

**DIOCESE OF DAVENPORT
BOARDS OF EDUCATION**

Model Constitution

ARTICLE I

Title

The name of this body shall be the _____ Parish Board of Education.

ARTICLE II

Nature and Function

Section 1. This Board is a governing body operating educational programs at _____ (Parish), _____ (City) subject to provisions of Canon Law, regulations that proceed from the Diocesan Board of Education as well as the Department of Education for the State of Iowa and subject to the laws of Iowa.

Section 2. The Board shall be responsible for all aspects of formal educational programs in the primary areas of catechesis: catechetical programs for children, youth ministry, Catholic school and adult education.

Section 3. The Board shall effectively implement at the parish level the policies of the Diocesan Board of Education and the policies of the parish Board.

Section 4. The Board is the voice of the parish community in educational planning, goal setting and policy development in accord with the intent and spirit of the Diocesan Board.

Section 5. The Board shall have as an integral part of all its educational programs the four tasks of catechesis: a) to proclaim Christ's message; b) to develop community; c) to lead people to worship; and d) to motivate to service of others.

Section 6. Specific duties and functions include the following:

- a. Coordinate parish educational programs and activities;
- b. Build understanding and support for Catholic education in all its forms;
- c. Develop the educational budget in collaboration with the Parish Finance Council and the administrators, in accord with the Diocesan guidelines and Board procedures;
- d. Adopt and oversee the implementation of the annual educational budget;
- e. Retain personnel according to established policies of the Diocesan and the Parish Board;
- f. Work with the Parish Buildings and Grounds Committee
 - in planning, operating and maintaining facilities
 - in planning and building new educational facilities;
- g. Serve as a liaison body with public authority as appropriate;
- h. Evaluate periodically
 - effectiveness of the Board policies
 - the accomplishment of goals and objectives
 - the effectiveness of internal functioning as a Board of Education
 - all programs that the Board governs

ARTICLE III

Membership

Section 1. Members of the Parish Board of Education shall be the pastor (ex officio) and nine elected representatives.

Section 2. Members of the Board shall be elected for a term of three years. A Board member, having served two full terms, may again be a candidate for Board membership after a lapse of at least one year.

Section 3. A member of the Board who is absent from two consecutive regular scheduled Board meetings shall, unless excused by the president, cease to be a member. If a member is unable to serve the full term, a vacancy is created. The vacancy shall be filled as stated in the Bylaws.

A member of the Board may be removed for cause only by the affirmative vote of two-thirds of the voting members of the Board. Any action to remove a Board member shall be conducted by secret ballot.

Section 4. Election of new members shall be held annually, according to the procedures specified in the Bylaws. New members take office at the first meeting of the Board of the new fiscal year.

Vacancies on the Board shall be filled by appointment by the Board as stated in the Bylaws.

ARTICLE IV

Officers

Section 1. The officers of the Board shall consist of President, Vice-President, Secretary and Treasurer. They shall be elected annually by Board members (as stated in the Bylaws). Officers assume their responsibilities at the first meeting of the Board of the new fiscal year.

Section 2. All members of the Board with at least one year of their term remaining are eligible for any office with the exception of the Pastor who is ineligible to hold any office on the Board.

Section 3. The duties of the officers shall be stated in the Bylaws.

ARTICLE V

Meetings

Section 1. The Board shall meet regularly at a time and place specified in the Standing Rules. Special meetings may be called by the President or Pastor as needed, or by a majority of the members.

Section 2. A quorum, a majority of the entire Board, is necessary for the transaction of business at meetings; a majority vote of those present shall be sufficient for any decision or election. Proxy voting is never permissible.

Section 3. All meetings of the Board are open unless designated as being executive. Decisions made in executive sessions must be presented and voted on at open sessions before becoming effective. Only Board members should attend executive sessions. The Board may extend, through the President, an invitation to other persons when circumstances warrant inclusion of non-Board members.

Section 4. A written record of all acts of the Board, maintained by the Secretary, shall be preserved in the parish office.

ARTICLE VI

Conduct of Meetings

Section 1. As a Christian community, the Board will endeavor to arrive at consensus in its deliberations. Formal decision-making will utilize parliamentary procedure as outlined in Robert's Rules of Order or another procedure of the Board's choice.

Section 2. The ordinary order of meeting shall be as stated in the Bylaws.

ARTICLE VII

Approval

This Constitution must have the approval of the Diocesan Board of Education.

ARTICLE VIII

Amendments

Section 1. This Constitution, excepting Required Components, may be amended, substituted or repealed in whole or in part only by two-thirds vote by ALL members of the Board of Education at a special meeting called for such purpose. Notice of said special meeting shall be given in writing to all members of the Board at least 20 days before said special meeting. Notice shall be given to the parish at least 10 days prior to said special meeting. Notice shall state the proposed action. All revisions of the Constitution shall be submitted to the Diocesan Board of Education for final approval.

Section 2. Amendments must be presented to the Board at least one meeting prior to voting on such.

ARTICLE IX

Bylaws

Section 1. Bylaws in accord with this Constitution may be developed to further specify the internal operation of the Board.

Section 2. Bylaws may be developed and amended by a vote of one more than a simple majority at any regular meeting with a quorum present.

Section 3. Bylaws and/or amendments to Bylaws must be presented at least one meeting prior to voting on such.

ARTICLE X
Standing Rules

Section 1. Standing rules are guidelines related to the details of the administration of the Board.

Section 2. Standing rules may be adopted and amended by a simple majority vote at any regular meeting of the Board without previous notice.

OFFICIAL SIGNATURES

Pastor

President of Parish Board of Education

Vice-President of Parish Board of Education

Secretary of Parish Board of Education

Treasurer of Parish Board of Education

Dated: _____

APPROVAL

This Constitution is approved by the Diocesan Board of Education.

Chairperson of the Diocesan Board of Education

Dated: _____

Bishop

Dated: _____