

ST. STANISLAUS CATHOLIC SCHOOL
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ST. STANISLAUS LOCAL CONSULTATIVE ADVISORY BODY CONSTITUTION

Mission Statement

St. Stanislaus School and community are dedicated to academic excellence fostering faith and hope in Jesus and Eucharistic love in spirit, mind and body of every learner.

Revised May 2000
Reviewed June 2006
Revised November 2015
Revised October 2018

Approved by Current:

School LCAB President:

Church Pastor:

ARTICLE I

Title

The name of this body shall be St. Stanislaus Local Constitutive Advisory LCAB (LCAB).

ARTICLE II

Purpose and Function

Section 1. Purpose: This LCAB is a consultative/advisory, policy-making, body operating educational facilities of St. Stanislaus School, subject to such regulations that might proceed from the Ordinary of the Diocese and /or the Diocese of Kalamazoo Office of Catholic Schools.

Section 2. Function: The duties and function of the St. Stanislaus Local Constitutive Advisory LCAB (LCAB) are to be responsible for all aspects of the formal education program including school, and religious education of the school. In the development of its policies, it must insure that these follow the intent and spirit of the policies laid down by the Diocese of Kalamazoo.

ARTICLE III

Membership

Section 1. Voting Members: Voting members of the LCAB shall consist of seven lay members elected from the parishes of St. Stanislaus and/or Sacred Heart (Watson) and/or any parent of a student at St. Stanislaus School, and a Home and School association representative. Ex Officio but non-voting members of the LCAB are:

1. Pastor, (with the right to veto).
2. The Principal (administrator).

A. Terms: Each member shall serve a term of three years, with the exception of the representative for Home and School representative, which is a two year term. All members may serve only two consecutive terms. With a one year absence before running for another term (This may be waived with a written petition to the LCAB and must be voted on with a /thirds majority vote).

B. Nominations and Elections: Nominations for new members shall take place before the May meeting of the LCAB and elections to be held before the June meeting. Terms shall expire June 30 of each year. All parishioners from St. Stanislaus and/or from Sacred Heart-Watson and any parent of a student at St. Stanislaus School, 18 years of age or over are eligible for nomination except:

1. Any paid employees of the School and Spouses.

2. Anyone with and outstanding and unapproved financial obligation, to the school.

C. Vacancy: A vacancy on the LCAB shall be filled by the person who in the previous election received the greatest number of votes after those elected; or to create the proper balance of interests, he/she may be selected by a 2/3 vote of the total LCAB membership. Any person filling an unexpired term will still be eligible for an additional two consecutive terms.

Section 2. Executive Officers: This LCAB shall have executive officers responsible to the LCAB for carrying out its policies in the St. Stanislaus School. These officers are responsible to the pastor.

ARTICLE IV

Officers

Section 1. Officers: The officers of the LCAB shall consist of the president, vice-president, secretary and treasurer.

A. Any lay members of the LCAB are eligible for any office.

B. The duties of the officers shall be as follows:

1. The President shall preside at all regular and special meetings. Appoint chairmen for all standing and special committees. Call special and executive sessions in accordance with the provisions of the constitution. Be an ex officio member of all committees and perform such other duties as may be prescribed in the bylaws.

2. The Vice-President shall perform all the duties of the President when the President is absent or unable to act.

3. The Secretary shall maintain a written record of all acts of the LCAB and preserve all such records in the archives; receive and dispose of all correspondence as directed; preserve all reports and documents; forward copies of all minutes, reports and amendments to the Diocese of Kalamazoo Office of Catholic Schools.

4. The Treasurer shall handle any financial business and financial transactions, which are proper to the LCAB.

C. Removal: Any officer of the LCAB may be removed by a two-thirds vote of the LCAB at any meeting called for that purpose.

D. Executive Committee: To provide for efficiency between meetings, the executive Committee shall be the president, the Vice-President, the Secretary, The Treasurer and the Pastor or Associates. It shall be the duty of the Executive Committee to plan and coordinate LCAB of Education meetings, and to take any action considered essential

and necessary between meetings, delaying action, if at all possible, to give the full LCAB the opportunity to consider.

Section 2. Executive Officers: Executive officers shall be the School Administrator.

The School Administrator: The LCAB with the approval of the pastor and in consultation of the Superintendent of Schools in accordance to Diocese of Kalamazoo Catholic Schools policy #2211.1-P shall hire The School Administrator. He/she shall be responsible for the operation of the parish school, report regularly to the LCAB, recommend policies and budget and assume such other duties as stated in the contract or assigned by the LCAB.

ARTICLE V

Meetings

Section 1. Time and place of Regular Meetings: The LCAB shall meet monthly at a publicly designated place. Special meetings of the LCAB may be called by the President or by the members of the LCAB.

Section 2. Quorum: For the purpose of transacting official business it shall be necessary that a majority of the total members be present and voting. A simple majority of those present and voting shall carry the motion, unless otherwise specified in the Constitution.

Section 3. Non-members: All meetings of the LCAB are to be open meetings unless designated as being Executive Session. The right non-members to address the LCAB shall be limited to those whose petition has been approved for the written agenda in advance of the meeting, except upon approval of the LCAB in special circumstances.

Section 4: Executive Sessions: Executive Sessions may be called by the Pastor, the LCAB President, or by a majority of the LCAB. Executive sessions shall be held only when discussion will involve the health, welfare, or public safety, or be such as to have adverse effects upon a financial transaction. Decisions made in Executive sessions must be presented and voted on at open sessions before becoming effective.

ARTICLE VI

Committees

LCAB may provide for such standing and special committees as it deems advisable and may discontinue the same at its pleasure. Each committee shall have such powers and shall perform such duties as may be assigned to it by the LCAB. Vacancies shall be filled in a manner determined by the LCAB. In the absence of other direction, the President shall appoint all committees and committee chairmen.

ARTICLE VII

Amendments

The constitution may be amended by a vote of two-thirds of the total membership, with approval of the pastor. Amendments must be presented to the LCAB at least two weeks prior to voting on such.

CONSTITUTION OF THE ST. STANISLAUS HOME AND SCHOOL ASSOCIATION

ARTICLE I - NAME

The name of this Association shall be the St. Stanislaus Home and School Association.

ARTICLE II - OBJECTIVES

In cooperation with the principal, teachers and the school LCAB, this organization will contribute time and resources toward meeting the educational needs aimed at benefiting St. Stanislaus School.

ARTICLE III - MEMBERSHIP

Membership shall consist of all school parents and any persons interested in the benefit and preservation of St. Stanislaus School.

ARTICLE IV - REPRESENTATION

1. The representative shall be nominated in May, elected in June and shall preside over the next scheduled meeting.
2. The term of office shall be two years. No representative shall be elected for more than two consecutive terms.
3. Nominations for office may be submitted to the School LCAB and may also be accepted from the floor. There is no limit to the number of nominations.
4. The election will be done by closed ballot when there are two or more candidates for that office.
5. Should a vacancy occur, the School LCAB shall nominate and vote on a replacement at the next scheduled meeting, for the remainder of the term.

ARTICLE V - AMENDMENTS

This constitution may be amended by a two-thirds vote of the members present of the School LCAB, provided such amendments have been presented in writing to the School LCAB at a previous meeting.

ARTICLE VI - COMMITMENT REGULATIONS

Parent volunteers who work at a St. Stan's fundraiser will receive a \$100 tuition credit. Maximum tuition credit per family is \$300. This monetary amount has been provided to encourage people to volunteer and to reward them for their time.

The following stipulations apply, and any concerns should be brought to the fundraiser's chairperson, the Home & School Representative, the Administrator, or the School LCAB:

1. Chairpersons of St. Stan's fundraisers will receive \$300 tuition credit. This \$300 credit

is not transferable if an individual chairs more than one event.

2. The schedule of positions needed for each fundraiser shall be determined by each fundraiser's chairperson with approval of the Home & School Rep.
3. Tuition credit will only be earned by parents or legal guardians of students of St. Stanislaus School.
4. If a scheduled volunteer is unable to work their assigned time/position, a substitute can work instead.