

BY-LAWS
ASSUMPTION PARISH BOARD OF EDUCATION

ARTICLE I- Election of Members

Section 1. An election of two (2) board members will be held each year on the last Sunday of April in conjunction with Parish Council elections. The election will be held to fill the vacancies created by the expiration of the two (2) board positions which have been held for the previous three (3) years. The installation of the newly elected board members will take place at the first meeting of the next fiscal year. They are encouraged to attend meetings previous to this.

Section 2. An election committee will be appointed by the Board at the March meeting. The election committee shall:

1. Encourage parishioners to file for positions on the Board of Education. (At least two candidates for each position shall be sought.)
2. Collect names of potential members
3. Call potential members that they have been nominated
4. Invite nominated people to an informative meeting.
5. After meeting, have nominated people indicate whether they would like to persue being on the Board of Education
6. Draw two names out from the interested individuals during a Sunday Mass

Section 3. The notice for filing for election will appear in the Church bulletin for the last four (4) Sundays in March. The filing period for election will begin on the first Sunday on which filing notice is given and will close on the second Sunday in April. An unlimited number of candidates may file for election.

Section 4. Terms will be staggered and one-third of the members of the Board will be elected in each year.

ARTICLE II- Meetings

Section 1. The following agenda shall be followed for meeting of the Board

- A.) Call to Order
 - 1) Opening Prayer
 - 2) Roll Call

- B.) Recommended Action
 - 1) Routine
 - a) Approve agenda
 - b) Approve minutes
 - c) Finance reports

- C.) Unfinished Business
 - 1)
 - 2)
- D.) New Business
 - 1)
 - 2)
- E.) Faith Formation
 - 1) Communication & Report
- F.) Principal
 - 1) Communication & Report
- G.) Pastor
 - 1) Communication & Report
- H.) Committee Reports
- I.) Home and School
 - 1) Communication & Report
- J.) Teacher
 - 1) Communication & Report
- K.) Adjournment
- L.) Closing Prayer

ARTICLE III- Officers

Section 1. Creation of Officers. The officers of the Board shall be a Chairperson and a Vice-Chairperson. Officers shall be elected by the Board from the incumbent membership at the June Meeting after the election of new Board members.

Section 2. Executive Officer and Board Consultant. The Principal of St. Mary's School shall be the executive officer of the Board. The Faith Formation Director shall be a resource person on the Board.

Section 3. Chairperson. The Chairperson presides at meetings, is responsible for finalizing the agendas for meetings, appoints committees unless otherwise specified by the Board, represents the Board of Education on the Parish Council, and carries out such duties incident to the office of the Chairperson.

Section 4. Vice-Chairperson. The Vice-Chairperson, at the request of or in the absence of the Chairperson shall perform the duties and exercise the functions of the Chairperson.

Section 5. Clerk. The Clerk of the Board shall be responsible for recording minutes of Board meetings, shall be custodian of the records of the Board, shall be responsible for seeing that copies of minutes of the board are circulated to the members, and shall see that notice is fully given in

accordance with the provisions of the Constitution, including sending copies of minutes to the Diocesan Education Office and the Assumption Parish Council.

ARTICLE IV- Meetings

Section 1. Regular Meetings. The Board shall meet once a month during the school year and at such times as may be necessary. The Regular meeting schedule for each year will be established at the first meeting after the annual election.

Section 2. Notice of Public Meetings. Notice of time, place, and date of each meeting shall be published in the Parish bulletin and the weekly school bulletin prior to the meeting. All regular meetings of the Board shall be open to parishioners and visitors.

Section 3. Quorum. A majority of the voting members is necessary for the transaction of business at meetings. A majority vote of those present shall be sufficient for any decision or election.

ARTICLE V- Amendment of the Constitution

The Constitution may be amended by a vote of two-thirds of the members present at any regular meeting, provided oral notice of the amendment has been given at the previous meeting, or written notice has been given at the previous meeting, or written notice has been given to the membership not less than five (5) days before the regular meeting at which the change is proposed. Amendments need the subsequent approval of the Parish Council.

January 2003

Approved October, 2005

**CONSTITUTION
ASSUMPTION PARISH BOARD OF EDUCATION**

ARTICLE I- Name

The name of this body shall be Assumption Parish Board of Education

ARTICLE II- Purpose, Function, Authority

Section 1. Purpose and Function. This Board has been established to unify all educational efforts of Assumption Church, Morris, MN. The Board will determine policies governing St. Mary's School, religious education programs for students in public schools, adult education, and all other educational programs sponsored by the parish. The Board will concern itself chiefly with policies concerning personnel, financing, planning, and evaluation.

Section 2. Relationship to the Parish Council. Assumption Parish Board of Education is a very special commission of the Parish Council, not subject to the regulations governing ordinary commissions of the Council. The Board of Education functions under its own Constitution and BY-LAWS, but submits its Constitution and annual budget to the Parish Council for approval. The Chairperson of the Board of Education is an ex-officio voting member on the Parish Council.

Section 3. Authority of the Board. As a legislative board, the decisions of this body shall be binding parish policies, to be administered by the Principal of St. Mary's School and the Faith Formation Director. The Parish Board of Education is subject to the regulations that proceed from the Diocesan Board of Education.

ARTICLE III- Membership

Section 1. Composition and Number. Membership on this Board shall consist of six members and four ex-officio members. The membership shall include six persons with special interest in Religion Education and St. Mary's School. Ex-Officio members shall be the Pastor of Assumption Parish, and a Home and School Association representative, the Faith Formation Director, and the Principal of St. Mary's School. The six members and the Pastor or his representative will have a vote.

Section 2. Term of Office. A regular term of office for members shall be three (3) years. Each year, one-third of the membership will be newly selected. All members may serve two consecutive terms, but may not serve an immediate third term. Ex-Officio members are on the Board in virtue of their office or position. Their term on the Board is determined by the term of their position.

Section 3. Election, vacancies, removal. The members of the Board shall be selected according to the procedures in the BY-LAWS. Any member of the Board, other than an ex-officio member, who is absent from two consecutive regular meetings of the Board shall, unless excused by action of the Board, cease to be a member. In the event that a post is vacated by a Board Member, for any reason, a replacement to complete the term of office shall be appointed by the Chairperson and approved by the Board.

Section 4. Creation of Officers. The officers of the Board shall be a Chairperson and a Vice-Chairperson. Officers shall be elected by the Board from the incumbent membership at the June meeting after the election of new Board members. The newly elected officers shall take office after that meeting.

Approved, October 2005