

# **CONSTITUTION FOR HOLY TRINITY PARISH BOARD OF EDUCATION OF DES MOINES, IOWA**

## **ARTICLE I**

### TITLE

The name of this body shall be the Holy Trinity Parish Board of Education of Des Moines, Iowa.

## **ARTICLE II**

### NATURE AND FUNCTION

Section 1. Function. This Board is a regulatory body providing advice regarding educational programs at Holy Trinity Parish subject to such regulations that proceed from the Diocesan Board of Education, Canon Law, and the Department of Public Instruction of the State of Iowa, and subject to the laws of the State of Iowa.

Section 2. Duties. The Parish Board of Education shall be responsible for providing advice regarding aspects of the formal education of the parish faith formation program (youth and adult) and school. In the development of its policies, it must ensure that these follow the intent and spirit of the policies laid down for the Diocesan system by the Diocesan Board of Education. It shall have as a duty implementing at the local level the policies of the Diocesan Board of Education. A partial list of other duties and functions follow:

1. Acting as an advisory and consultative body with appropriate public authority.
2. Seeking a better understanding and wider support of Catholic education within the local community.
3. Interpreting policies of the Diocesan Board of Education for the local administrative officers and, in matters wherein the Diocesan Board has not promulgated policies, creating such policies under which the Holy Trinity administration shall operate.
4. Having responsibility for determining whether local policies are being carried out according to the policies of the Diocesan board.
5. Having responsibility for evaluating the adequacy of Holy Trinity policies and the effectiveness of their implementation.
6. Determining local policies relating to the planning, operating and maintenance of facilities and equipment.
7. Being responsible for the approval of the annual budget and for assuring adherence to the parish and school budget.
8. Being responsible for presenting the annual parish school budget to the Parish Finance Council.

9. Evaluating and providing advice regarding personnel according to defined policy of both the Parish Board of Education and Diocesan Board of Education.
10. Having responsibility locally for approving the educational aspects of new facilities.
11. Establishing committees on a standing or ad hoc basis as needed.

### **ARTICLE III**

#### **MEMBERSHIP**

Section 1. Membership. Members of the Parish Board of Education shall be the pastor (ex-officio) and at least nine (9) democratically elected representatives. Each elected representative will have full voting rights. Each supporting parish sending students to Holy Trinity School may designate one (1) person as a member of the Holy Trinity Board of Education for each 25 students it sends, with no parish having more than two (2) representatives, each of who will have full voting rights on school matters. Holy Trinity parish will always have at least two (2) board representatives for each board member from another parish. A supporting parish is one that agrees to send their children to Holy Trinity School.

Section 2. Executive Officer. This Parish Board shall have one or more executive officers responsible to the Board for carrying out its policies. The executive officer responsible for carrying out its policies with respect to Holy Trinity School will be the Principal of the School, whom shall also be responsible administratively to the Diocesan Superintendent of Education. The executive officer responsible for carrying out the policies of the Board with respect to the catechetical and adult educational program of the parish will be the Director of the Parish Elementary/Secondary Religious Education Program, whom shall also be responsible administratively to the Diocesan Religious Education Director. None of the foregoing executive officers shall be considered members of the Board.

Section 3. Term. Each lay member shall serve a term of three years.

Section 4. Vacancy. If a board member from Holy Trinity parish should resign or become incapacitated so as to be unable to serve on the Board, this vacancy shall be filled by the person who received the next highest number of votes in the previous Board of Education election and will serve the unexpired term created by said vacancy. If the person or persons who have received votes in the previous Board of Education election are unable or decline to fill the vacancy, the Board of Education shall appoint a person to serve the unexpired term.

Section 5. Nominations. All nominees for the Board of Education shall be at least eighteen (18) years of age as well as either a member of the parish or a parent/guardian of a Holy Trinity school student.

Section 6. Elections. Election of new members will be held annually in May. At least three Board members will conduct the election, tabulate the ballots, and certify those elected. None of these Board members shall be a candidate in this election. Installation of new members followed by election of officers for next year's Board of Education shall take place at the end of the regular June meeting.

## **ARTICLE IV**

### OFFICERS

Section 1. Officers. The officers of the Board shall consist of President, Vice-President, and Secretary all of whom shall be elected by the Board membership at the end of the regular June meeting.

Section 2. Members. Officers shall be members of the Board and the President shall be a member of Holy Trinity Parish. The Pastor shall be ineligible to hold any office on the Board.

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

1. The President shall preside at all regular and special meetings of the Board, and shall prepare an agenda for each meeting.
2. The Vice-President shall perform all duties of the President when the President is absent or unable to act.
3. The Secretary shall receive and dispose of all correspondence as directed; preserve all reports and documents committed to his/her care, and do all other acts normally carried out by a secretary.

## **ARTICLE V**

### MEETINGS

Section 1. Meetings. The Board shall meet regularly on the second Thursday of the month at a publicly designated room unless otherwise indicated. Special meetings may be called by the President as needed or by the majority of the members of the Board. Members shall be given notice of the date, time, place, and purpose of the special meeting as soon as possible in the manner best calculated to give the member actual notice of the special meeting.

Section 2. Official Business. For the purpose of transacting official business, such as voting on policies and procedures, it shall be necessary that a majority of the total members be present and voting at all meetings.

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

Section 4. Open Meetings. All meetings of the Board unless designated as being closed are to be open meetings at which a member of the parish, a parent/guardian of a Holy Trinity school student, or a Holy Trinity school student may speak at designated times on any agenda item. The right of non-members to add items to the Board of Education agenda shall be limited to those whose request has been approved for the agenda in advance of the meeting. However, the Board, by majority vote of those members present, shall have the right to allow non-members to address the Board even though a prior request was not made or allowed and said party's request has not

been approved for the Agenda, or even though the subject to be presented does not appear on the Agenda.

Section 5. Records. A written record of all acts of the Board, maintained by the Secretary, shall be preserved in the archives for a minimum of seven (7) years.

Section 6. Attendance Requirement. Any elected Board of Education Member shall be removed if he or she has missed two consecutive monthly meetings without good cause reported to the President or more than four (4) monthly meetings in any 12-month period without good cause. A vacancy thus created shall be filled in accordance with Article III, Section 4 of the Constitution. The Secretary shall notify the President and the absent member at the time he or she has missed the second consecutive monthly meeting or the four (4) monthly meetings in 12-months without good cause.

## **ARTICLE VI**

### CONDUCT OF MEETINGS

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

Section 2. Order of Meetings. The Board of Education shall determine the ordinary order of meetings. It is suggested the following be included:

- a. Prayer
- b. Roll Call
- c. Approval of Minutes
- d. Open Forum
- e. Approval of Agenda
- f. Administrative Reports
- g. Liaison Reports
- h. Committee Reports
- i. Old Business
- j. New Business
- k. Adjournment
- I. Prayer

## **ARTICLE VII**

### COMMITTEES

Section 1. Standing Committees. The standing Committees of the Board of Education shall be Policy and Personnel and other committees that are established by the Board of Education.

Section 2. Committee Eligibility. All members of registered families of the parish or school are eligible for membership on the Committees.

Section 3. Committee Membership. Each standing committee shall have one or more members of the Board of Education as active participants with the chairperson of each committee being a Board of Education Member.

Section 4. Executive Committee. The President, Vice-President, Secretary, and Pastor shall form the Executive Committee of Board of Education, which is empowered to act on Board of Education business between Board of Education meetings, subject to ratification by the Board of Education.

## **ARTICLE VIII**

### AMENDMENTS

Section 1. Amendment of the Constitution. This Constitution may be amended, substituted, or repealed only by a two-thirds vote of the total membership of the Board, subject only to the regulations of the Diocesan Board of Education and Canon Law, at a special meeting called for that purpose, with written notice by the Secretary to each Board member by mailing such notice to each member to reach him/her at least fifteen (15) days before the date of said special meeting. Also, notice shall be given to the members of the parish by announcement at all weekend masses at least seven (7) days prior to the date of the special meeting, giving the date, time and place of the meeting and nature of the proposed amendment; substitution and/or repeal.

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

Section 3. Bylaws. Bylaws shall be amended by a vote of one more than a simple majority of the members present at any regular meeting, provided there is a simple majority and provided that the amendment has been presented at the previous meeting of the Board.

## **ARTICLE IX**

### STANDING RULES

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

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

The foregoing Constitution of the Board of Education of Holy Trinity Parish adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_, President

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_

\_\_\_\_\_, Pastor