

**CONSTITUTION  
OF  
ST. PETRONILLE PARISH SCHOOL BOARD  
GLEN ELLYN, ILLINOIS**

PREAMBLE

The mission of the St. Petronille Parish School Board shall be to aid St. Petronille School in the intellectual, physical, and spiritual development of the students according to Catholic teachings and principles.

ARTICLE I

NAME

The name of this organization shall be the St. Petronille Parish School Board (hereinafter the "Board").

ARTICLE II

PURPOSE

The purpose of the Board shall be to develop and define the policies that govern the operation of St. Petronille School and to promote the implementation of such policies. The Board also shall insure that all policies are in accord with the intent and spirit of the policies established for the school system by the Joliet Diocesan Board of Education.

ARTICLE III

MEMBERSHIP

Section 1. Members. The members of the Board shall consist of nine elected members and three ex officio members. The ex officio members shall include the Pastor, the Principal. The elected members shall have full voting rights, and the ex officio members shall not have voting rights.

Section 2. Nominations of Elected Members. Members of the parish may nominate candidates for Board membership by submitting such candidates' names to the Election Committee at any time during the year. Such nominations must be made in writing and provide background information on the candidate's qualifications. Any

member of the parish who is twenty-one years of age or older shall be eligible for membership as an elected member except parishioners who already have been elected to two full terms. Salaried employees of the parish or school or relatives of such salaried employees shall not be eligible for membership as an elected member.

The Election Committee shall compile the list of candidates for Board membership. The list of candidates shall include background information on the candidates' qualifications and shall be submitted to the Board. The Pastor shall have the right to add or delete names from the list. The names and background information on the candidates shall be set forth in the parish bulletin three times during the thirty-day period prior to the election.

Section 3. Elections. All elected members of the Board shall be voted upon by secret ballot cast by members of the parish at the annual election, which shall be held in May. Any registered member of the parish, eighteen years of age or over, shall have the right to vote in any such election for members of the Board. Nominees receiving the highest number of votes cast shall be deemed to be elected to the position being filled. Newly elected members shall formally take office at the close of regular business at the June meeting following their election. In the event a tie vote causes a position on the Board to remain unfilled, the President shall call a special Board meeting to be held within seven days after the scheduled election. The members of the Board shall vote by secret ballot from among the nominees who tied. To be elected, a nominee must receive at least five votes at the special meeting, for which the quorum shall be at least seven Board members.

Section 4. Term. The term of all elected members shall be three years, with three new members being elected annually, except as otherwise provided in this Constitution. Elected members shall hold office until the close of regular business at the June meeting of the year their term expires unless they resign or are disqualified by unexcused absences as specified in Section 5 below or by any policy promulgated by the Diocesan Board of Education.

Section 5. Removal. In the event an elected member of the Board has been absent for four consecutive regular monthly meetings or from more than fifty percent of the regular monthly meetings in one year, then such member, unless excused by action of the Board, shall be deemed to have resigned, and the Board shall declare that a vacancy exists.

Section 6. Vacancy. Whenever a vacancy occurs on the Board, the elected members shall elect a replacement by a majority vote to serve out the term of the outgoing member. Voting shall be by secret ballot. This election shall take place as soon as practicable after a resignation is tendered or deemed to have been tendered. The nominees for this replacement election shall come from, but not be limited to, the list of nominees who stood for election at the prior annual election.

## ARTICLE IV

### QUORUM

For purposes of transacting business, a majority of the elected members shall constitute a quorum for Board meetings. A vote of a majority of the elected members present and voting shall be necessary for the adoption of any matter voted upon by the members unless otherwise specified in this Constitution.

## ARTICLE V

### RESPONSIBILITIES

The Board shall have the following responsibilities in the pursuit of its purpose and such others as may be designated from time to time by the Pastor:

1. Engage in strategic planning to achieve the Board's mission;
2. Develop, define, and support policies for all school educational programs;
3. Review, revise, and approve the annual school budget;
4. Work with the Pastor and the Principal to implement and maintain a financial plan for the school;
5. Work with the Principal to establish a code of responsibility for the students;
6. Develop, define, and support a policy of parish and community relations;  
and
7. Work with the Pastor in the selection of the Principal.

## ARTICLE VI

### COMMITTEES

Section 1. General. The Board acts as a committee of the whole in its consideration and approval of educational policies. Membership on any committee shall not be limited to members of the Board, but a majority of the members of any standing committee must be members of the Board. The President shall appoint an elected Board member to serve as the chair of any standing or ad hoc committee.

Section 2. Standing Committees. The standing committees for the Board shall be: Election, Endowment and Development and Stewardship; Finance; Institutional Advancement; Long-Range Strategic Planning; Maintenance and Safety; Political Action; Policy; and Technology.

Section 3. Ad Hoc Committees. The President may appoint special committees to assist the Board. Such committees shall operate until the duty assigned to them is completed or at an earlier date, at the discretion of the President.

Section 4. Function of Committees. The function of all committees shall be fact-finding, deliberative, and advisory, but never legislative or administrative.

Section 5. Quorum. A majority of the committee members at a meeting shall constitute a quorum for purposes of transacting business. A vote of a majority of the committee members present and voting shall be the act of the committee.

## ARTICLE VII

### AMENDMENTS

This Constitution may be amended by the Pastor or by a vote of six members of the Board with the approval of the Pastor. An amendment may be proposed by anyone at any regular meeting of the Board at which a quorum is present. This amendment shall thereafter be given in writing to the Board members at least two weeks prior to a subsequent meeting of the Board at which time the amendment may be voted upon.

Adopted: 1975  
Revised: 1976, 92, 93, 94, 04,  
2007