

Columbia Catholic School  
School Board Constitution and By-Laws  
Revised July 1, 2009

CONSTITUTION

ARTICLE ONE:           Name

- A.     This organization shall be known as the Columbia Catholic School Board of Education of Our Lady of Lourdes Parish, hereinafter referred to as the Board.

ARTICLE TWO:           Purpose

- A.     As an advisory body, the Board shall provide guidance to the administration of Columbia Catholic School regarding operation of educational facilities and programs subject to regulation of the Ordinary of the Diocese, the Superintendent of Schools, and the Christian Education Commission of Our Lady of Lourdes Parish Council.
- B.     As a regulatory body, the Board shall approve the annual budget of Columbia Catholic School, approve changes to the Columbia Catholic School Handbook, and hire the Principal. All regulatory functions are subject to approval of the Pastor.
- C.     As a communication source, the Board shall publicly support the administration of Columbia Catholic School, and provide limited internal and external public relations efforts.

ARTICLE THREE:        Membership

- A.     The Board shall consist of eight lay and three ex-officio members. Lay members shall be as follows: six elected members from Our Lady of Lourdes Parish and one member each from the Newman Center and Sacred Heart Parish, chosen in accordance with their respective parish procedures.
- B.     Ex-officio members shall be the Pastor, the School Principal, and an officer of the Home and School Association.
- C.     Our Lady of Lourdes representatives must be registered members of the parish. Only one member of a household may serve at any given time. Paid employees of the school or parish and members of their immediate families shall not be eligible. Officers in the Home and School Association shall not be eligible to serve as lay members of The Board.
- D.     The term of each lay member shall be three years. Each lay member may serve two consecutive full terms. After two full terms, the lay member will not be eligible for membership on the Board again until two full years have passed. Terms shall expire on June 30.
- E.     Terms of the lay members elected from Our Lady of Lourdes shall be staggered so that two terms shall end each year.

ARTICLE FOUR:        Officers

- A.     Officers of the Board shall be President, Vice-President, Representative to the Christian Education Commission, and Secretary.
- B.     All lay members of the Board are eligible to hold office. Officers shall be elected annually from the voting membership of the Board.

ARTICLE FIVE:        Meetings

- A.     The Board shall meet monthly at a time to be determined by the Board.
- B.     For the Board to conduct official business a quorum must be present.
- C.     Closed meetings may be held with only Board members present. No minutes shall be taken.

ARTICLE SIX: Voting

- A. All lay Board members are voting members.
- B. A simple majority of those present and voting shall carry the motion except as noted in Article Seven.

ARTICLE SEVEN: Amendments

- A. This Constitution may be amended by a vote of two-thirds of the total voting membership providing the amendment has been presented at a previous regular meeting of the Board.
- B. The By-Laws may be amended by a simple majority of the total voting membership providing the amendment has been presented at a previous regular meeting of the Board.
- C. Any amendments of the Constitution or By-laws are subject to the approval of the Christian Education Commission.

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BY-LAWS

I. Purpose

A. Policies

- 1. Local policies may be adopted, modified, or rescinded by a simple majority of the members present and voting at any Board meeting
- 2. All individuals or organizations affected by a new or modified policy shall receive a copy of the policy within seven days.
- 3. Local policies shall be reviewed and approved annually.

B. Budget

- 1. The annual school operation budget shall be prepared by a budget committee comprised of the Pastor, Principal, three Board members, one faculty representative and other consultants as are needed.
- 2. The Board shall thoroughly review the proposed budget and all supporting documentation, amend as necessary, approve the budget and present it to the Christian Education Commission for timely inclusion in the parish budget.

C. School Handbook

- 1. The Principal shall present the Board with the annual School Handbook.
- 2. Only the Principal may bring proposed Handbook changes to the Board.
- 3. The Board shall vote to approve changes, subject to approval by the Pastor.

D. Hiring a Principal

- 1. The Board President shall appoint a search committee to locate and arrange interviews with Principal applicants according to regulations and procedures established by the Diocesan School Office.
- 2. The Board shall be responsible for employing the School Principal, subject to approval from the Pastor

E. Funding

- 1. The Board does not maintain any financial accounts.

F. Program Review

- 1. The Board shall review at least annually the administration's evaluation of the educational program and cooperate in developing methods to improve its effectiveness.
- 2. The Board shall review at least annually the current self-study and cooperate in developing methods to meet the goals recommended therein.

#### G. Committees

1. The Board shall maintain three standing committees: Building and Grounds, Elections, and Budget.
2. The Board shall establish committees on an ad hoc basis according to need in matters within the jurisdiction of the Board.

### II. Membership

#### A. New Members (Our Lady of Lourdes)

1. Election of members to fill expired terms shall be held each Spring (April / May).
2. The Election Committee shall serve as election clerks.
3. Parents of enrolled Columbia Catholic School students who are registered members of Our Lady Of Lourdes parish may vote in these elections.

#### B. Replacement Members

1. To fill an unexpired term, the Board shall elect a member from a list of interested persons.
2. Such persons shall submit their names to the Board President by a specified date. The Board shall determine a method of election by its members in order to fill the vacancy.
3. Any such person elected as a replacement to fill an unexpired term shall be subject to the following guidelines regarding the term of office: if the unexpired term has over a year to run, it shall be considered a full term. As such, this term shall be subject to term limitations outlined in the Constitution. If the term has less than a year to run, the replacement will be eligible to run for two more consecutive terms.

#### C. Expulsion

1. Any member who misses three consecutive meetings shall be subject to expulsion by the Board.

### III. Officers

#### A. Duties

1. The President shall preside at all meetings of the Board.
2. In the absence of the president, the Vice-President shall preside over all meetings of the Board.
3. The Representative to the Christian Education Commission shall serve as a member of the Christian Education Commission. The Representative shall act as a liaison between the commission and The Board. A member of Our Lady of Lourdes parish must fill this office.
4. The Secretary shall maintain a written record of all acts of the Board; conduct, receive and dispose of correspondence as directed; and preserve all reports and documents committed to his/her care. In addition, he/she shall ensure that regular notices of Board meetings be publicized.

#### B. Eligibility

1. All lay members of the Board are eligible to hold office.
2. Officers may serve only two consecutive years in the same office. Two years must pass before the person is eligible for another term of two consecutive years in office.
3. A year in office is defined as July 1 to June 30.
4. A partial term does not count toward term limits for officers.

#### C. Elections

1. The Board's election committee shall request statements of interest from all lay Board members. These statements should express a member's interest in a specific office.
2. The elections committee shall develop a slate of recommended officers and distribute it to The Board at least one week prior to the June Board meeting.
3. During the June Board meeting lay members shall vote for each office by secret ballot.

4. Each office shall have a separate ballot and be voted in the following order: President, Vice-President, Representative to the Christian Education Commission, and Secretary.
5. The slated member shall be printed on the ballot and space shall be allocated for write-in nominees. Any members nominated (with a second) shall become a write-in candidate.
6. Votes will be collected, tabulated, and the results announced by the secretary as each office is elected.
7. Should a vacancy exist in any office during any term, an election shall be held during the next regular Board meeting to fill that vacancy.

#### IV. Meetings

##### A. Time

1. The Pastor may call special meetings. The President, Principal, or three Board members may also call a special meeting with approval of the pastor. Special meetings may be called by giving reasonable notice to the Board regarding time, place, and purpose of the meeting.

##### B. Quorum

1. Five voting members of the Board shall constitute a quorum for the purpose of conducting business.

##### C. Non-Members

1. All regular meetings of the Board shall be open.
2. The right of such non-members to address the Board shall be limited to those whose request has been approved by the meeting President in consultation with the Pastor and Principal.
3. Closed meetings may be held at the discretion of the Board.

Amended by School Board  
April 16, 1991  
Amendments take effect  
July 1, 1991

Amended by School Board  
June 16, 1992  
Amendments take effect  
July 16, 1992

Amended by School Board  
May 24, 1999  
Amendments take effect  
June 24, 1999

Amended by School Board  
June 8, 2009  
Amendments take effect  
July 1, 2009