

**HOLY FAMILY SCHOOL
BOARD CONSTITUTION
HOLY FAMILY BOARD OF EDUCATION
ALBANY, MN**

ARTICLE 1
TITLE

The name of this body shall be the Holy Family Board of Education.

ARTICLE 11
NATURE AND FUNCTION

Section I. This Board of Education is an advisory body overseeing educational programs at Holy Family School, Albany, Minnesota. It is subject to regulations that might proceed from the Bishop of the Diocese and/or the Diocesan Education Advisory Council and the parish Pastor.

Section II. Duties and Functions: The Board of Education shall be responsible for all aspects of the formal education programs of the Holy Family School. Among the duties are the following:

1. Adapting at a local level any Diocesan policies.
2. Coordinating and reviewing the *school's* educational programs.
3. Developing and reviewing the necessary policies under which the administration will operate.
4. Evaluating the adequacy of its policies and the effectiveness of its implementation.
5. Creating better understanding and support of Catholic education in the Albany and surrounding area.
6. Reviewing the annual education budget, setting tuition and securing adherence to the budget.
7. Assist in the selection and evaluation of administrators.
8. Defining goals reflecting the Mission Statement.
9. Establishing standing or adhoc committee based on need.

ARTICLE III
MEMBERSHIP

Section I. Members of the Board of Education shall be the Pastor, the principal of the parish school, seven voting lay members selected from Seven Dolors Parish and Harvest of Hope Catholic Community with up to three members being selected Out of Parish. (See policy regarding out-of-parish rep.)

Section II. One third (1/3) of the lay members of the board shall be selected annually and shall serve for a term of three (3) years. No Board member shall serve for more than two consecutive terms.

Section III. An announcement shall be placed in the school newsletter and in the church (Harvest of

Hope Catholic Community) bulletin announcing available position on the board of education. The board along with the pastor will determine the method of selection. (Including, but not limited to election, or appointment by the pastor.)

Section IV. Nominations of new members shall take place before the May meeting. Newly selected members will officially take their position at the August meeting.

Section V. When a member either moves from the parish, resigns from the Board, or the position is otherwise vacated, that vacated position shall be filled for the remainder of the unexpired term by the person with the greatest number of votes who did not obtain elected position at the last election or by appointment of the pastor.

Section VI. Employees of Holy Family School or spouses of employees shall not be eligible to serve on the Holy Family Board of Education. Board members will disqualify themselves from discussion and vote on an issue where there is a conflict of interest with their family or business interests or if the outcome will grant themselves or family members any pecuniary or material benefits.

ARTICLE IV STANDING COMMITTEES

The standing committees are:

Section I. Finance/Endowment: The function of this committee is to work with the principal and Pastor to develop the annual budget including parish subsidy, to monitor the budget, present regular financial reports to the full board, and to promote, with the Pastor and principal, the Endowment Fund.

Section II. Institutional Advancement: This committee's function is to promote Catholic education by keeping the school and parish in the public eye; newspaper, radio, mailings, birth list, alumni, etc.

Section III. Home and School Association: This committee consists of parents of Holy Family School. This committee is the fundraising arm of the school and works to raise funds in order to keep tuition affordable and to pay for needs above and beyond the basic education programs.

Section IV. Personnel/HR: This committee consists of board members of Holy Family School who assist the principal in areas of personnel or human resources when the principal is needing professional guidance with employee questions, etc. in these areas.

Section V. Building Maintenance/Grounds: The committee consists of principal, Pastor, school & parish custodian, board members, and parishioners who meet to review and discuss the building & grounds needs of Holy Family School and Seven Dolores Parish in order to address and plan for any updates necessary.

Section VI. Technology: The committee's function is to review the school's current technology and future needs or updates. It is made up of the following members: principal, media specialist, other staff, a board member, and parents.

ARTICLE V OFFICERS

Section I. The officers of the Board shall consist of Chairperson, Vice Chairperson and Secretary, all of whom are elected annually from the Board membership at the first meeting of each school year.

Section II. The duties of the officers of the Board are as follows:

1. The Chairperson shall preside at all regular and special meetings of the Board.
2. The Vice-Chairperson shall perform all duties of the Chairperson when he/she is absent and unable to attend.
3. The secretary shall maintain a written record of all correspondence as directed, and preserve all reports and documents committed to his/her care.

ARTICLE VI MEETINGS

Section I. The Board and/or the Board Committees shall meet a minimum of five times per year at a publicly designated room. The meeting days will be determined at the first meeting of the year. Special meetings may be called by the Chairperson as needed, or by a majority of the members.

Section II. Quorum: For the purposes of transacting official business, it shall be necessary that a majority of the total members be present and voting.

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

Section IV. All meetings of the Board are open to the public unless designated as being Executive. Decisions made in Executive session must be presented and voted upon in open sessions before becoming effective. The right of non-members, visitors, etc. to address the Board shall be limited to those whose petitions have been approved for the agenda in advance of the meeting.

Section V. A written record of all acts of the Board, maintained by the Secretary, shall be preserved in the school files.

ARTICLE VII CONDUCT OF MEETINGS

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

ARTICLE VIII AMENDMENTS (By Laws)

Section I. This constitution may be amended by a vote of two-thirds of the total membership.

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

Section III. By-laws may be amended by a vote of one more than a simple majority of members present at any regular meeting, providing there is a quorum and providing the amendment has been presented at a previous meeting of the Board.

Policy adopted: February 1977

Revised: December 1991, August 1997, September 2008, November 2011, May 2019, September 2019, October 2019