

**CONSTITUTION AND BYLAWS
GOOD SHEPHERD PARISH CATHOLIC EDUCATION BOARD**

ARTICLE I

TITLE

The name of this body shall be "The Good Shepherd Parish Catholic Education Board for Saint James School" (hereafter referred to as "the Board").

ARTICLE II

Saint James School shall have as its primary purpose the intellectual and spiritual development of students according to the teachings of Jesus Christ and the Roman Catholic Church. As a school of the Diocese of Portland, the school shall operate in accordance with the teachings, doctrines and policies of the Roman Catholic Church as set forth by the Roman Catholic Bishop of Portland.

NATURE AND FUNCTION

Section A: Nature

This Board is established by the pastor (hereafter referred to as "pastor") of Good Shepherd Parish as a consultative body to assist him and the principal in the governance of the school in cooperation with the Office of Maine Catholic Schools, the State of Maine Department of Education, and in accord with the Board of Education of the Diocese of Portland.

Governance consists of policy formation and administration. The Board's responsibility is to assist in policy formation. The Board is not responsible for administration or its details. Administration is the responsibility of the administrative team consisting of the pastor and principal.

Policy formation is accomplished through the activity of Board members and the administrative team. When the Board prepares a policy statement, diocesan policy takes precedence. Such proposed statements must be submitted for approval by the Office of Maine Catholic Schools before they can be considered effective and binding.

As a consultative board, members of the Board never act apart from the administrative team and cannot make binding policy decisions without the approval of the administrative team and the Office of Maine Catholic Schools. The administrative team seeks guidance from the Board regarding major policy formation.

If disagreements between the administrative team and Board members arise, every attempt should be made to resolve the disagreement before the Board reaches a conclusion, in order to obviate the possibility of the pastor negating a Board recommendation.

Section B: Function

It shall be the duty and function of this Board to:

1. understand and further the mission of Catholic education in the school;
2. consider itself a collaborative partner with the Office of Maine Catholic Schools in the execution of this mission;
3. insure that diocesan and State of Maine educational policies are implemented;
4. create better understanding and support of Catholic education through an active and well organized Office of Development, and the Parents, Friends and Teachers Association (the "PFTA");
5. assist in the establishment and review of policies under which the administrative team shall operate the educational program of the school;
6. respond to periodic reviews of the educational program of the school as presented by the principal and faculty;
7. insure the operation and maintenance of facilities and equipment;
8. develop an annual budget in support of the educational program of the school;
9. review annually the accomplishments and direction of the Board, the Office of Development and the PFTA;
10. maintain regular communication with the PFTA and Office of Development;
11. maintain regular communication with other appropriate parochial councils, boards or committees;
12. maintain regular communication with the Diocese of Portland through the Office of Maine Catholic Schools and its superintendent;
13. assist the pastor in the search for and selection of a principal in accordance with diocesan policy should the position become vacant.

ARTICLE III

REPORT OF ACTIVITIES

Before May 31, the Board shall prepare a report of its meetings, deliberations and activities. This report is to be signed by the pastor, the principal and the officers of the Board and submitted to the Catholic Schools Office at the end of the fiscal year. Any contemplated change of major significance in the operation of the school shall first be proposed to the Office of Maine Catholic Schools before final action is taken.

ARTICLE IV

MEMBERSHIP

Section A: Selection of Members

1. The Board shall consist of up no less than seven (7) and no more than thirteen (13) voting members, not more than half of which have children currently in the school. A member's remaining term shall not be affected if his or her child begins to attend the school after the member is appointed even if this results in more than half of the members with children currently in the school.

2. When a seat on the Board is open at the conclusion of a term, members of Good Shepherd Parish, and parents of students enrolled in St. James School shall be informed of the vacancy and asked to notify the principal if they have an interest in serving on the Board. All interested candidates will be interviewed by principal and the Board chairperson. Any vacancies on the Board may be filled by appointment of the pastor, based on the recommendations of the principal and Board chairperson. All interested candidates and members of the Board must meet the eligibility standards below.
3. When a seat on the Board is open before the conclusion of a term, the pastor may fill the seat after hearing from the principal.
4. Ex-officio but non-voting members of the Board shall be the ordinary of the diocese, the diocesan superintendent, the pastor, any parochial vicars assigned to Good Shepherd Parish, and the principal of the school.

Section B: Terms and Eligibility

1. Terms
 - a. Board members are limited to two successive three-year terms. Upon completion of two terms, members must go off the Board for a full year before being considered for membership again. Terms are staggered to allow for consistency and continuity.
 - b. When a new board is formed or expanded, members draw lots to determine initial allocation of 1-, 2-, and 3-year terms. Members who draw 1-, and 2-year terms are eligible for two additional 3-year terms at the conclusion of their short first term, after which the individual is ineligible for one year.
2. Eligibility Criteria:
 - those who are Catholics in good standing;
 - those with expressed interest in and commitment to Catholic education and the mission and goals of the schools;
 - those with the ability to attend meetings regularly;
 - those who have a clear sense of integrity and confidentiality;
 - those who possess expertise which can enhance the responsibilities of the Board.
3. Ineligibility: With the exception of the principal, paid employees of the parish or school do not attend meetings of the Board unless invited for their particular expertise. Immediate family members of paid staff of the parish or the school are not eligible for membership on the Board.
4. Appointment of new members shall ordinarily take place at the May meeting of the Board. Terms shall expire on June 30.
5. Loss of Membership: Members are liable for dismissal by action of two thirds vote of the board after notification by the chairperson of the grounds for the proposed dismissal.

ARTICLE V

OFFICERS

Section A

The executive committee of the Board shall consist of a chairperson, vice chairperson, the principal and the pastor of the school, all of whom, except the principal and pastor shall be elected annually by Board members at the first meeting scheduled after June 30. Newly elected officers begin their duties at the first meeting scheduled on or after July 31.

Section B

Any lay member of the Board is eligible for office.

Section C

1. The chairperson shall preside at all regular and special meetings of the Board. He/She shall see that the required reports or activities of the Board are reported on schedule to the diocesan school office. He/She shall appoint and oversee Board committees in consultation with other members of the executive committee.
2. The vice chairperson shall perform all the duties of the chairperson in his/her absence or inability to act.
3. The principal will be charged with the responsibility of drawing up the agenda for each meeting in consultation with the pastor and the chairperson.
4. The recording secretary shall maintain a written record of all acts of the Board, conduct, receive and dispose of all correspondence as directed by the Board, preserve all reports and documents committed to his/her care in the school archives, and maintain a record of the finances of the Board. The recording secretary need not be a member of the Board.
5. Removal from office: any officer may be removed from office for cause by a vote of two-thirds (2/3) of the voting members of the Board. Notification of removal shall be the responsibility of the pastor who shall appoint another Board member to complete the unexpired term.
6. Upon the discretion of the pastor, a member may be removed from the Board.

ARTICLE VI

MEETINGS

Section A

The Board shall meet on the third Tuesday of every month; at least six times each year. Special meetings may be called by the chairperson as needed or by two (2) members in consultation with the administrative team. Each member must receive advance notice of all regular and special meetings of the Board.

Section B

Quorum: for the purpose of transacting official business, it shall be necessary that a majority of the total members be present. Meetings are to be conducted according to Robert's Rules of Order.

Section C

A simple majority of those present and voting shall carry the motion unless otherwise specified in the constitution.

Section D

All meetings of the Board shall be open to members of Good Shepherd Parish, to the priests of parishes who have students enrolled in the school, and to the parents/guardians of children enrolled in the school. The right of such non-members, visitors, etc. to address the Board shall be limited to those whose petition has been approved for the agenda ten (10) days in advance of the meeting. Such petitions must be made in writing to the principal and the chairperson.

Section E

The Board reserves the right to meet in executive session by majority vote. At least two members of the administrative team including the pastor must be in attendance before an executive session can be called. If a policy determination is reached while the Board is in executive session, the executive session shall be concluded so that the policy determination and vote may be included in the minutes. No minutes of the discussion in executive session shall be recorded and its proceedings shall be kept confidential by the members.

Section F

A written record of all acts of the Board, maintained by the recording secretary shall be preserved in the school archives.

ARTICLE VII

AMENDMENTS

Section A

This constitution may be amended by a vote of two thirds of the total membership subject to the regulations of the Ordinary of the Diocese of Portland as indicated by the Diocesan School Office in consultation with the Diocesan Board of Education.

Section B

Amendments must be presented to the Board at a regular Board meeting and voted upon at the next regular meeting.

ARTICLE VIII
COMMITTEES

Section A

Purpose

Due to the complex nature of schools, it may be advisable to establish standing or ad hoc committees to facilitate the responsibilities of the Board or to prepare the consideration of certain policy formation issues.

Section B

Examples

These standing or ad hoc committees may include but are not limited to:

Executive Committee

Composed of the pastor, the principal and the Board chairperson whose responsibility it is to prepare the agenda and to transact any necessary business on behalf of the Board which needs to be addressed before the next scheduled meeting. Any such transactions must be in compliance with established school and diocesan policy. If the nature of the business is deemed to be immediate and profound, a special session of the Board shall be called.

Finance Committee

This committee should be composed of at least one Board member who will act as chair of the committee. Other possible members of the committee may be people in the community who have a certain expertise in this area or who are able to give voice to wider opinion within the community. The Board chairperson and any other Board members assigned to this committee have voting privileges and may pose second motions. General duties may include preparation of the budget, review of income and expenses on a regular basis and proposals for tuition and salary adjustments.

Building Committee

Composed and managed as above, general duties may include evaluation and maintenance of facilities, preparation and advice for major repairs or expansions, and compliance with state, federal and diocesan regulations. Any changes in the buildings should be approved by the Diocesan Office of Property Management.

Development / Public Relations Committee

Composed and managed as above, general duties may include visioning the future of the school, long-range financial planning, funding options, maintenance of a "Five Year Plan" which should include enrollment and curriculum, oversight and suggestions for the management and of the endowment, publicity and the solicitation of volunteers.

Ad Hoc Committees

Composed and managed as above with a single, clearly identified purpose and timeline whose existence lapses with the attainment of its goal. These may include a nominating committee, planning committee,

special events, and any need or requirement which might arise and which can be better addressed by a small focused group.

Any other Board member, including administrative team members, may attend and participate ex-officio in any committee meeting but cannot vote.

ARTICLE IX
RULES OF ORDER

This Board is “consultative,” that is, it does not enact policy. However, it cooperates in the formation of policy by considering and investigating pertinent facts, discussing the implications to the school, the student body, the families and the parishes involved, and recommends some resolution. Consultative status does not diminish the importance of the Board, but clearly defines its responsibility. Policy enactment is accomplished by the pastor who is the canonically responsible person who signs a statement listing the policies or signs the Board minutes which records his approval of recommendations for policy.

Ordinarily, the process for the formulation of policy and other major decisions are not made at a “first reading” which should provide an opportunity for discussion and clarification. A “second reading” which includes any revisions is scheduled at a subsequent Board meeting except in the case of an emergency.

A consensus method of formulation of policy is used. If the Board is unable to reach consensus, a vote should be taken and the minutes should reflect differing positions and reasons. In cases where a vote is required, “Robert’s Rules of Order, Revised” should be used.

ADOPTED

By: _____
Pastor Date

By: _____
Board Chairperson Date

By: _____
Superintendent Date