

CONSTITUTION AND BY-LAWS

SAINT ANDREW CATHOLIC SCHOOL BOARD ORLANDO, FLORIDA

Introduction and Rationale:

St. Andrew School is an expression of the education mission of St. Andrew Parish in the Diocese of Orlando, Florida. As such, the Pastor of St. Andrew Parish is responsible to the Bishop for the administration of the total parish, including the parish school. The Principal functions as the chief administrator of the school and is a member of the parish staff. Regular and open communication between the Pastor and the Principal is essential.

Just as the Parish Council serves the Pastor on behalf of the total St. Andrew Parish community, so the School Board serves the Principal for the good of the St. Andrew School community. Today's Catholic school Principal, with the many demands which are made, needs assistance from a group of people who are committed to St. Andrew Catholic School and are willing to work for the good of the school and parish. Thus a functional advisory Board is imperative.

ARTICLE I – TITLE

The name of this body shall be:

The St. Andrew Catholic School Board

ARTICLE II – PURPOSE AND DUTIES

Section 1 This board is an advisory body assisting in the operation of the school, subject to the regulations of the Diocese of Orlando and the Diocesan School Board. The board is consultative in the following sense: members cannot act apart from the pastor or principal, and cannot make decisions binding on the parish school without the involvement of the principal

Section 2 The School Board shall assist in the formation and implementation of policies governing the operation of St. Andrew Catholic School in the following areas:

Planning – assess the school's needs, set goals, develop, revise, and track long range plans.

Policy Formulation/Enactment – identify, discuss and adopt policies to give general direction for administrative action. Monitor and review existing policies as to their effectiveness. The Parent/Student handbook is available for review by the School Board.

Finances – develop plans and means to finance ongoing educational programs, including setting tuition, negotiating subsidy, and developing the annual budget. Regularly review the school's financial statements.

Evaluation – determine whether goals and plans are being met; annually review board’s performance. Annually review of the Principal’s service to the board; contribute to a diocesan evaluation of the Principal; ensure that the evaluation is being implemented in accordance with Diocesan policy.

ARTICLE III – MEMBERSHIP

Section 1 Members of the St. Andrew Catholic School Board shall consist of no more than twelve selected members of the St. Andrew community in addition to the Pastor and Principal. Members are selected by the Pastor and the Principal. They may not be closely associated with an employee of the school which may cause a conflict of interest when making decision.

Half of the selected members may be parents of children enrolled in St. Andrew Catholic School, and the other half of the selected members should not have children in the school. If however, a sufficient number of non-school persons are not available for nomination, then parents of school children can comprise more than the designated number.

The Pastor and the Principal shall be ex-officio, non-voting members of the Board.

The Pastor has the right to reject the membership or proposed membership of any person as a board member.

Section 2 Selection of Board Members

Vacancies of selected members occurring by virtue of expired terms on the Board shall be filled in the following manner.

A Nomination Committee shall begin the process of soliciting nominations to fill vacancies in the spring and the vacancies shall be filled by the beginning of the next academic school year.

If a vacancy occurs in the membership, the Nomination Committee, with the approval of the board, can fill the vacancy for the remainder of the term.

Members who miss 3 Board meetings in the 12-month period, unless excused, by action of the Board cease to be a member.

ARTICLE IV – OFFICERS

Section 1 The officers of the board shall consist of Chairperson, Vice Chairperson and a Secretary.

Section 2 The Chairperson shall preside at all regular and special meeting of the Board; shall be executive head of the Board; shall appoint committees; and in general shall perform the duties relative to the office of Chairperson.

The Vice Chairperson shall perform the duties of the Chairperson at the request of, or in the absent, or incapacity of the Chairperson. The Vice Chairperson may serve on the Parish Council as Liaison with School Board.

The Secretary shall be responsible for the minutes of the board meetings; maintain a written record of all actions of the Board; conduct, receive, and dispose of all correspondence as directed; preserve reports and documents; prepare and distribute minutes within 10 days of each meeting to board and, in general, shall perform all duties incident to the office of Secretary.

ARTICLE V – MEETINGS

Section 1 The School Board shall meet every other month except during the summer. Special meetings may be called at the request of the Chairperson, the Pastor, the Principal, or by a majority of the Board members. A written agenda should be available to all board members at least one week prior to each regularly scheduled board meeting. A quorum shall consist of a simple majority of voting members. The rules of parliamentary procedure as contained in *Roberts' Rules of Order Revised* shall govern meetings of the Board except as otherwise provided.

All meetings of the School Board will be open meetings unless designated as being Executive. Decisions made in Executive sessions must be presented at open sessions before becoming effective. The right of non-members to address the Board will be limited to those whose petitions have been approved for the agenda two weeks in advance of the meeting, but general discussion is recognized as productive and will be allowed at the discretion of the Chairperson.

ARTICLE VI – AMENDMENTS

Standing committees of the Board are:

Finance – financial management, including budget preparation and tuition scales.

Members of these standing committees shall be appointed by the Chairperson of the Board in consultation with Pastor and Principal. The Chairperson of each of the standing committees must be a member of the Board. A member of the Parish Finance Committee may be a member of the School finance Committee.

The Chairperson of the Board shall appoint ad hoc committees. The Board shall determine the duties and responsibilities of both standing and ad hoc committees.

ARTICLE VII – AMENDMENTS

This Constitution and By-laws may be amended by consensus of the Board and/or by vote of two thirds of the voting membership of the Board. Amendments must be presented, discussed and voted upon by the Board.

