

**CONSTITUTION AND BYLAWS
OF
THE BOARD OF EDUCATION**

**THE CHURCH OF ST. MARY
ALEXANDRIA, MINNESOTA**

ARTICLE I

The name of this body shall be

Board of Education

ARTICLE II

Nature and Function

Section A. The Board of Education (the Board) shall monitor and advise the total efforts of education in St. Mary's Parish, Alexandria, Minnesota, including St. Mary's School, preschool, and youth through adult Faith Formation.

Section B. Duties and Functions

1. Monitor and coordinate parish educational activities.
2. Act as a liaison body with local state school officials.
3. Create better understanding and support of Catholic education.
4. Evaluate policies of the parish educational programs as needed.
5. Evaluate the effectiveness of the parish educational programs.
6. Assist in proposing tuition rates for all parish educational programs and endorse the educational program budgets as prepared by administrators to be recommended to Finance Council.
7. Have a Board member on planning and building committees for any new educational facilities.
8. Establish committees, such as Parent Advisory Committee (PAC) or ad hoc basis according to need.
9. Aid Pastoral Council in accomplishing its goals.
10. Implement policies recommended by the Diocese of St. Cloud.

Section C. Relationship to the Pastoral Council

The Board is a standing committee of the Pastoral Council, subject to the regulations governing standing committees of the Pastoral Council. The Board functions under its own constitution and bylaws. The Pastoral Council has a liaison that serves on the Board.

ARTICLE III

Membership

- Section A. The Board shall consist of six lay members of The Church of St. Mary and the liaison of the Pastoral Council who shall be the seven voting members. Non-voting ex-officio members shall consist of, but not limited to, pastor, parochial vicar, business administrator, Director of Faith Formation and the principal of St. Mary's School.
- Section B. The terms of the six lay members are staggered. Annually, two lay members are selected for a term of three years, except those selected to fill an unexpired term. Newly selected lay members will take office in September.
- Section C. If more candidates are identified exceeding open positions, selection will be based upon a random drawing.
- Section D. Vacancies on the Board created between elections shall be filled by appointment by the remaining members of the Board, by an approved process. The appointee shall serve until the next annual selection, at which time the unexpired term shall be filled in the regular manner.
- Section E. Voting members are limited to two consecutive terms. Terms of members selected to fill vacancy positions do not apply to this limit.

ARTICLE IV

Meetings

- Section A. The Board shall meet regularly, once a month during the school year and as needed during months school is not in session, at a time determined by the Board. Special meetings may be called by the chairperson or by two members of the Board. Regular attendance at meetings is expected. In the event that a Board member misses three meetings without reasonable cause, he/she will be asked to resign and Article III, Section D will be followed to fill the vacancy.
- Section B. A quorum shall consist of a majority of the voting members.
- Section C. All meetings of the Board shall be open to members of the parish. The right of non-members, visitors, etc., to address the Board shall be limited to those whose petition has been presented to any member of the Board in advance of the meeting and approved to be added to the agenda.

ARTICLE V

Voting

Each voting member of the Board shall have one vote.

ARTICLE VI

Policies

All policies developed and defined by the Board shall be consistent with the policies and directives of the St. Cloud Diocese. All policy decisions shall be subject to modification by the Business Administrator.

ARTICLE VII

Conduct of Meetings

Section A. All proceedings shall be conducted under and pursuant to Robert's Rules of Order, except as herein otherwise provided.

Section B: The ordinary order of meetings shall be:

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| 1. Prayer | 7. Old Business |
| 2. Roll Call | 8. New Business |
| 3. Approval of Agenda | 9. Information & Proposals |
| 4. Approval of Minutes | 10. Future Business |
| 5. Sub-committee Reports | 11. Adjournment |
| 6. Staff Reports | 12. Prayer |

The chairperson of the Board and the principal shall be responsible for the agenda to be used at the meetings and shall arrange to have the agenda communicated to the Board members one week prior to the meeting.

ARTICLE VIII

Committees

The chairperson of the Board, with the advice of the members of the Board, shall appoint such committees as may be necessary to conduct the business of the Board. Non-Board members may serve on such committees when there is a need for their particular abilities. Any such committees so appointed shall continue to perform their function until their tasks are completed and they are discharged.

ARTICLE IX

Amendment of Constitution and Bylaws

These Constitution and Bylaws may be amended at any time and from time to time by the affirmative vote of a majority of the board members then in office; provided that written notice of the meeting and of the proposed amendment shall be given to each voting member not fewer than five days before any meeting of the Board at which an amendment of the Constitution and Bylaws is to be adopted.