or unable to act.
- B. The secretary shall maintain a written record of all acts of the Board, Conduct, receive and dispose of all correspondence as directed, and preserve all reports and documents. In the absence of the president or vice president, the secretary shall conduct the meeting of the Board.
- C. Individual Members have authority only when acting as a Board officially in session. The Board shall not be bound by any statement or action is in pursuance of specific instruction of the Board.

ARTICLE V - MEETINGS

Section 1 **Regular and Special Meetings**

- A. The Board shall meet regularly on the first Monday of the month in the Parish Center at 7:00 PM.
- B. Special meetings of the Board may be called by the Board as needed.
- C. Because of the consultative nature of the Board, no meeting will be held without the pastor or principal in attendance.

Section 2 **Quorum**

- A. For the purpose of transaction of official business, it shall be necessary that a majority of the total voting members be present and voting.
- B. A simple majority of those present voting shall carry the motion and/or decision unless otherwise specified.

Section 3 **Open Meetings**

- A. All meetings of the Board are to be open unless designated as being closed or Executive session. Decisions made in closed sessions may or may not be presented and voted on at open meeting before becoming elective.

Section 4 **Visitors**

- A. Meetings of the School Board shall be open to all visitors.
- B. The rights of non-members to address the Board shall be for those whose request to be added to the agenda in advance of the meeting.
- C. Standing Committee members may attend the Board meetings to provide committee reports and updates.

Section 5 Archives

- A. A written record of all acts of the Board, maintained by the secretary, shall be preserved in the archives on the School Board section of School Speak .

ARTICLE VI - COMMITTEES

Section 1 Standing Committees

- A. The Standing Committees for the St. Matthew Parish School Board shall be: Finance, Marketing, Development, Parent Organization, Parish Council, Strategic Planning, and the Athletic Department.

ARTICLE VII – AMENDMENTS

Section 1 Amendment

- A. This constitution may be amended, supplemented, suspended, or repealed, in whole or in part, by a vote of two-thirds of the total voting membership subject only to regulations of the Diocesan Board of Education.