

**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 members and two ex officio members. No less than seven (7) members of the Board must be practicing Catholics and members of the St. Petronille parish. No less than seven (7) of the nine members of the Board must have children attending St. Petronille School. All members must have an affiliation to the St. Petronille parish. The ex officio members shall include the Pastor and the Principal. The selected members shall have full voting rights, and the ex officio members shall not have voting rights.

Section 2. Nominations of Members. Members of the parish may nominate candidates for Board membership by submitting such candidates' names to the Discernment Committee at any time during the year. Such nominations must be made in writing and provide background information on the candidate's qualifications. Candidates must be twenty-one years of age or older. No one who has already served two full terms on the Board is eligible for Board membership. Salaried employees of the parish or School or relatives of such salaried employees shall not be eligible for Board membership. The Principal and the Pastor shall have the right to interview candidates during the discernment process, and to add names to or delete names from the list.

In April, the Discernment Committee shall compile a list of candidates for Board membership, host discernment meetings with the candidates, and prepare a slate of three (3) candidates for selection to the Board, in accordance with the membership requirements stated in Section 1, above. A list of all candidates and the slate, including background information on the slated candidates' qualifications, shall be submitted to the Board, Principal and Pastor prior to the May Board meeting.

Section 3. Selection. The slate of three (3) candidates for the Board shall be voted upon by secret ballot cast by members of the Board at the annual selection, which shall be held at the Board's May meeting. Candidates receiving a majority vote cast by the Board shall be deemed to be selected to the position being filled.

In the event a position on the Board remains unfilled, the President shall call a special Board meeting to be held within seven days after the scheduled selection. To be selected, a nominee must receive at least five votes at the meeting, for which the quorum shall be at least seven Board members.

Newly selected members shall formally take office at the close of regular business at the June meeting following their selection.

Section 4. Term. The term of all selected members shall be three years, with three new members being selected annually, except as otherwise provided in this Constitution. Selected 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 a selected 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 selected members shall select a replacement by a majority vote to serve out the term of the

outgoing member. Voting shall be by secret ballot. This selection shall take place as soon as practicable after a resignation is tendered or deemed to have been tendered. The Discernment Committee shall propose a candidate for this replacement selection, which candidate may come from the list of candidates who submitted information to the Discernment Committee for the prior annual selection.

ARTICLE IV

QUORUM

For purposes of transacting business, a majority of the selected members shall constitute a quorum for Board meetings. A vote of a majority of the selected 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 a selected 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: Discernment, Endowment and Development; 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,
07, 2010