

**CONSTITUTION OF THE  
DIOCESAN BOARD OF EDUCATION  
DAVENPORT, IOWA**

**ARTICLE I**

**Name, Purposes & Duties**

**Section 1. Name**

The Board of Education of the Diocese of Davenport (hereinafter referred to as “the Board”), is hereby constituted by the Bishop of the Diocese of Davenport (hereinafter referred to as “the Bishop”) for the purpose of establishing policies to govern the educational programs in the Catholic elementary and secondary schools of the Diocese, subject to the approval of the Bishop and other provisions of Canon Law, and the laws of the State of Iowa, including Department of Education regulations.

**Section 2. Purpose**

The purpose of the Board is to provide participation by the general Catholic community of the Diocese of Davenport to advise the Superintendent of Schools and Bishop in the formulation of goals, governing policies and procedures for all matters under the jurisdiction of the Office of Catholic Schools in the Diocese of Davenport.

**Section 3. Duties**

The Board will advocate for all Catholic schools and their needs. The Board shall establish long-range goals and strategies to ensure that Catholic schools are available, accessible, and affordable. The Board will communicate with the public about the education program and promote Catholic education.

The Board will make recommendations for the location, opening or closing of Catholic schools and new educational programs that local Catholic schools wish to develop, such as preschools and daycare centers, with final approval reserved for the Bishop.

The Board will review proposals for any major change in a school’s configuration/organizational structure or status. The Board will render an opinion to the Office of Catholic Schools and the Bishop regarding the proposal.

The Board shall serve as the identifiable agent for the State of Iowa.

The Board will hear termination appeals from professional staff members from all diocesan Catholic schools, pursuant to the Policies for Diocesan Catholic Schools.

The Board will not serve as an appeals board for matters of student discipline or other operational issues taking place at the local Catholic school. The schools in the Diocese of Davenport operate on the principle of subsidiarity in relationships and structure. Therefore, disagreements or complaints should be dealt with at the lowest possible level. In rare cases of obvious lack of procedural due process in matters involving staff and students, the Board could render an opinion, if the case has been referred to them by the Superintendent of Schools.

**Section 4. Governing Rules**

All decisions of the Board shall be subject to the approval of the Bishop and, when so approved, shall be binding upon the Superintendent of Schools, the staff of the Office of Catholic Schools, local boards of education, the pastors, the principals, directors and staff of all Catholic schools in the Diocese of Davenport.

The Bishop has the authority under the Code of Canon Law to remove an individual from the Board or the Board in its entirety for failure to maintain the practices of the Faith, immoral behavior resulting in scandal, open support of inappropriate liturgical practices, or for the good of the community.

The Board will support and promote official Catholic teachings, regardless of personal beliefs.

#### Section 5. Relationship to the Bishop

The Bishop, under this Constitution, retains the right inherent in the teaching authority of his office to govern all educational programs in the Diocese and make sure that the purity of the Faith and morals are protected. This includes the right to demand that Catholic school programs retain their characteristics as educational institutions operating under a Catholic philosophy of education. The Bishop, under this Constitution and Canon Law, retains the right to veto any policy or other action taken by the Board. The Bishop delegates the Superintendent to be both spiritual and administrative leader of the Office of Catholic Schools and all schools within the diocese which seek to be recognized as Catholic schools.

Catholic schools of the diocese are recognized as those that adhere to the following conditions:

1. Are recognized by the Bishop of Davenport,
2. Are governed by the "Policies for Diocesan Catholic Schools" of the Diocese of Davenport,
3. Have written belief statements which identify the school as Catholic,
4. Have a program of religious education which conforms to the standards determined by the Office of Catholic Schools and the Office of Faith Formation,
5. Are responsible to the Diocesan Superintendent of Schools for such matters as have been determined by the Bishop, and are subject to the superintendent's regulations, and
6. Are accredited by the State of Iowa.

### **ARTICLE II**

#### **Local Catholic School Board Constitutions**

All local Catholic School Boards must operate according to a constitution approved by the Board.

### **ARTICLE III**

#### **Membership of Board**

Section 1. Number and Composition. The Board shall be representative of the Catholic community in the Diocese of Davenport. The Board shall be composed of five (5) to nine (9) voting members, appointed by the Bishop, to include clergy/religious and laity of the diocese.

Section 2. Tenure of Office. Each of the members shall hold office for the term of three years. Members may not serve more than two consecutive terms. A member may be reappointed to a single third term, if a one-year gap in service has occurred between the second and third terms.

Section 3. Ex-Officio Membership.

The Bishop shall be an ex-officio member of the Board.

The Superintendent of Schools/Director of the Office of Catholic Schools shall be an ex officio member of the Board.

The Board will consult with staff members from the Office of Faith Formation concerning matters of forming staff and students in the Catholic Faith. The Office of Faith Formation will hold one ex officio seat on the Board.

## **ARTICLE IV**

### **Officers**

Section 1. Election of Officers. The officers of the Board shall consist of a President; Vice President, and a Recording Secretary.

Section 2. The Superintendent of Schools shall be the Executive Officer of the Board but not a voting member.

## **ARTICLE V**

### **Meetings**

Section 1. Regular Meetings. The Board shall meet at least quarterly, subject to change by the Board itself or to postponement by the President.

Section 2. Time, Place, and Notice. All meetings will be held at such times and places within the diocese as may be fixed by the President or by a majority of the Board upon not less than ten days' notice.

Section 3. Quorum. A meeting may not be called to order in the absence of a quorum. A majority of the entire voting membership of the Board is necessary for the transaction of business at meetings.

Section 4. Policy Recommendations. The Board must conduct a first reading of any policy to be recommended at the meeting when it is introduced. A proposed policy does not become official until approved at a second meeting and approved by the Bishop.

Section 5. Rules of Procedure. The Board may establish its own rules of procedure as outlined in the by-laws of the Board but in the absence of such, Robert's Rules of Order shall apply.

## **ARTICLE VI**

### **Committees**

Section 1. Executive Committee. The Board may provide for an Executive Committee of four 4 members, including the President, to be chairperson thereof, the Vice-President, Secretary and one priest.

Section 2. Other Committees. The Board may, by resolution, provide for such other committees as it deems advisable and may discontinue the same at any time.

## **ARTICLE VII**

### **Office of Catholic Schools**

Section 1. The Superintendent of Catholic Schools. The diocesan Office of Catholic Schools, established by the Bishop, and is directed by the Superintendent of Catholic Schools, who shall serve as the executive officer of the Board. The Superintendent shall be an employee of the Diocese of Davenport and, along with other staff of this office, shall have such compensation and terms of employment as determined by the Bishop.

The Superintendent of Catholic Schools will provide leadership, supervision, coordination, and support to the principals and administration of all Catholic Schools of the Diocese of Davenport, as they seek to provide a quality Catholic school education for all students.

The Superintendent of Catholic Schools initiates, implements, and oversees diocesan-wide programs for Catholic School education. The Superintendent will interact as appropriate with parents and students seeking information or expressing areas of concern

Section 2. Duties and Powers. The Superintendent of Catholic Schools shall be responsible to the Bishop. He/she shall have immediate charge, control of the general administration, and supervision of all recognized Catholic Schools (PK-12) within the diocese.

## **ARTICLE VIII**

### **Amendment of Constitution**

Section 1. Amendment. This Constitution may be amended, supplemented or repealed, in whole or part, at any time by a two-thirds vote of all voting membership of the Board, only after the amendment or amendments have been proposed at a prior meeting of the Board.

Section 2. Notification. All amendments brought before the Board are to be submitted to the Board in writing at least thirty (30) days before a vote is taken.

### **Promulgation of the Constitution of the Diocesan Board of Education**

Be it known to all concerned that I hereby formally delegate the powers stated in this document subject to the provisions stated in Article I, Section 2. Be it known that it is my will that this document be officially promulgated.

IN WITNESS WHEREOF we have hereunto subscribed our names on this \_\_\_ day of \_\_\_\_\_, 2018, to the constitution of the Davenport Diocesan Board of Education.

### **OFFICIAL SIGNATURES**

\_\_\_\_\_  
(Most Rev.) Thomas Zinkula  
Bishop of Davenport

\_\_\_\_\_  
, President  
Diocesan Board of Education

\_\_\_\_\_  
, Vice President  
Diocesan Board of Education

\_\_\_\_\_  
, Secretary  
Diocesan Board of Education

Adopted March 9, 1972  
Updated September 14, 1993  
Revised September 28, 2010  
Promulgated: December 18, 2018