

# **St. Margaret's Board of Education Constitution**

## **Article I**

### Title

The name of the body shall be: St. Margaret's Parish Board of Education.

## **Article II**

### Nature and Function

#### Section 1.

This board is a regulatory body operating educational facilities at St. Margaret's School, Otsego, Michigan, subject to such regulation that proceed from the diocesan offices (Office of Schools, Office of Religious Education).

#### Section 2.

The Parish Board of Education shall be responsible for all of the aspects of the formal educational program of the Catholic School. In the development of its policies, it must insure that these follow the intent and spirit of the policies laid down for the diocesan system by the diocesan offices and commissions. It shall have as a most important duty, the implementing at the local level the policies of the Diocese of Kalamazoo. A partial list of other duties and functions follows:

1. The coordinating of parochial educational activities.
2. Acting as a liaison body with other local private schools.
3. The seeking of a better understanding and wider support of Catholic Education within the local community.
4. Interpreting diocesan policies for the local administrative officers and in matters wherein the diocese has not promulgated policies, creating such policies under which administration shall operate.
5. Having responsibility for evaluating the effectiveness of its policies and 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 securing adherence to the budget.
8. Being responsible for such fiscal matters as are determined by the diocese.
9. Serving as a local committee in the planning and building of new educational facilities.
10. Securing of personnel in keeping with criteria established by diocesan and parish board policy and recommendations.

### **Article III**

#### Authority

St. Margaret Parish Board of Education is bound by the Kalamazoo diocesan education policies.

The board of education is subordinate to the pastoral council in regard to overall budget allocation and in matters pertaining to parish goals.

This board is autonomous in matters pertaining to educational policy and detailed allocations of budgeted funds.

Decisions of the board of education are considered official upon ratification of the pastor. Ratifications shall be assumed, unless, as rarely might occur, the pastor specifically exercises a veto and notifies all board members prior to the next regular meeting of the board.

This rare veto might be appealed by a decision of the board to refer the matter to 1) the appropriate diocesan office, and if need be, 2) the Bishop of Kalamazoo. The board including the pastor would make the referral.

### **Article IV**

#### Membership

##### Section 1.

Members of the parish board of education shall be 7 elected or appointed representatives from the community they serve.

##### Section 2.

The pastor and associate priests of the parish shall serve as ex-officio members.

##### Section 3.

The principal of St. Margaret School shall serve as Executive Director.

##### Section 4.

Special representatives may be appointed by the board.

##### Section 5.

Each lay member shall serve a term of three year. The term of office of each member will be determined by rotation of one-third.

##### Section 6.

Nominations for new board members shall take place prior to the April meeting of each year. Elections of new members to the board shall be conducted on a Sunday of May each year. The term of office commences in June of the same year. If no one is nominated or elected, the president may appoint subject to the stipulations of Article IV, Section 7.

##### Section 7.

All vacancies on the board shall be filled through appointment by the president based on the recommendation of the board. (The person appointed normally is the next person on the list

running.) If this is not possible, a search committee shall appoint a new member with the approval of the board.

**Section 8.**

One of the seven elected/appointed members of the board of education shall be a registered member, in good standing, of Blessed Sacrament Parish in Allegan and also a member of the Catholic Education Association of Blessed Sacrament Parish.

**Section 9.**

All members of the board of education shall be a member in good standing of the Roman Catholic Church.

**Article VI**  
**Meetings**

**Section 1.**

The board of education shall meet regularly as specified in the by-laws.

**Section 2.**

All board meetings shall be open to the public. 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 3.**

In such cases as the president or principal deems it necessary to call an executive or closed meeting, attended exclusively by board members, the public will not be informed.

**Article VII**  
**Committees**

**Section 1.**

The board shall provide for such committees as it deems necessary and advisable and may discontinue same as needed. Each committee shall have such powers and shall perform such duties as may be designated by the board.

**Article VIII**  
**Code of Ethics**

**Section 1.**

This constitution may be amended by a vote of two-thirds of the voting members at a regular meeting, the amendment having been presented in writing at the previous regular meeting.