

# St. Felix Catholic School Advisory Board Constitution



## Article I

The name of the organization is St. Felix Catholic School Advisory Board, at St. Felix Catholic School, Wabasha, MN.

## Article II

### Nature and Purpose

#### Section 1.

The St. Felix Catholic School Advisory Board is involved through planning of the school's vision, formulating policies, and developing finance structures pertaining to the educational programs and/or policies of St. Felix Catholic School. The Board reviews St. Felix Catholic School's planning, policies, and finances in keeping with the spirit of the Christian Gospel and the traditions of the Catholic Church.

#### Section 2.

The St. Felix Catholic School Advisory Board is consultative to the Pastor and the Principal of St. Felix Catholic School.

#### Section 3.

Specific duties and functions include the following:

- Establish a mission statement and fulfill strategic plan responsibilities.
- Provide general direction for administrative action regarding policies.
- Develop plans and means to finance ongoing educational programs including setting tuition, negotiating subsidy, and developing annual budget.
- Be responsible for evaluating its own operations.

## Article III

### Membership

#### Section 1.

The membership of St. Felix Catholic School Advisory Board shall consist of: six elected members from St. Felix Parish; one representative from St. Agnes Parish, Kellogg; one member from the St. Felix Catholic School Parent Association; and one non-Catholic representative selected by the board at large. The Pastor and Principal are ex-officio members.

## **Section 2.**

A contracted teacher or employee of St. Felix Catholic School may not serve as a member of the St. Felix Catholic School Advisory Board.

## **Section 3.**

Each elected or appointed member of the St. Felix Catholic School Advisory Board shall serve a term of three years. No member may serve more than two consecutive terms.

## **Section 4.**

Interim vacancies shall be filled by the person who received the next highest number of votes at the most recent election. The interim person fills the remainder of the vacant term. If this vacancy is more than halfway through the term, it may not be counted as a full term and the interim person may serve an additional three-year term. If it is less than halfway through the term, they may fulfill that term and be eligible for re-election.

## **Section 5.**

The Board members shall be elected in the month of August and take over their duties in the month of September.

# **Article IV**

## **Officers**

### **Section 1.**

The officers of the St. Felix Catholic School Advisory Board consist of Chairperson, Vice-Chairperson, and Secretary. Board Members shall elect these Officers at the regular meeting in September.

### **Section 2.**

All elected members are eligible for any office with the exception of a candidate for Chairperson of which it is recommended to have one year of service on the Board.

# **Article V**

## **Conduct of Meeting**

### **Section 1.**

The rule of parliamentary procedure as contained in Robert's "Rule of Order" shall govern meetings of the St. Felix Catholic School Advisory Board.

## **Section 2.**

The ordinary order of regular meetings shall be:

1. Call to Order
2. Opening Prayer
3. Roll Call
4. Approval of Agenda
5. Approval of Minutes
6. Pastor's Report
7. Principal's Report
8. Old Business
9. New Business
10. Executive Session
11. Closing Prayer
12. Adjournment

## **Article VI**

### **Amendments**

#### **Section 1.**

This constitution may be amended by a vote of two-thirds of the total membership subject only to regulations of the Diocese of Winona Catholic Schools Office.

#### **Section 2.**

Amendments must be presented to the Board as least one week prior to voting on the amendment.

This constitution was voted on and accepted on January 17, 1983.

Revisions:

10/09/1989	10/12/1992	11/08/1999	02/17/2015
09/14/1992	11/09/1992	04/08/2002	10/01/2015

*Fr. Thomas E. Cook*

*10-26-15*

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Pastor

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Date

*Mrs. Deborah Beach*

*10-26-15*

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Administrator

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Date

*Mr. Troy Passe*

*10-26-15*

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Board Chairperson

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Date

**(The above reflect electronic signatures while the official documents contain actual signatures.)**

