

**CONSTITUTION OF THE SACRED HEART PARISH
BOARD OF RELIGIOUS AND ACADMIC EDUCATION
WEST DES MOINES, IOWA**

ARTICLE I

The name of this body shall be the Sacred Heart Board of Religious and Academic Education (Board of Ed).

**ARTICLE II
NATURE AND FUNCTION**

SECTION 1. The Board of Ed shall be a consulting and advisory body operating educational programs at Sacred Heart Parish, West Des Moines, Iowa, subject to provisions of Canon Law, regulations set forth by the Diocesan Catholic Schools Board (Diocesan Board), the Iowa Department of Education, and subject to applicable state and federal law.

SECTION 2. The Board of Ed shall be responsible for all aspects of formal education programs in the primary areas of catechesis, specifically including catechetical programs for children, children's faith formation, youth ministry, weekday preschool, and the Catholic School.

SECTION 3. The Board of Ed shall effectively implement the policies of the Diocesan Board and the policies of the parish connected with the educational ministries governed by this Board.

SECTION 4. The Board of Ed shall be the voice of the parish community in educational planning, goal setting, and policy development in accord with the intent and spirit of the Diocesan Board.

SECTION 5. The Board of Ed shall have as an integral part of its educational programs the four tasks of catechesis: (a) to proclaim Christ's message; (b) to develop community; (c) to lead people to worship; and (d) to motivate for service to others.

SECTION 6. The specific functions of the Board of Ed shall include, but not be limited to the following:

- (a) coordinate parish education and formation programs and activities;
- (b) build understanding and support within the parish community for Catholic education and formation in all its forms;
- (c) develop the educational budget in collaboration with the Parish Finance Council and the administrators, in accord with the Diocesan Guidelines and Board Procedures;

- (d) adopt and oversee the implementation of the annual educational programs budget;
- (e) retain personnel according to established policies of the Diocesan Board and the Board of Ed;
- (f) regularly advise and consult who operate parish educational programs;
- (g) work with the Parish Buildings and Grounds Committee with respect to:
 - (1) planning, operating, and maintaining educational facilities, and
 - (2) planning and building new educational facilities;
- (h) work with Home and School officers to ensure that any additional financial needs of Sacred Heart School Administrators are addressed and/or met;
- (i) serve as a liaison with the public authority as appropriate;
- (j) evaluate periodically the following:
 - (1) the effectiveness of the Board of Ed's policies;
 - (2) the accomplishment of the Board of Ed's goals and objectives;
 - (3) the effectiveness of the internal functioning of the Board of Ed;
 - (4) all programs that the Board of Ed serves in an advisory and consulting capacity; and
- (k) assist with any and all other duties as directed by the Pastor of Sacred Heart Parish.

**ARTICLE III
MEMBERSHIP**

SECTION 1. The Pastor of Sacred Heart Parish shall serve as an ex officio member of the Board of Ed.

SECTION 2. The Board of Ed shall consist of nine lay members of Sacred Heart Parish.

SECTION 3. Members of the Board of Ed shall be elected by a majority of the existing Board of Ed for a term of three years in the spring of the school year. The term for newly elected members of the Board of Ed shall begin with the August meeting or the first meeting of the new

fiscal year, whichever is earlier. Members may be elected to one successive three-year term. After having served two consecutive terms, a member shall not be a candidate for another term until at least one complete year has passed.

SECTION 4. Members of the Board of Ed shall be members of Sacred Heart Parish. Spouses may not serve on the Board of Ed at the same time.

SECTION 5. The following individuals shall serve as ex-officio members of the Board of Ed: the Parochial Vicar, the Principal of Sacred Heart School, the Vice Principal of Sacred Heart School, the Director of the Sacred Heart Plus Program or his or her designee, a member of the Parish Council, the President of Home and School or his or her designee, the Director of Children's Faith Formation or his or her designee, and the Business Manager of Sacred Heart Parish. Ex-officio members shall have no voting rights.

SECTION 6. Members are expected to regularly attend Board of Ed meetings. A member who is absent from two consecutive regular Board meetings shall cease to be a member, unless the absences are excused by the Board of Ed's President. Ex-officio members of the Board should make every effort to regularly attend Board of Ed meetings or send a designee.

SECTION 7. A member of the Board of Ed may be removed for cause or failure to follow Church law or practice by an affirmative vote of two-third of the voting members of the Board (six members). Any action to remove a member shall be conducted by secret ballot. Prior to proceeding to a vote regarding removal, the member subject to the vote shall be afforded five days notice of the intent to remove and be provided an opportunity to address the Board of Ed prior to the secret ballot vote.

SECTION 8. Vacancies on the Board of Ed shall be filled as provided for in the Board of Ed's Bylaws.

ARTICLE IV OFFICERS

SECTION 1. The officers of the Board of Ed shall consist of the President, Vice-President, Secretary, and Treasurer. They shall be elected annually by Board members (as stated by the Bylaws). Officers shall assume their positions and responsibilities at the first meeting of the Board of Ed in August or the new fiscal year, whichever is earlier.

SECTION 2. All members of the Board of Ed, with the exception of ex-officio members, with at least one year of their term remaining are eligible for any office on the Board.

SECTION 3. The duties of the officers shall be stated in the Bylaws.

SECTION 4. The principal of Sacred Heart School shall serve as an ex-officio Executive Officer of the Board of Ed.

**ARTICLE V
MEETINGS**

SECTION 1. The Board of Ed shall meet regularly at a time and place specified in the Standing Rules.

SECTION 2. Special meetings may be called as needed by the President, the Pastor, or a majority of members. Notice of special meetings must be given to all members at least seven (7) days prior to the special meeting. Notice may be given by electronic mail.

SECTION 3. A quorum of the Board shall consist of at least five members, including at least one officer. A quorum is necessary for the transaction of business at meetings. Unless otherwise stated in the Constitution or Bylaws of the Board of Ed, a majority of those present shall be sufficient for any decision or election. Ex Officio members may provide their perspective regarding a particular issue but are not eligible to vote on matters before the Board of Ed. Under special circumstances and with approval by the Board President, a member may appear at a meeting by telephone. Permission to appear by telephone must be approved by the Board President prior to the commencement of the meeting. Proxy voting shall not be permitted.

SECTION 4. All meetings of the Board of Ed are open. The Board of Ed, upon motion by a member, may go into Closed Session. The motion must be approved by majority vote of those members present. Board of Ed members, including ex officio members, are the only persons permitted to attend Closed Sessions, unless the presence of another person or person(s) is necessary to conduct the business to be completed in the Closed Session. The President shall determine whether the presence of a non-member of the Board of Ed is necessary to conduct the business during a Closed Session. Decisions made in the Closed Session must be presented and voted on during open sessions prior to becoming effective.

SECTION 5. All written record of all acts of the Board of Ed, maintained by the Secretary shall be preserved in the Parish and educational program(s) offices. The written record shall also be forwarded to the Diocese, as required, and be maintained on the website of Sacred Heart School. There shall be no written records of Executive Sessions.

SECTION 6. If a non-board member wishes to address the Board of Ed, the person must contact the President one week prior to the meeting to seek approval. The request must include the exact nature of the issue/concern to be addressed and supporting materials, etc. to be presented. Approval to address the Board shall be made by the officers.

**ARTICLE VI
CONDUCT OF MEETINGS**

SECTION 1. As a Christian community, the Board of Ed will endeavor to arrive at consensus in its deliberations. Formal decision-making will utilize parliamentary procedure as outlined in Robert's Rules of Order or another procedure of the Board's choice.

SECTION 2. The ordinary order of meetings shall be stated in the Bylaws.

**ARTICLE VII
APPROVAL OF CONSTITUTION**

The Constitution shall be approved by the Diocesan Catholic Schools Board through its Executive Officer.

**ARTICLE VIII
AMENDMENTS**

The Constitution, excepting Required Components, may be amended, substituted, or repealed in whole or in part by two-thirds vote by ALL members of the Board of Ed as a special meeting called for such purpose. Notice of a special meeting to amend, substitute, or repeal the Constitution shall be given in writing, electronic mail shall constitute writing, to all members of the Board at least twenty (20) days before said special meeting. Notice shall be given to the parish at least ten (10) days prior to said special meeting. Notice shall state the proposed action. All revisions of the Constitution shall be submitted to the Diocesan Catholic Schools Board for final approval.

**ARTICLE IX
CONDUCT OF MEETINGS**

SECTION 1. The Board of Ed shall establish Bylaws in accord with the Constitution to further specify the internal operations of the Board of Ed.

SECTION 2. The Bylaws, established pursuant to Article IX, Section 1 above, shall be developed and amended by a vote of two-thirds of all Board of Ed members.

SECTION 3. The Bylaws and/or amendments to the Bylaws must be presented at least one meeting prior to voting on such Bylaws and/or amendments.

**ARTICLE X
STANDING RULES**

SECTION 1. Standing Rules are guidelines related to the details of the administration of the Board of Ed.

SECTION 2. Standing Rules may be developed and amended by a simply majority vote at any regular meeting of the Board of Ed without previous notice.

OFFICIAL SIGNATURES

Pastor

Heather Strang

President

Board of Religious and Academic Education

Maria Baynes

Vice President

Board of Religious and Academic Education

Jeff Windsor

Secretary

Board of Religious and Academic Education

Jim McKinnis

Treasurer

Board of Religious and Academic Education

10/18/18

Date

APPROVAL

This Constitution is approved by the Diocesan Catholic Schools Board

Tracy Bonday

Executive Officer

Diocesan Catholic Schools Board

Dated: 3/20/19