



**Constitution and By – Laws
St. Teresa Catholic School
Titusville, Florida**

The mission of St. Teresa Catholic School is to provide a quality education that challenges and empowers students to develop their full potential. Our program is based on Gospel values and Catholic traditions and is implemented in a Christ-centered community that stresses excellence for all students.

Article I. Name

The name of this body shall be St. Teresa Catholic School Board of Education, hereafter referred to as the Board.

Article II. Purpose and Role

The Board is a consultative body to the Pastor and Principal in the affairs of St. Teresa School. This board is established in accordance with the policies and guidelines of the Diocese of Orlando.

The members of the board cannot act apart from the Pastor or Principal and cannot make decisions binding on the Parish School without the involvement of the Principal and approval of the Pastor.

Policy responsibilities of the Board shall include the following:

- A. Long-range planning – Establishing a mission statement, goals, and future plans including a 3-5 year strategic plan.
- B. Finances – Work with the school finance committee in reviewing the budget, tuition, and policies for financial matters.
- C. Development – including public relations, marketing, fundraising, publicity, and endowments.
- D. Recommendation of the selection/appointment of the Principal through search committees.
- E. Evaluation of the working relationship between the Principal and the Board.
- F. Evaluation of the effectiveness of the Board in achieving the Board's objectives.
- G. Review and approve the implementation of major curriculum changes and other areas of the life of the school.
- H. The Board shall carry out additional duties and responsibilities not specified herein that maybe assigned and deemed appropriate by the Pastor and/or Principal.

Article III Membership

Section I. Members of the Board shall be active members of St. Teresa Parish and/or other individuals contributing, supporting and having a vested interest in the success of St. Teresa School. Additionally, they must be experienced in effectively dealing with sensitive issues while maintaining appropriate confidentiality.

Section 2 The members of the Board shall consist of elected or appointed members, ex- officio members, and consultants.

A. There shall be six (6) or seven (7) elected or appointed members who shall be laypersons with full voting and discussion privileges. A minimum of three members shall be parents/guardians with children in the school and a minimum of three shall be members of the parish with no children in the school.

B. Ex-officio members shall include the pastor, school principal, faculty representative, and chairperson of the Homeroom Mothers group, who have full discussion privileges but no voting privileges.

C. Consultant members shall consist of those invited by the Pastor or Principal or Chairperson to participate on an ad hoc basis for a limited time and shall have full discussion privileges but no voting privileges.

Section 3 Terms of members will be three (3) years, ending June 30 of the third year, and will be staggered so that no more than two members' terms shall expire in a given year. Members shall be limited to two (2) terms of office. Members may serve longer at the discretion of the pastor.

Section 4 Members who miss three (3) board meetings in a twelve (12) month period, which absences are not excused, may lose membership by action of the Board. The following procedure will apply:

The Chairperson will notify the member.

The member will be given an opportunity to reply.

The Board may act or not act as the case may indicate.

The Pastor, after consultation with the Principal, may appoint a replacement for the remainder of the term.

Section 5 Membership Procedures: Announcement of forthcoming vacancies in membership shall be made to the school community and parish. Interested candidates will be reviewed by the board. In consultation with the board, the principal and pastor shall approve new appointments.

Article IV Officers

- A. The officers of the Board shall consist of the Chairperson, Vice-Chairperson, and secretary. They shall be elected at the first meeting of each school year.
- B. Officers shall serve one (1) year term. No officer shall hold the same office for more than two (2) consecutive terms.
- C. An officer may be removed from office only by function of the
 - 1. Pastor and Principal.

Duties of the officers are as follows:

- A. The Chairperson shall preside at all regular and special meetings of the Board, plan Board meetings with the Principal, assist in appointing all Board committees with the Principal, and oversee the committees' functions and goals.
- B. The Vice-Chairperson shall perform the duties of the Chairperson in his/her absence and all other duties as assigned by the Chairperson.
- C. The secretary will record, maintain, and distribute to each Board member, the minutes of all regular and special meetings. The secretary will be the custodian of the bylaw; present the minutes at the meetings and other materials as required at the meetings, answer correspondence and other related duties.

Article V Meetings

- A. The Board shall meet monthly, subject to change by the Board itself or to postponement by the chairperson or a majority of the board. Special meetings may be called at any time when need arises.
- B. A majority of the Board is necessary for the transaction of business at meetings and majority vote of those present shall be sufficient for decisions, resolutions or election.

All meetings of the Board shall be open to the community at large. Executive sessions shall be closed.

If an interested party wishes the Board to address a particular item or issue, it must first be added to the agenda of that meeting. The request must be submitted to the Chairperson, in writing, a minimum of two (2) weeks before the meeting. The interested party will be allowed to address the Board briefly on the subject if so desired.

Article VI Committees

There may be such committees as the Board may establish. Such committees will be appointed by the Chairperson and Principal. The members of such committees will select a Chairperson. Those committees will be discontinued at the direction of the Board.

(A Finance Committee for the school is established to deal with the financial aspects of /for the school. They will report periodically to discuss with the Board necessary financial situations. All financial dealings of the school must be approved by the parish Finance Committee.)

Article VII Amendments

This constitution maybe amended, supplemented or repealed in whole or in part at any time by a two-thirds vote of all members of the Board provided the amendment has been presented at the previous regularly scheduled meeting.