

**CONSTITUTION AND BY-LAWS
OF
THE BOARD OF EDUCATION
OUR LADY OF VICTORY PARISH
DAVENPORT, IA**

Revised: March 11, 2013

ARTICLE I - NAME

- 1.01 The name of this organization shall be Our Lady of Victory Board of Education.

ARTICLE II - PURPOSE

- 2.01 The Board is a governing body operating educational and faith formation programs at Our Lady of Victory Parish (Parish). The Board will operate within the rules and regulations of Cannon Law, the Davenport Diocesan Board of Education, and public law.
- 2.02 The Board shall develop and adopt policies that will promote and support Catholic education and faith formation programs.
- 2.03 Specific duties and functions of the Board include the following:
- a. Build understanding and support for Catholic education in all its forms and at all age levels according to the diocesan Life Long Faith Formation Curriculum Guide.
 - b. Develop and approve the educational budgets in collaboration with the Parish Finance Council and the administrators, in accord with the Diocesan guidelines and Board procedures.
 - c. Hire and evaluate, in collaboration with the Pastor, the John F. Kennedy (JFK) Catholic School Principal, the Director/Coordinator of Religious Education (D/CRE), and the Youth Ministry Director/Coordinator (YMD/C), according to Diocesan guidelines.
 - d. Review and approve all fund raising policies involving Catholic education and faith formation programs.
 - e. Work with the Parish Buildings and Grounds Committee to periodically assess the maintenance and expansion needs of buildings and to develop a plan that addresses these needs.
 - f. Determine and implement, in collaboration with the Parish Council and Finance Council, long range plans for parish educational needs.
 - g. Periodically review the Board's performance and evaluate the effectiveness of Board policies.
- 2.04 Board policies will be consistent with the principles of stewardship.

ARTICLE III - MEMBERSHIP OF THE BOARD OF EDUCATION

3.01 Membership

3.01.1 The Board shall consist of the Pastor, nine elected members and three ex-officio members to include the School Principal, D/CRE, and YMD/C.

3.02 Nomination of Elected Members

3.02.1 To be eligible for Board membership, the person is to be a registered active parish member, age 18 and over, and not disqualified as provided under Sections 3.02.2 and 3.02.3

3.02.2 Paid employees of the Parish, JFK School, Parish Faith Formation programs, and their immediate family members (spouses, parents, siblings, and children) are not eligible for the Board as elected members.

3.02.3 Immediately related family members (spouses, parents, siblings, and children) shall not be eligible to serve on the Board at the same time.

3.02.4 Nominees shall acknowledge that adult education, religious education, schools, and youth ministry programs are a significant expression of the teaching mission of the Catholic Church.

3.02.5 The Board President shall designate the Nominating Committee by the January Board meeting.

3.02.6 The Nominating Committee shall make every effort to name more than three candidates who are representative of the Parish's constituents and are willing to support and be actively involved in one or more of the committees of the Board.

3.02.7 Any eligible parishioner may be nominated by submitting a petition to the nominating committee. The nomination must be submitted at least two weeks before the election.

3.02.8 Nominations shall begin in January and close two weeks prior to the election.

3.02.9 Names of the candidates will be made available one weekend before the election.

3.03 Elections

3.03.1 An Election Committee will be appointed by the Board President.

3.03.2 Elections shall take place concurrently with Parish Pastoral Council elections if possible, and shall occur on a weekend in May as determined by the Parish Pastoral Council. If not so scheduled by the Parish Pastoral Council, then the election date will be set by the Board.

3.03.3 Voters must be at least 18 years of age and be registered, active Parish members.

- 3.03.4 Candidates shall appear on the ballot in the order determined by lot.
- 3.03.5 Ballots shall be counted by the Election Committee and volunteers from the parish. The three candidates receiving the simple majority of votes shall be the newly elected Board members. Selection between candidates with an equal number of votes shall be decided by lot.
- 3.03.6 In the event that there are three or fewer candidates, the election may be by assent of the parishioners present at the designated weekend Masses.
- 3.03.7 Counted ballots shall be retained by the Pastor as Executor Officer of the Parish until the first Board meeting after the election, after which the ballots will be destroyed. The Executor Officer shall preserve a roster of candidates and the number of votes cast for each until the next election.
- 3.03.8 The Board President shall notify all candidates of the results of the election within three days of the election.

3.04 Absentee Ballots

- 3.04.1 Ballots must be received and returned to the Parish business office during business hours on or before the day of, or postmarked prior to, the election.

3.05 Term

- 3.05.1 One term of office shall consist of three consecutive years, commencing at the beginning of the June new business agenda of the June Board meeting.
- 3.05.2 A Board member, having served two full terms, may again be a candidate for Board membership after a lapse of at least one year.
- 3.05.3 Terms of members shall overlap so that not more than three members' terms expire at the same time.
- 3.05.4 A member of the Board who is absent from two consecutive regular scheduled Board meetings, unless excused by the president, may be removed for cause by a two-thirds vote of the quorum at the next Board meeting. A member whose removal has been proposed shall be allowed to be heard during the removal proceedings.
- 3.05.5 A member of the Board may be removed for causes other than unexcused absences only by the affirmative vote of two-thirds of the voting members of the Board.
- 3.05.6 Vacancies, which may occur for unexpired terms, shall be filled in decreasing order of the next highest vote getters in the preceding election. In the event that a vacancy cannot be filled by a candidate from the last election, the Board will nominate and select by majority vote a candidate to fill the remaining term of the vacant position.

ARTICLE IV - OFFICERS

- 4.01 Officer titles are President, Vice-President, and Secretary.
- 4.02 Members of the Board excluding ex-officio members are eligible.
- 4.03 The term of office shall be one year, June through June.
- 4.04 The Parish Pastor is the Executive Officer and not eligible for an elected office
- 4.05 The President shall perform the following duties.
- Preside at all meetings.
 - Develop the monthly agendas
 - Appoint committees.
 - Assign additional duties to the members.
 - Call executive or closed sessions as necessary.
- 4.06 The Vice-President shall perform all duties of the President in his or her absence.
- 4.07 The Secretary shall perform the following duties.
- Maintain a written record of all board proceeding.
 - Maintain a summary report of each meeting for distribution to the parish.
 - Handle all Board correspondence.
- 4.08 As the first item of new business during the June Board meeting after the election, the members shall vote for President, Vice President, and Secretary to serve during the ensuing year.

ARTICLE V - MEETINGS

- 5.01 Regular meetings of the Board shall take place the first Tuesday of each month at 7:00 P.M. unless voted otherwise. Special meetings may be called by the President, Pastor or on written request of at least four elected Board members with at least a 24 - hour notice to all members.
- 5.02 A simple majority of voting Board members constitutes a quorum.
- 5.03 An agenda of each regular Board meeting shall be distributed to Board members 48 hours prior to the meeting. Any matter which has not been placed on the formal agenda shall not be discussed at the Board meeting without the consent of the majority of the voting Board members present.
- 5.04 Regular and special Board meetings are open to all Parishioners.

5.05 Suggested order of business at a regular meeting is as follows.

- Call to order and opening prayer.
- Roll Call
- Establishment of a quorum
- Acceptance of Agenda
- Approval of prior meeting's minutes
- Open Forum
- Old Business
- Committee Reports
- New business
- Pastor's comments
- Closing prayer and Adjournment

5.06 Minutes of the meeting shall be recorded by the Secretary and, after approval, preserved in the parish office. Unapproved minutes will be published to the parish within ten days after the meeting.

5.07 Voting

5.07.1 Only elected Board members and the Parish Pastor are voting members.

5.07.2 An issue may be defeated if there is not a majority vote. A tie vote results in defeat for any issue.

5.07.3 The Parish Pastor has the veto power over all matters.

5.07.4 The Board by a 2/3 majority vote of elected members has recourse to the diocesan bishop on matters vetoed by the Parish Pastor.

5.07.5 A quorum as defined in 5.02 is necessary for an official vote to take place.

5.07.6 As a Christian community, the Board will endeavor to arrive at consensus in its deliberations. Formal decision-making will utilize parliamentary procedure as outlined in Robert's Rule of Order or another procedure of the Board's choice.

5.08 Closed Sessions

5.08.1 Closed session shall be called as necessary by the President, Pastor or on written request of at least four elected Board members. Twenty-four hour advance notice shall be given to all members.

5.08.2 Only elected board members, the Pastor, and those invited by the President or acting presiding officer shall attend closed sessions. At the June board meeting, the order of the agenda determines whether departing or newly elected board members shall be present for closed session.

5.08.3 Items of business of a closed session shall be limited to those given at the time of the notice unless all Board members are present and by a majority vote agree to additional specified items.

5.08.4 Suggested order of business, closed session, is as follows:

- Call to order and opening prayer
- Roll Call
- Establishment of a quorum
- Business
- Closing Prayer and adjournment

5.08.5 Minutes of closed sessions shall be recorded by the Secretary and preserved in a sealed envelope in the parish office. Minutes of closed sessions are not made public.

Article VI – RELATIONSHIPS

6.01 Diocesan Policy

6.01.1 The Board shall insure the Constitution and By-Laws of Our Lady of Victory Board of Education are consistent with Diocesan Policy and Canon Law. They shall accurately reflect the way the Board operates.

6.01.2 The Board receives its authority to exist from the Bishop and the Diocesan Board of Education. It is accountable for the affirmation of Diocesan policy.

6.02 Parish Pastoral Council

6.02.1 The Board shall be responsible to communicate the activities of the Board to the Parish Pastoral Council and inform the Council of any major policy changes affecting the Parish as a whole.

6.03 Finance Council

6.03.1 The Board shall report the established educational budgets to the Finance Council for the purpose of obtaining financial support.

6.04 The Faculty

6.04.1 The Board shall require the Principal to maintain a method to designate at least one member of the JFK School faculty to act as a faculty representative on the Board of Education.

6.04.2 The Board shall not have the responsibility to hire, discipline, or terminate a faculty member. This is the responsibility of the Principal.

6.04.3 The faculty may communicate directly with the Board, serve on its committees, attend Board meetings, and participate in discussion as a faculty representative.

6.05 The Principal

- 6.05.1 The Principal shall report directly to the Board of Education and to the Pastor. In this reporting process the Principal shall communicate school activities and submit an annual school budget. Any significant discrepancies between the budgeted and actual expenses and revenue that are questioned by the parish's Finance Council shall be referred back to the board for discussion and resolution.
- 6.05.2 The Principal shall be an ex-officio member of the Board of Education and prepare a monthly report regarding the school activities.
- 6.05.3 It shall be the responsibility of the Board of Education, in conjunction with the Pastor, to hire and annually evaluate the Principal.

6.06 Director/Coordinator of Religious Education

- 6.06.1 The Director/Coordinator of Religious Education shall report directly to the Board of Education. In this reporting process the D/CRE shall communicate the program activities and submit an annual budget. Any significant discrepancies between the budgeted and actual expenses and revenue that are questioned by the parish's Finance Council shall be referred back to the board for discussion and resolution.
- 6.06.2 The Director/Coordinator of Religious Education shall be an ex-officio member of the Board of Education and prepare a monthly report.
- 6.06.3 It shall be the responsibility of the Board of Education, in conjunction with the Pastor, to hire and annually evaluate the Director/Coordinator of Religious Education.

6.07 Youth Ministry Director/Coordinator

- 6.07.1 The Youth Ministry Director/Coordinator shall report directly to the Board of Education and to the Pastor. In this reporting process the YMD/C shall communicate the program activities; and submit an annual budget. Any significant discrepancies between the budgeted and actual expenses that are questioned by the parish's Finance Council shall be referred back to the board for discussion and resolution.
- 6.07.2 The Youth Ministry Director/Coordinator shall be an ex-officio member of the Board of Education and prepare a monthly report.
- 6.07.3 It shall be the responsibility of the Board of Education, in conjunction with the Pastor, to hire and annually evaluate the Youth Ministry Director/Coordinator.

6.08 Parish

- 6.08.1 The Board shall act in the best interest of the Parish and foster an attitude of Parish family through the development of an intellectual and spiritual environment.

6.09 Organizations

- 6.09.1 The Board will actively promote good communication and positive relationship with and among all stakeholders, parish organizations, and groups associated with the Parish.
- 6.09.2 The Board shall consider all recommendations made by Parish organizations and act in a timely manner.

ARTICLE VII – COMMITTEES

7.01 Standing Committees and/or Representatives.

- 7.01.1 The Board shall have standing committees which include:
- *Finance Committee:* Will work to develop, review and recommend the proposed budget for full Board approval.
 - *Nominating Committee:* Will identify and recruit candidates for future Board membership and oversee the nomination process.
 - *Policy Committee:* Will review at least 1/3 of the current policies and make recommendations regarding changes, additions, deletions, and formulate new policies for Board approval.
 - *Marketing/Public Relations Committee:* Will develop plans to promote a positive image and awareness of the parish school and faith formation programs in the parish and in the Davenport community and to address enrollment and public relations.
 - *Grant Writing Committee:* Will develop plans and identify third source funding for educational needs.
 - *Strategic Planning Committee:* Will periodically review the mission, set goals, identifying strategies and developing short-term and long-term plans to continuously improve the Catholic educational opportunities for all parishioners.
 - *School Improvement Advisory Committee:* The School Improvement Advisory Committee (SIAC) is required by the state of Iowa to be board approved with membership including students, parents, teachers, administrators, and community representatives. Its state required purpose is to make recommendations to the board regarding annual improvement goals and progress in reading, math, science, and locally determined areas. Given its broad constituency, the SIAC may also be used by the administration or board to provide feedback concerning other school-related issues. The SIAC at JFK also serves as the state required Wellness Committee.
 - *Generations of Faith Formation Committee:* Will review and set goals for existing Faith Formation programs, collaborate with JFK Catholic School, and assist in budgeting process and calendar coordination and planning for facilities.
- 7.01.2 Each committee or representative is responsible to present a brief report of the committee activities at each Board meeting.

7.01.3 The Board shall have representatives reporting to it from the following organizations or have the organizations forward their minutes to the Board: Home & School, Band Boosters, Athletic Club, and Assumption High School. The purpose of these representatives is to act as a liaison between these individual groups and the Board. The budgets and statements of actual revenue and expenditures of these organizations should be submitted to the Board for approval.

7.01.4 In addition to the above committees, one Board member shall act as Board of Education representative at each monthly meeting of the Parish Pastoral Council, Finance Council, Building & Grounds, and Scott County Catholic School Advisory Board.

7.02 AD Hoc Committees

7.02.1 The Board, as the need arises, shall have the responsibility to develop special ad hoc committees to address specific educational projects or concerns; to develop policies; and to assist with other Parish projects.

7.02.2 Each committee is responsible to have a stated purpose for board approval.

7.03 Committee Membership

7.03.1 Each Board member shall have the responsibility to serve on established committees and ad hoc committees. Committee membership shall be divided equitably among the Board members.

7.03.2 To maintain continuity from year to year, a Board member who is leaving the Board will continue work with his/her committee for six months after leaving the Board.

ARTICLE VIII – AMENDMENTS

8.01 Amendments or changes to this Constitution may be proposed at any regular meeting by any member of the Board.

8.02 Proposed amendments or changes may be discussed at the meeting in which they are proposed, but may not be voted upon until the next regular meeting of the Board. Proposed changes or amendments shall be furnished in writing to all Board members at least one week prior to the vote.

8.03 All changes or amendments to the Constitution shall require a two-thirds (2/3) vote of ALL voting board members .

8.04 The secretary of the Board shall keep a separate register of all changes in, and additions to, these policies. A current copy of this register shall be forwarded to the President to be kept in his or her file.

8.05 The Constitution and by-laws shall be reviewed at least in every year divisible by five. It may also be reviewed in between the scheduled reviews.