

CONSTITUTION FOR ST. MONICA CATHOLIC SCHOOL BOARD

ARTICLE I

NAME

The name of the body shall be the School Board (the "Board") of St. Monica Catholic School (the "School").

ARTICLE II

PURPOSE AND FUNCTION

- A. The Board acts in an advisory capacity to the Pastor and the Principal.
- B. The Board makes recommendations on local policy to the Pastor, who has final authority in all matters. Local policy shall be in accord with policies and regulations of the Diocesan Catholic School Board (the "Diocesan Board"), the Catholic Schools Office, the Texas Catholic Conference Education Department, and all applicable federal and state laws.
- C. The Board shall advise the Principal and the Pastor on fiscal matters, including:
 - The development with the Principal of the annual School budget, which shall be submd to the Pastor and the Parish Finance Council for approval before implementation;
 - Monitoring regularly the compliance with the budget;
 - Determination of sources of funding for the budget;
 - Establishment of annual tuition rates and fees; and,
 - Establishment of teacher salary schedules.
- D. The Board shall advise the Principal and the Pastor with respect to strategic planning and operation and maintenance of School facilities, and shall conduct special studies and assignments as requested by the Pastor or the Principal.
- E. The Board shall advise the Pastor with respect to the hiring, evaluation and termination of the Principal.

- F. The Board or a Board committee may act as an appeal board if requested to do so by the Pastor.
- G. The Board shall present the School to the public, to civic authorities, and to the Catholic community as a school imparting quality Catholic education in all aspects of living: spiritual, intellectual, cultural, physical, social, and civic.

ARTICLE III

MEMBERSHIP AND ELECTION

A. Composition:

1. The Board shall consist of nine voting members, which shall be elected by the School and Parish communities. Notwithstanding the foregoing, the Pastor may appoint up to one of the voting members each school year.
2. Each member of the Board shall be at least 18 years of age, active in the Parish and/or School communities, and willing to give time and energy to the advancement of the mission of the School. The individual's professional and personal life should be reflective of the teachings of the Catholic Church.
3. At least seven of the voting members shall have children in the School at the beginning of each term.
4. At least seven of the voting members shall be practicing Catholics.
5. The terms for voting members shall be three years, with three positions being filled each year. The terms shall begin on the July 1st following the election and shall end on June 30th.
6. No Parish or School employee, or immediate family member of a Parish or School employee, is eligible to be a voting member of the Board.
7. No voting member shall serve more than two consecutive terms, except as provided in Sections D.2 of this Article.
8. Persons that have been elected to serve as an officer in another School organization are not eligible to serve during the year they are serving as an officer of the other organization. The eligibility of a person who is serving on

another Parish or school advisory board to serve on this Board at the same time will be determined by the Nominating Committee in consultation with the Pastor, the Principal and the President.

B. Nomination and Election

1. The Nominating Committee shall present at least two nominees if possible for each place up for election that year to the Board at the March and/or April Board meeting. Nominations shall be approved by the Pastor.
2. The Board shall establish a policy on the procedures for the Nomination Committee and the procedure for interested, qualified persons to be considered for nominations.
3. The Board shall establish by the February Board meeting whether:
 - i. The three available positions will be filled by an at-large election process (i.e., all candidates shall be presented together for election and the three candidates receiving the largest number of votes shall be elected (subject to paragraph B.4 below); or,
 - ii. Each of the available positions shall be separately presented and voted on for that specific open position. The Board shall determine the criteria for each position available on the Board according to the specific areas the Board determines is needed at that time (e.g., accounting expertise, teaching expertise, etc.). Each position shall have at least two nominees, if possible, presented by the Nominating Committee pursuant to paragraph B.1 above. The candidate for each of the three positions receiving the largest number of votes shall be elected (subject to paragraph B.4 below).
4. The election shall be held on date(s) in April and/or May. If a winner cannot be determined after the votes have been tabulated, the winner shall be determined by: (a) appointment of the Pastor if the Pastor chooses to do so and has not otherwise appointed a voting member for that School year; (b) consensus of the President, the Pastor, and the Principal; or (c) any method approved by the President, the Pastor, and the Principal.

C. Removal:

1. The Pastor may remove any voting member of the Board for cause after consultation with the remainder of the Board.
2. The Board may recommend to the Pastor that any Board member be removed from the Board for cause, which shall include but not limited to unexcused absences from three Board meetings within a single School year.

D. Vacancy:

1. If a vacancy occurs, the Board will appoint an individual to complete the unexpired term, subject to the approval of the Pastor.
2. A person who completes another person's term may serve two additional consecutive terms, if elected or appointed.

E. Eligible Voters:

All parents or legal guardians of students currently enrolled in the School, and all registered adult members of the Parish, shall be eligible to vote in a Board election. No person is entitled to cast more than one vote.

ARTICLE IV

OFFICERS

A. Positions:

The Officers of the Board shall be President, Vice-President, and Secretary.

B. Election, Termination and Vacancy:

1. The President and Vice-President shall be elected annually at the May meeting by the voting members of the Board (including those members whose terms will be expiring in June, but not those newly elected members whose terms will begin July 1). All votes must be cast in person at the time of the election. The President and Vice-President shall assume their duties immediately following the conclusion of the meeting at which they were elected, except where the Vice-President is a newly elected member to the Board, in which case the Vice-

President shall assume his or her duties on July 1. The President and Vice-President shall serve for no more than two consecutive annual terms in the same office. Only those members who have served on the Board at least one year are eligible to be elected President.

2. The Secretary shall be appointed by the President at the annual June meeting, subject to the approval of a majority of the voting members of the Board. If the Secretary is not otherwise a voting member of the Board, the Secretary shall serve as an ex officio member of the Board.
3. If the office of President becomes vacant, the Vice-President shall become the President for the remainder of the term. If the office of Vice-President becomes vacant, the Board may elect a successor for the remainder of the term. If the office of Secretary becomes vacant, the President may appoint a successor for the remainder of the term, subject to the approval of a majority of the voting members of the Board.

C. Duties:

1. The President shall:
 - Preside at all regular and special meetings of the Board;
 - Direct the activities of the Board;
 - Determine the agenda for each meeting with the Principal;
 - Appoint the chairperson and members of all committees and assign duties and responsibilities to individual Board members; and,
 - Perform any and all duties incident to the office of President.
2. The Vice-President shall perform the duties of the President in his or her absence or inability to act.
3. The Secretary shall:
 - Prepare typed minutes of each Board meeting, including copies of all written reports presented at such meetings;

- Ensure that a complete set of minutes is timely sent to the Superintendent;
- Ensure that the original minutes are contained in the School files; and,
- Provide each Board member with a copy of the minutes before the next regularly scheduled meeting.

ARTICLE V

PRINCIPAL

The Principal serves as an ex officio member of the Board and shall participate in all deliberations of the Board without a vote. The Principal shall provide the Board with pertinent information regarding the state of the School. The Principal executes the decisions of the Board after they have been approved by the Pastor.

ARTICLE VI

MEETINGS

- A. Regular business meetings shall be held monthly from August through May. Meetings shall normally be open to all interested persons but the Board may, without advance notice, meet in executive or closed sessions as determined by the President.
- B. A planning meeting of the Board shall be held in June, and shall include the new voting members who will be taking office on July 1. The planning meeting shall otherwise generally be closed to the public.
- C. Special meetings may be called by the President, in consultation with the Pastor and the Principal.
- D. The Board meets with the Principal present. If the responsibility of evaluating the Principal is delegated to the Board by the Pastor, the Principal will not be at that portion of the meeting. Also, the Board may meet in closed session with the Superintendent, without the Principal present.
- E. A quorum shall consist of two-thirds of the voting members.

- F. The act of a simple majority of those present and voting at any meeting at which there is a quorum shall be the act of the Board, unless this Constitution elsewhere specifically requires a different percentage of Board membership for a particular type of action.
- G. The Board and Board committees may adopt rules of procedure which shall not be inconsistent with this Constitution, and shall otherwise conduct its business according to Robert's Rules of Order.
- H. The Board shall not vote on recommendations regarding the adoption, modification, or rescission of School policy at the meeting at which such policy adoption, modification, or rescission is introduced unless two-thirds of the total voting members of the Board vote to suspend the rules.
- I. The agenda should be distributed at least seven days prior to the meeting.
- J. With the exception of the Bishop and the Superintendent, no person or group shall have the right to address a Board meeting unless they are on the agenda. Any person or group desiring to be placed on the agenda should notify the President at least seven days before the meeting. The President should promptly consult with the Principal and notify the person or group whether they will be placed on the agenda and, if so, whether any time constraints or other conditions will be placed on the presentation. Notice of all presentations shall be given to each Board member in advance of the meeting. For good cause, the seven day notice provision may be modified and/or waived by the President or the Principal on such terms as they deem advisable.

ARTICLE VII

COMMITTEES

A. Nominating Committee:

There shall be a Nominating Committee consisting of three voting Board members selected by the President at or before the February meeting. The function of this committee shall be to recruit and nominate candidates for election to the Board.

B. Standing Committees:

There shall be the following standing committees:

1. Finance Committee: Shall recommend policies regarding outstanding debts; assist the Principal in preparing a proposed annual budget; and perform such other duties as may be assigned from time to time by the Board.
2. Building and Grounds Committee: Shall be responsible to note the conditions of the physical plant and suggest cost effective improvements and preventative maintenance measures and perform such other duties as may be assigned from time to time by the Board.
3. Planning Committee: Shall assist in the development and implementation of the School's strategic plans and goals.
4. Policy Committee: Shall annually evaluate the School's current policies to determine their effectiveness and develop additional policies where needed.

C. Other Committees:

The President, after consultation with the Board, may provide for such other committees as he or she deems advisable and may discontinue same at his or her discretion. Each committee shall have such powers and perform such duties as may be assigned to it by the President.

ARTICLE VIII

APPEALS OF LOCAL DECISIONS

Matters of disagreements concerned with the operation of the School which cannot be resolved at the local level may be appealed to the Diocesan Board.

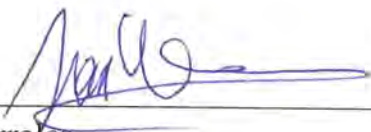
ARTICLE IX

ADOPTION OF CONSTITUTION AND AMENDMENTS

- A. This Constitution shall be considered adopted when approved by the Board, the Pastor and the Superintendent.
- B. This Constitution may be amended at any regular or special meeting by consensus of the Board or by an affirmative vote of at least six voting Board members, provided:

- The proposed amendments have been presented in writing to the Board two weeks before the first meeting at which they will be considered;
- The Board may not finally approve the amendments at the first meeting at which they are considered;
- The amendments finally approved by the Board are approved and signed by the Pastor; and,
- The amendments finally approved by the Board and the Pastor are approved and signed by the Superintendent.

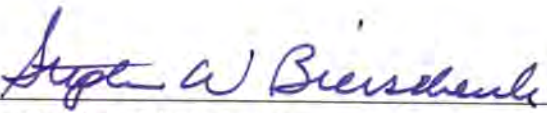
The foregoing Constitution was approved by the St. Monica Catholic School Board at a regular meeting of the Board held on October 20, 2014.



Joe Corrales
President, St. Monica Catholic School Board

11-24-14
Date

The foregoing Constitution is approved by the Pastor of St. Monica Catholic Parish.



Fr. Stephen Bierschenk
Pastor, St. Monica Catholic Church

11-24-14
Date

The foregoing Constitution is approved by the Superintendent of Catholic Schools for the Diocese of Dallas.

[Print Name]
Superintendent of Catholic Schools
Diocese of Dallas

Date