

St. Anthony Parish  
Board of Education Constitution

Revised: December 2017

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**Article I:** Title

The name of this body shall be St. Anthony's Board of Education

**Article II:** Nature and Function

Section 1. This board is a regulatory body operating educational programs at St. Anthony's Parish, subject to the provisions of the Canon Law, policies and regulations that proceed from the Diocese of Des Moines Catholic Schools Board as well as the State Department of Education and subject to the pertinent laws of Iowa.

Section 2. Duties and Functions: The Parish Board of Education shall be responsible for all aspects of formal educational programs of the parish, including the school, the parish catechetical programs and adult education programs. It shall have as a most important duty implementation at the local level the policies of the Diocese of Des Moines Catholic Schools Board. A partial list of other duties and functions follows:

1. To coordinate the activities of parochial education.
2. Act or serve as a liaison body with appropriate public authority.
3. To seek a better understanding and wider support of Catholic education within the local community.
4. Interpret the policies of the Diocese of Des Moines Catholic Schools Board with the local program administrator and, in matters wherein the Diocese of Des Moines Catholic Schools Board has not promulgated policies, create needed policies under which the program administrators shall operate.
5. Responsibility for evaluating the adequacy of its policies and the effectiveness of their implementation.
6. To determine and approve local policies which relate to the educational aspects of planning, operating and maintenance of facilities and equipment as well as serving on local committee in the planning building of new educational facilities.
7. Responsible for approval of the annual budget and to serve adherence to the budget.
8. Responsible for such fiscal matters as are not determined by the Diocese of Des Moines Catholic Schools Board of Education.

9. It shall be the responsibility of the Parish Board of Education to evaluate and review periodically the Board policies, goals and objectives, internal functioning of the Board of Education and all programs that the Board governs.

**Article III.**      Membership

Section 1a.      Members of the Parish Board of Education shall be the Pastor, Principal and DRE (are all ex-officio, nonvoting members), and eight elected voting representatives.

Section 1b.      The Program Directors (Principal and DRE) shall be responsible to the Parish Board of Education for administering its policies and to the respective Diocesan personnel for each educational program that is governed by the Board. One of the program directors (the Principal) shall be considered the executive officer to the Board.

Section 2.      Each elected representative shall serve a term of three years, with the ability to renew once. There shall be a two term limit.

Section 3a.      All members of the Board of Education are required to attend meetings that occur once a month. If a member(s) cannot attend, the member(s) is required to call the Board of Education President prior to the meeting. If a member(s) is absent from more than three regular scheduled Board meetings in a twelve month period, that is not excused, this person's membership shall cease.

Section 3b.      A member of the Board may be removed by cause only by the affirmative vote of two-thirds of the voting members of the Board. A membership may be revoked for reasons such as failure to attend meetings, failure to keep confidentiality, failure to follow the proper channels and the like. Any action to remove a Board member shall be conducted by secret ballot.

Section 4.      Members of St. Anthony's Parish or parents with a child in one or more educational programs may be nominated. Board nominations shall take place before the May meeting of the Board and elections shall be held before the June meeting. Terms shall expire at the Adjournment of the June meeting each year.

**Article IV:**      Officers

Section 1.      The officers of the Board shall consist of President, Vice-President and Secretary, and shall be elected annually by the Board membership at the first regular meeting of August.

Section 2.      Members who have served at least one year on the Board are eligible for any office.

Section 3.      The duties of the officers shall be as follows:

1. The President shall preside at all regular and special meetings of the Board.
2. The Vice-President shall perform all the duties of the President when the President is absent or unable to act.
3. The Secretary shall maintain a written record of all acts of the Board: conduct, receive and dispose of all correspondence as directed; and preserve all reports and documents committed to his/her care.

**Article V:** Meetings

Section 1. The Board shall hold open meetings regularly each month in a publicly designated room. Special meetings may be called by the President or Pastor as needed or by a majority of the members.

Section 2. Quorum. For the purpose of transacting official business, it shall be necessary that five (5) of the members be present and voting.

Section 3. A simple majority of those present and voting shall carry the motion unless otherwise specified in the constitution.

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

Section 5. Audience comments will be limited to the "Audience Concerns" agenda item. Advance notice of audience concerns should be emailed to the Board of Education when possible.

Section 6. Executive sessions: The Board of Education may call for an executive (closed) session when the discussion involves personnel, there could be an adverse effect on financial decisions, or at the discretion of the President or Pastor. Only the Board members, the director of the parish educational program involving the call for an executive session and such others as may be selected by the Board President may participate. Decisions made in executive session must be presented and voted on at open session before becoming effective.

**Article VI:** Conduct of Meetings

Section 1. The rule of parliamentary procedure as contained in Robert's Rules of Order shall govern meetings of the Board.

Section 2. The ordinary order of meetings shall be:

1. Prayer
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes

5. Audience Concerns
6. Reports:
  - a. Home & School
  - b. DRE
  - c. Principal Report
  - d. Budget / Financials
  - e. Recruitment & Marketing
  - f. Health & Wellness (as needed)
7. Old Business
8. New Business
9. Adjournment
10. Prayer
11. Executive Session (if required)

**Article VII:** Amendments

Section 1. This Constitution may be amended by a vote of two-thirds of the total voting membership subject only to regulations of the Diocese of Des Moines Catholic Schools Board.

Section 2. Amendments must be presented to the Board at least two (2) weeks prior to voting on such.

Signatures on file in St. Anthony School office