

Constitution & Bylaws of the School Board

Ascension Catholic School

Melbourne, Florida

ARTICLE I

Designation

The name of this body shall be “Ascension Catholic School Board” hereinafter referred to as the “Board”.

ARTICLE II

Purpose and Responsibilities

Purpose: The Board exists to enhance the quality of education at Ascension Catholic School to meet the needs of the Ascension Parish community. The Board shall assist in the formation and implementation of policies governing the programs contributing to Ascension Catholic School, subject to such regulations of the Diocese of Orlando, the Diocesan Board of Education and the Florida Catholic Conference.

The Board assumes specific duties and functions including, but not limited to, the following:

- A. Seeking a better understanding and wider support of Catholic education within the parish and local community.
- B. Interpreting and implementing relevant Diocesan Education Board Policy.
- C. Evaluating the policies and the effectiveness of their implementation.
- D. Working closely with the Principal throughout the school year.
- E. Determining local policies relating to the planning, operating maintenance of the school, facilities and equipment.
- F. Acting as a liaison with civic, public and other religious communities in furthering educational goals.
- G. Working in cooperation with the School Finance Committee.
- H. Accomplishing any other functions deemed necessary by the Administration.
- I. Working in cooperation with the Development Director/Committee.

The Board has no executive authority except as specifically delegated to the Board by the Pastor. The Pastor retains discretionary authority over all Board activities to include veto power on any action involving Ascension Catholic Church and School resources and policies.

ARTICLE III

Membership

Membership: Members of the Board shall consist of the Pastor of Ascension Catholic Church (ex officio), the Principal (ex officio), a Faculty member (ex officio), and nine (9) lay members. One member should be the president of the Home & School Association and another should be the chairperson of the School Finance Committee. Ex officio members of the Board shall engage in all Board activities and shall enjoy all rights of membership possessed by other members of the Board, but may not cast any vote upon formal questions to be determined by the Board. Board members are appointed by the Pastor in consultation with the Principal. Applications and nominations are invited from the Parish at large.

Term: Each lay person shall serve a term of three (3) years. The term shall begin August 1 and end two years later on July 31st.

Absences: Any member other than an ex officio members who is absent from two consecutive meetings, unless excused, shall cease to be a member.

Removal of Member: For a just cause, and in consultation with the Board, the Pastor may remove a Board member prior to the expiration of his/her term.

Vacancies: In the event of a vacancy on the Board, prior to the expiration of the term of office of a Board Member, the Pastor and Principal shall select a replacement. The new member, so selected, will serve the remainder of the term of the vacant position.

Voting: The nine appointed members shall have voting rights.

ARTICLE IV

Officers

The officers of the Board shall consist of a President, Vice President, and Secretary, all of whom shall be elected annually by the Board membership.

The duties of the President are as follows:

1. To call and preside at all regular and special meetings of the Board.

2. To establish the agenda for each Board meeting in cooperation with the Principal.
3. In conjunction with the Board, to appoint all Board Committee chairpersons and, if desired, assist them in selecting members of the Board Committees. Committee chairpersons and committee members are not required to be Board members.
4. To assign additional duties to members as required.
5. To perform all duties incident to the office of President.
6. To receive and review reports from all board Committees.

The duties of the Vice President are as follows:

1. To work in conjunction with and assist the President in his/her duties.
2. To assume all duties of the President when he/she is absent or unable to act.

The duties of the Secretary are as follows:

1. To preserve for historical purposes the minutes of all meetings as approved.
2. To distribute copies of the Board policies for Board members' handbooks.
3. To distribute the appropriate Diocesan Policy and Procedures Manual and required reading materials to all members.

ARTICLE V

Meetings

Regular, Special and Annual Meetings: The Board shall meet monthly, subject to change by the Board itself, or to postponement by the President. Special or additional regular meetings shall be held whenever called by the President or by a majority of the Board. The regular meeting held in May shall be designated as the annual meeting for the purpose of election of officers and any annual reports.

The Board will establish whether meetings will be opened or closed. However, at least one meeting a year must be opened.

Quorum: No voting can take place in a meeting unless a quorum of five (5) voting members is present.

ARTICLE VI

Committees

The President, in conjunction with Board members, will establish ad hoc committees as necessary and appoint chairpersons of all standing committees.

When making formal reports to the Board, chairpersons of committees will submit typed summaries to the President in a legible format suitable for inclusion in the official minutes.

ARTICLE VII

Amendments and Bylaws

Amendments: This Constitution may be amended or repealed in whole or in part at any time by a vote of seven (7) members of the Board, so long as the number of members remains nine (9). Amendments hereto must be presented in writing to the members at least one (1) month prior to the meeting at which the discussion and vote thereon is to take place.

Bylaws: Bylaws may be adopted or amended by a majority vote of the Board at any regular meeting. Amendments thereto must be presented in writing to the Board members at least two (2) weeks prior to the meeting at which the discussion and vote thereon is to take place.

(Bylaws are on the next page)

Bylaws

1. Applications and nominations for School Board members are invited from the parish at large during the month of April and should be submitted to the school office. Requests for applications will be published in both the parish and school newsletter and church bulletin.
2. At each meeting of the School Board, an oral summary report of recent activities and accomplishments for each committee of the School Board shall be presented. The summary shall cover activities since the last meeting of the school Board. Committee report shall be given by the chair of each committee or a designated member of the School Board who is a member of the committee.
3. All Board members shall be invited to attend the Diocesan School Board training at least once during their term.
4. Of the nine (9) appointed members of the Board not less than three (3) members shall come from non-student families.
5. Each year three of the nine voting members shall be selected for a full three year term beginning on August 1st of that school year. Members may serve for more than one (1) term.