

**ST. MARTIN OF TOURS
SCHOOL BOARD CONSTITUTION**

ARTICLE I: TITLE

The name of this board shall be the St. Martin of Tours School Board.

ARTICLE II: GENERAL PURPOSE, ROLE AND JURISDICTION

Section I. General Purpose and Role

The general purpose of this Board is to support and implement the philosophy of St. Martin of Tours Academy whose aim is to integrate the teaching of gospel values with the total curriculum, and then to create an environment where Christian community can be experienced through liturgy, sacraments and social action.

The proper role of this Board must be consistent with and supportive of the policies of the Bishop and the Diocesan Board. No policy or membership of this Board shall become binding without approval of the Pastor.

Section II. Limits to Jurisdiction

- a.) Neither the Board as a whole nor any individual member shall formally entertain or consider communications or complaints until they have been first referred to the Principal and the Pastor. Only in those cases where satisfactory adjustment cannot be made by the Pastor and/or Principal shall communications or complaints be referred to the Board.
- b.) Individual members have status as Board members only when acting formally as members of the Board while it is in session, or when specifically entrusted by the Board to carry out definite assignments.

ARTICLE III: FUNCTION AND DUTIES

- a.) Contribute to positive, Catholic atmosphere in school.
- b.) Implement school's philosophy and goals.
- c.) Advise the Pastor and Principal regarding general policy development.
- d.) Assist in development of the long-term plan for the school. Review plan on annual basis.
- e.) Assist in maintaining and enhancing school's physical plant and facilities.
- f.) Assist in maintaining fiscal stability of the school.
- g.) Assist in institutional development and public relations.
- h.) Facilitate communication between school administration and parents.

ARTICLE IV: MEMBERSHIP

Section I. Ex Officio Members

The Pastor and the Principal shall be ex officio, non-voting members of the Board. The Principal, as Executive Officer of the Board, is responsible for implementing the Board's policies.

Section II: Members

Elected members shall number between 12 to 15 people. Application process begins in spring. Any interested parent may submit an application to be reviewed by the Executive Board committee and Principal. Names of selected board members will be published in Parent newsletter.

Section III: Terms of Office

Members shall serve three-year terms commencing June 1. No member shall serve more than six years consecutively (unless serving as a Committee Chair), or more than twelve years.)

Section IV: Eligibility

Only parishioners or parents with children in St. Martin of Tours Academy shall be eligible to become members of the Board.

Ineligible are:

- a.) Those not in agreement with the philosophy of Catholic Education.
- b.) Salaried employees of the parish, whether teaching or non-teaching personnel.

Section V: Vacancies

Vacancies of members of the Board occurring during the academic school year, shall be filled by the Executive Board Committee and Principal.

ARTICLE V: OFFICERS

Section I. Enumeration

The officers of this Board shall consist of a president, vice-president and secretary.

Section II. Terms

No member shall hold the same office for more than term (three consecutive years). Every spring, the Executive Board Committee and Principal will identify and fill vacancies as needed.

Section III: Quorum

For the purpose of transacting official business, it shall be necessary that a majority of the members be present.

Section IV: Consensus

A simple majority of the members must be present and a consensus must be reached for decisions to become effective. Final approval of decisions will be made by the Pastor via his signature on the meeting minutes.

Section V: Absence from Meetings

Any member who misses three or more meetings during the year without being excused is liable to dismissal, at the discretion of the Board.

Section VI: Conduct of Meetings

- a) The ordinary order of business shall be:
 1. Prayer (1)
 2. Welcome and Call Meeting to Order (2)
 3. Approval of minutes (3)
 4. New Business (4)
 5. Old Business (5)
 6. Committee Reports (6)
 7. Principal Report (7)
 8. Pastor Report (8)
 9. Discussion (9)

Section VII: Agenda

- a.) Agenda shall be prepared and agreed upon by the Executive Board President and Principal.
- b.) Agenda items may be proposed to the Executive Board President or Principal by any Board member or parent with a student at St. Martin of Tours Academy. Agenda items offered by other than Board members must be submitted in writing to the Executive Committee, the Pastor and the Principal at least two weeks in advance of the meeting.
- c.) Written agenda should be available to Board members at least 48 hours prior to the meeting.

Section VIII. Records

A written record of all acts of the Board shall be prepared in a timely fashion and preserved by the Secretary.

ARTICLE VI: LIABILITY

The Board is only an advisory Board and shall not be held liable for the indebtedness or other obligations of the parish and/or school.

ARTICLE VII: AMENDMENTS

Section I. Presentation of Amendment

This Constitution and its By-Laws may be amended by a consensus of the Principal and selected advisors. These changes must be presented to and approved by current board members, with the Pastor providing final written approval.

Section II. Ratification

Amendments to the Constitution and to its By-Laws must be submitted to the Pastor (Superintendent of School) for written approval.