

**Constitution and Bylaws for
Bishop Brossart High School
Board of Education**

Article I - Title

The name of this organization shall be Bishop Brossart High School Board of Education (hereinafter called “the board”).

Article II - Governance

Bishop Brossart High School and its consultative board exist as part of the pastoral ministry of the participating parishes within the Diocese of Covington. As such, the school is subject to the authority of the Bishop of Covington in his own person and acting through the Diocesan Superintendent of Schools, as well as following applicable civil regulation.

All actions of the board are subject to the approval and ratification of the principal and pastoral administrator, and must be in compliance with Diocesan Board of Education policy. When approved, all decisions of the board shall be binding on the principal who is responsible for the day-to-day administration of the school.

Article III - Purposes and Functions

Section A. Purpose

The school shall have a Board of Education, which is consultative to the principal and pastoral administrator. It shall be organized as the policy-recommending body and shall represent the district parishes in the planning, operation and maintenance of the school, subject to regulations proceeding from the Diocesan Board of Education as approved by the Bishop of Covington.

Section B. Specific Duties and Functions

The board is responsible to advise the principal and pastoral administrator concerning:

1. All aspects of the formal educational program of the school.
2. The development and approval of an annual budget; securing adherence to the budget and establishing tuition charges.

3. A better understanding and wider support of Catholic education within the local community.
4. Implementing policies of the Diocesan Board of Education and, in matters wherein the Diocesan Board has not promulgated policies, recommending such policies under which the administration shall operate.
5. Serving as a local committee for short-term and long-range planning.
6. Assisting in the selection and retention of the school principal.
7. An annual assessment of the school principal.
8. Providing continuing and effective leadership for the school.
9. Evaluating the effectiveness of board policy in achieving its goals and objectives.
10. Establishing committees on a standing or *ad hoc* basis according to need.

Section C. Capital Expenditures

Capital improvement expenditures over and above the annual budget, which are out of the routine and which are an extraordinary expenditure (5% of the gross income), must be approved by the Bishop of Covington.

Article IV - Membership

Section A. Members

The Bishop Brossart High School Board of Education shall be composed of the following voting members:

1. Two registered lay members from each of the district parishes.
2. Other locally decided lay members as needed.

Section B. Administrative Officers

The principal and the pastoral administrator of the school shall serve as administrative officers of the board and shall be responsible for approving and carrying out its recommended policies. The principal is also responsible administratively to the Diocesan Superintendent of Schools. Other locally determined *ex-officio* (non-voting) members may be appointed as needed.

Section C. Individual Members Authority

Board members have authority only when acting as a board officially in session. The board shall not be bound by any statement or action on the part of any individual member of the board except when such statement or action is in pursuance of specific action or instruction by the board.

Section D. Term of Membership

1. The term of membership for board members shall be three (3) years, commencing with the first regular meeting of the board year.
2. A member may not serve more that two (2) consecutive, full terms. Past members may be re-appointed after an interval of one (1) year.
3. All new members to the board must attend (within the first two years of service) a diocesan-sponsored boards of education orientation.

Section E. Board Vacancies

Vacancies on the board shall be filled in a timely manner; the new member shall complete the un-expired term.

Section D. Absence From Meetings

When a board member is absent from three (3) meetings within a board year, and is unexcused, the chairperson of the board is empowered to request the member's resignation.

Article V - Officers

Section A. Positions of Leadership

The officers of the board shall consist of chairperson, vice-chairperson and secretary, all of whom shall be elected annually by the board membership at the first regular meeting of the board year.

Section B. Officer Eligibility

All voting members of the board are eligible for any office.

Section C. Officer Responsibilities

The duties of the officers shall be as follows:

1. The chairperson shall preside at all regular and special meetings of the board.
2. The vice-chairperson shall perform all the duties of the chairperson when he or she 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; preserve all reports and documents committed to his or her care.
4. Consecutive terms of office are allowed as long as the officer remains on the board as a member.

Article VI - Committees

Section A. Committees Established

In order to facilitate the operation of the board, standing (permanent) and *ad hoc* (temporary) committees shall be established as necessary.

Section B. Standing Committees

1. An Executive Committee consisting of the principal, pastoral administrator and the officers shall be established. The Executive Committee meets prior to the regular board meeting to establish the agenda, narrow the issues confronting the entire board, and coordinate the efforts for an effective and orderly regular board meeting. In addition, the Executive Committee has the authority to act for the full board in emergency circumstances. All actions of the Executive Committee shall be approved by the principal and pastoral administrator and shall be reported to the full board at the board's regular meeting.
2. A Planning Committee shall be established to review and update the school's mission statement, to establish goals and to do future planning.
3. A Policy Development Committee shall be established to assist in the formulation and writing of policies that give general direction for administrative action. Recommended policy is presented to the entire board and to the pastor administrator for final ratification and to the principal for implementation.
4. A Finance Committee shall be established consisting of at least the principal, the school business manager and two (2) designated members of the board. At large members of the community may be appointed as needed. The Finance Committee works with the principal and pastoral administrator in the preparation of the annual budget and to advise the administrators in areas related to the fiscal operation of the school, including recommendations regarding tuition schedules.
5. A Public Relations/Development Committee, consisting of a minimum of two (2) board members, meets to support and advise the development director in his/her efforts to build a long-range program of financial support and public relations. This committee communicates with various publics about the education programs of the school. At large members of the community may be appointed as needed.
6. An Assessment (Evaluation) Committee, consisting of a minimum of three (3) board members, shall meet on a regular basis to assist the principal in fulfilling his or her contractual responsibilities and shall prepare an annual job performance assessment report and recommendation for the pastoral administrator regarding the offering of subsequent contracts.
7. Other standing committees deemed necessary by the board may also be established.

Section C. Appointment to Standing Committees

1. The chairperson, in consultation with the principal and the pastoral administrator, according to the interest and expertise of board members, shall appoint standing committees, with the exception of the elected Executive Committee.

2. Each member shall be appointed to serve on at least one standing committee of the board. Each committee shall select its own committee chairperson. Membership on a standing committee is not restricted to board members, except that at least two (2) members of each standing committee must be members of the board. All standing committee terms shall expire at the end of the each board year.

Section D. *Ad Hoc* Committees

Ad Hoc Committees shall be appointed by the chairperson, in consultation with the principal and pastoral administrator, to address specific issues and are dissolved with the submission of the final report. The chairperson shall appoint *ad hoc* committee chairpersons. Membership on *ad hoc* committees is not restricted to board members except that at least one (1) member of each committee must be a member of the board.

Article VII - Meetings

Section A. Regular Meetings

Regular meetings shall be held on dates and at times determined by the board. All members shall be informed regarding the date, location and time of meetings in advance of the meeting date. Regular meeting dates, locations and agendas shall be published to the school community in advance of the meetings. The board may hold executive (closed) sessions at its discretion whenever issues involve personnel or other confidential matters.

Section B. Executive Sessions

The board is authorized to conduct executive sessions at the discretion of the chairperson and administrative team. At such time, only members and ex-officio members and such other persons as authorized by the board may attend. Confidentiality will be maintained regarding issues discussed in executive session. Actions recommended in Executive Session must be presented and approved at open session and ratified by the pastoral administrator before becoming effective.

Section C. Special Meetings

Special meetings may be called by the chairperson in collaboration with the administrative team. All board members shall be informed in advance of the purpose, location, date and time of the special meeting. At special meetings no action may be taken on any item except that for which the special meeting has been called.

Section D. Quorum

1. A majority of the voting members of the board who have agreed to serve or whom a district parish has appointed must be present at any regular or special meeting of the board to constitute a quorum for the transaction of business.
2. A majority of the members of any committee shall constitute a quorum for the transaction of committee business.

Section E. Suspension of Bylaws

Bylaws of the board may be temporarily suspended by the unanimous vote of all voting members present, but not less than by two-thirds vote of the members of the board.

Section F. Advance Delivery of Meeting Materials

Each member of the board shall receive a copy of the agenda and supporting documents prior to the regular meeting.

Section G. Open Meetings

Unless otherwise specified, all board meetings shall be open meetings.

Section H. Meeting Agendas

1. The principal, acting as an administrative officer of the board, in collaboration with the executive committee, shall be responsible for preparing and distributing the agenda for board meetings.
2. Individual board members desiring an item to be included on the agenda shall notify the principal or chairperson of the board in advance of the agenda-setting meeting of the executive committee.

Section I. Presentations To The Board By Non-Members

1. Any person or group wishing to make a presentation to the board shall make a request in writing prior to the agenda-setting meeting of the executive committee. The executive committee will determine if the presentation is appropriate for inclusion on the agenda and will set a time limit for the presentation.
2. If the request is received after the date of the agenda-setting meeting of the executive committee and if the principal or board chairperson determines it is of sufficient urgency, a poll of the members of the executive committee shall be made to determine whether the presentation shall be placed on the agenda of the next meeting.
3. The board will take no action on such presentation at the meeting at which it is made. The matter will be placed on the agenda for discussion and appropriate action at a subsequent meeting. If the board determines the matter to be of sufficient urgency to require immediate consideration or to involve the discussion of personalities, it may go into executive session.

Section J. Order Of Business

1. The board's business shall be transacted by following an agenda format recommended by the executive committee and approved by the board.
2. Proposed new policies or revisions to existing policies must be submitted in writing and read at a regular meeting of the board, and must be held over for

action until the next regular meeting or special meeting called for consideration of that proposal.

3. A simple majority vote of the members present shall be necessary for approval. All formally recommended actions of the board must be submitted to the pastoral administrator for approval and to the principal for implementation.

Section K. Parliamentary Procedures

The board may adopt its own rules of procedure; but in the absence of such, Robert's Rules of Order shall apply.

Article VIII - Amendments

Section A.

This constitution and bylaws may be amended at any regular or special meeting by a vote of two-thirds of the total membership of the board, with subsequent approval of the principal and pastoral administrator.

Section B.

Proposed amendments must be presented in writing to all board members at least fourteen (14) days prior to a vote. Such amendments will be discussed at a regular or special meeting with the vote taken at a following meeting. All proposed amendments must be submitted to the Diocesan Superintendent of Schools for review.

*Approved by:
Most Reverend Roger J. Foy, D.D.
Bishop of Covington
June 11, 2007*

*Approved and Adopted by:
Bishop Brossart High School
Board of Education
September 17, 2007*