

DIOCESE OF JEFFERSON CITY

STATUTES OF THE CATHOLIC SCHOOL BOARD

I. Introduction

Catholic school education is a principal aspect of the mission of the Church. The Church “has the duty of proclaiming the way of salvation to all men, of revealing the life of Christ to those who believe, and of assisting them with unremitting care so that they may be able to attain to the fullness of that life” (Second Vatican Council, *Declaration on Christian Education*, no. 3). Whether through catechetics, the Catholic school, adult education, or the other means which the Church uses to educate, she has the responsibility, by virtue of the participation of her members in the prophetic mission of Christ, to proclaim the Gospel to all persons and to provide lifelong nourishment in the knowledge of the faith for her members (*The Code of Canon Law*, Canons 776; 777; 794 §1).

The Diocesan Bishop has, therefore, a special responsibility for the Catholic school education of Christ’s faithful confided to his pastoral care. For fulfilling this responsibility, the Diocesan Bishop depends on the assistance of all the faithful of the Church, for all the faithful share in the prophetic mission of Christ, each according to his or her state of life and office in the Church (*The Code of Canon Law*, Canons 759; 774).

In the Diocese of Jefferson City, Missouri, the Diocesan Bishop appoints a body that is the primary diocesan-level consultative body on Catholic school education. The name of this body is the Catholic School Board of the Diocese of Jefferson City.

II. Responsibilities

The Catholic School Board is a consultative body which assists the Diocesan Bishop in fostering the mission of Catholic school education at both parish and Diocesan levels. The Board, together with, and under the leadership of, the Diocesan Bishop, principally assists the Diocesan Bishop and superintendent of Catholic schools in the formation of policies for the promotion of all Catholic school education (preschool – grade 12) in the Diocese, in the study of the effectiveness of the same policies in their implementation, and in the clarification of the meaning of policy in cases of conflict of interpretation. All policies are subject to review by the Board for possible amendment or nullification by the Diocesan Bishop. It is the responsibility of the Diocesan Bishop alone to decide finally what is to be diocesan policy. (Canon 756) Further, the Catholic School Board responsibilities include, but are not limited to, the following:

Assisting the Diocesan Bishop, at his request, in the study of any matter related to the mission of Catholic schools in the Diocese.

Recommending policies or policy revisions to the superintendent of Catholic schools and the Diocesan Bishop.

Offering assistance to parish pastoral councils and local school boards in that aspect of their work which pertains to Catholic schools.

Studying and making recommendations regarding the financing of Catholic schools, including, but not limited to: Salaries, parish support, benefits, fees.

Reviewing the five-year plans of the schools and developing and maintaining a general one for Catholic School System of the Diocese of Jefferson City.

Advising the Diocesan Bishop concerning the need for additional schools and/or classrooms, or the elimination of such.

Evaluating annually its own work as a consultative body.

Participating in and promoting activities for the purpose of the spiritual development of its members and the effective operations of the board.

Serving on a search committee for a superintendent of Catholic schools and/or associate superintendent of Catholic schools.

III. Membership

The membership shall be composed of the following persons: The Diocesan Bishop (*ex officio*); the chancellor (*ex officio*); the moderator of the curia (*ex officio*); the superintendent of Catholic schools (*ex officio*); the associate superintendent of Catholic schools (*ex officio*); one school pastor from each school region, to be appointed by the Diocesan Bishop; one member representing the women religious orders that serve in the Diocese, to be appointed by the Diocesan Bishop; and two representatives of the laity from each school region to be appointed by the Diocesan Bishop in consultation with the local pastors and superintendent of Catholic schools.

The representatives of the laity are to be active members of their parishes. All appointed members must be registered members of a local parish, be confirmed practicing Catholics in full communion with the Catholic Church and known for their Catholic faith and prudent judgment. They must be willing to participate in the diocesan program of orientation for service on diocesan-level consultative bodies.

No lay members of the Catholic School Board may serve concurrently as a member of any parish Catholic school board or as a Catholic school administrator, faculty, or staff member or other employee of a Catholic school. Exception to this provision may be granted to pastors and/or women religious.

In accord with the nature of canonical consultation, all members of the Board have full voice on the Board. The Diocesan Bishop, at his discretion, retains the right to replace a member.

IV. Term of Membership

All appointed members shall serve for a term of three years, which can be renewed once. To insure continuity in the work of the Board, the terms of one-third of the members will expire each year as was originally established. All terms shall begin on July 1.

When the Diocesan See is vacant, the Catholic School Board ceases.

V. Vacancies of Un-expired Terms

In the event of a vacancy, the Diocesan Bishop will appoint someone to complete the term after appropriate consultation as specified in Article III. Completion of the un-expired term will not prevent the member from serving two additional full terms.

VI. Officers and Duties

The officers of the Catholic School Board shall be: The President (the Diocesan Bishop); the Chairperson (who is to be appointed by the Diocesan Bishop annually from the representatives); the Executive Secretary (who is the Superintendent of Catholic Schools); and a Vice Chairperson (also appointed by the Bishop) who takes the place of the Chairperson in her or his absence.

The chairperson is responsible for convening the Board, for directing the work of the Board and for fostering the process of consultation on the Board (See: VII, VIII, and IX).

The chairperson, vice chairperson, superintendent of Catholic schools, and moderator of the curia prepare the agenda of each meeting. They are to receive proposals for the agenda of each meeting.

The executive secretary is responsible for contacting the Board members regarding the preparation of the agenda and for communicating the agenda and the materials for study to the Board members. The executive secretary is to see that printed minutes of the meetings are distributed to the members within a reasonable time following each meeting.

VII. Meetings

The Catholic School Board will normally meet a minimum of five times a year. The time, place, and agenda of meetings shall be set at least one year in advance and be communicated to the members by mail two weeks before each meeting. The Diocesan Bishop can convene extraordinary meetings of the Board when circumstances urge it. The vicar general or superintendent of Catholic schools may also convene such meetings after receiving the Bishop's approval. The agenda is to be established for each meeting at a meeting of the Agenda Committee (See: VIII).

Any non-board member wishing to address the Board may make a request to do so to the superintendent of Catholic schools at least 7 (seven) days prior to the meeting. The Bishop and/or superintendent of Catholic schools reserve the right to either approve or not approve the request.

All personnel and other confidential matters must be discussed in closed sessions.

A majority of the members, shall constitute a quorum for the purpose of consultation, provided at least two pastors are present.

Meetings of the Board shall be conducted in accord with the norms of canonical consultation (Canon 127) and operating procedure shall be by consensus.

A recording secretary is to be appointed by the Board to take minutes. This person may or may not be an official member of the Board.

VIII. Committees

The Agenda Committee shall be a permanent committee of the Board. Its members are the chairperson, the vice chairperson, the moderator of the curia, and the executive secretary. It has the responsibility of establishing the agenda for each meeting and of assisting the president in his responsibilities for the Commission.

Other permanent and ad hoc committees can be recommended by the Board and submitted to the Bishop for his approval. There must be at least one pastor on each committee, and the chairperson of each committee must be a member of the Catholic School Board of the Diocese of Jefferson City. The superintendent of Catholic schools and/or the associate superintendent of Catholic schools shall serve as ex-officio members on all task forces and committees.

REQUIREMENTS OF THE MEMBERS OF THE CATHOLIC SCHOOL BOARD OF THE
DIOCESE OF JEFFERSON CITY

1. To pray often for other members of the board, Catholic schools, the diocesan leadership, and the community served;
2. To attend all meetings regularly and be prepared for them;
3. To participate in discussion and decision making;
4. To notify the Catholic School Office prior to absence from a meeting;
5. To participate in committee work when requested;
6. To participate in annual board training;
7. To be knowledgeable about the Catholic school policies for the Diocese of Jefferson City;
8. To recognize that Catholic schools are a significant expression of the teaching mission of the Catholic Church and function within its structure;
9. To publicly support the Catholic school policies of the Diocese of Jefferson City, the superintendent of Catholic schools and the associate superintendent of Catholic schools;
10. To be loyal to board decisions even if personally opposed to the final recommendations and decisions;
11. To support and exemplify in conduct, both Catholic doctrine and morality and to be consistent, in expression and example, with the teaching and practice of the Catholic faith and not to teach, advocate, encourage, or counsel beliefs or practices contrary to the Catholic faith;
12. To be trained in Protecting God's Children program.

Diocesan Catholic School Board Regions

<u>Central Region</u>		<u>South Region</u>	
Columbia	Columbia Catholic	Cuba	Holy Cross
Jefferson City	Helias High School	Mary's Home	Our Lady of the Snows
Jefferson City	Immaculate Conception	Rolla	St. Patrick
Jefferson City	St. Joseph Cathedral	St. Thomas	St. Thomas the Apostle
Jefferson City	St. Peter	Vienna	Visitation Inter-parish
St. Martins	St. Martin		
Wardsville	St. Stanislaus		
<u>West Region</u>		<u>East Region</u>	
Boonville	Ss. Peter and Paul	Hermann	St. George
Glasgow	St. Mary's	Martinsburg	St. Joseph
Marshall	St. Peter	Mexico	St. Brendan
Pilot Grove	St. Joseph	Montgomery City	Immaculate Conception
Sedalia	Sacred Heart	Bowling Green	St. Clement
Sedalia	Sacred Heart High School	Fulton	St. Peter
Tipton	St. Andrew		
<u>East Central Region</u>		<u>North Region</u>	
Frankenstein	St. Mary's	Hannibal	Holy Family
Freeburg	Holy Family	Monroe City	Holy Rosary
Linn	St. George	Moberly	St. Pius X
Loose Creek	Immaculate Conception	Salisbury	St. Joseph
Rich Fountain	Sacred Heart	Kirksville	Mary Immaculate
Westphalia	St. Joseph	Macon	Immaculate Conception
Taos	St. Francis Xavier	Marceline	McCartan Memorial

DIOCESE OF JEFFERSON CITY

ADVISORY COUNCIL OF DIOCESAN SCHOOL ADMINISTRATORS

STATEMENT OF PURPOSE

The Diocese of Jefferson City Advisory Council of Diocesan School Administrators is a consultative body organized to engender a sense of diocesan Church among the schools of the diocese. Such sense of Church is engendered through the kind of witness given by the Advisory Council of Diocese School Administrators, as it works with the staff of the Catholic School Office and the other Catholic school administrators to reflect a shared vision for the schools of the diocese and a perceived unity which derives from mutually supported efforts to implement this vision.

Besides the sharing of vision, the Catholic School Office and the Advisory Council should strive to enhance the special ministry of the professional educational leaders in the diocese. This should include both professional and spiritual growth opportunities for all.

The Advisory Council of Diocesan School Administrators carries out its ministry by functioning first as a necessary communication link between the Catholic School Office and the Catholic school administrators of the diocese, and, secondly, as a necessary means for facilitating communication among the administrators within regions. Given the geographic area and the number of schools embraced by the Diocese of Jefferson City, the Advisory Council of Diocesan School Administrators provides a vehicle for representing the views of all the diocesan school administrators on issues affecting all of the schools of the diocese. The Advisory Council of Diocesan School Administrators likewise provides a conduit by which the Catholic School Office can communicate meaningfully to all administrators on these same issues. In fulfilling these functions, the Advisory Council of Diocesan School Administrators brings administrators from regions together for mutual support, discussion of common concerns, sharing of resources and ideas, planning of cooperative projects, and professional growth.

STATEMENTS OF DUTIES AND RESPONSIBILITIES

The duties of a member of the Advisory Council of Diocesan School Administrators include the following:

1. To keep lines of communication open and functioning between the region and the Catholic Schools Office;
2. To provide accurate input from the region at each Council meeting and present views and concerns of the region members;
3. To actively participate in the study of diocesan school problems, issues and concerns as requested by the Catholic School Office;
4. To assist in the collection of data and analyze it or relate problems and issues;
5. To support and help implement recommendations of the Advisory Council;
6. To report accurate feedback to the regional grouping of administrators;
7. To construct agendas for regional meetings which include all pertinent items of the prior Council meeting as well as the regional topics;
8. To send to the Catholic School Office a summary of the regional meeting within two weeks of it being held, which summary should include an attendance list.

MEMBERSHIP

The Advisory Council of Diocesan School Administrators for the Diocese of Jefferson City consists of one administrator, appointed by the superintendent of Catholic schools, from each of the 7 regions. Regions are as follows:

<u>Central Region</u>		<u>South Region</u>	
Jefferson City	Helias High School	Cuba	Holy Cross
Jefferson City	Immaculate Conception	Mary's Home	Our Lady of the Snows
Jefferson City	St. Joseph Cathedral	Rolla	St. Patrick
Jefferson City	St. Peter	St. Thomas	St. Thomas the Apostle
St. Martins	St. Martin	Vienna	Visitation Inter-parish
Wardsville	St. Stanislaus		

<u>West Region</u>		<u>East Region</u>	
Glasgow	St. Mary's	Hannibal	Holy Family
Marshall	St. Peter	Hermann	St. George
Pilot Grove	St. Joseph	Martinsburg	St. Joseph
Sedalia	Sacred Heart Elementary	Monroe City	Holy Rosary
Sedalia	Sacred Heart High School	Montgomery City	Immaculate Conception
Tipton	St. Andrew	St. Clement	St. Clement

<u>East Central Region</u>		<u>North West Region</u>	
Frankenstein	St. Mary's	Kirkville	Mary Immaculate
Freeburg	Holy Family	Macon	Immaculate Conception
Linn	St. George	Marceline	McCartan Memorial
Loose Creek	Immaculate Conception	Salisbury	St. Joseph
Rich Fountain	Sacred Heart		
Taos	St. Francis Xavier		
Westphalia	St. Joseph		

<u>North Central Region</u>	
Boonville	Ss. Peter & Paul
Columbia	Our Lady of Lourdes
Fulton	St. Peter
Mexico	St. Brendan
Moberly	St. Pius X
Columbia	Fr. Tolton High School

Regional representatives are appointed by the superintendent of Catholic schools. Each representative is to select an alternate to represent him/her at the Advisory Council meetings in the case of his/her absence. The regular member is responsible to contact the alternate if he or she is unable to attend for any reason. The regular member is also responsible to brief the alternate on the current issues and discussion materials.

All administrators are free to attend the Advisory Council meetings at any time. Members that will be new to the Council in the upcoming year are asked to attend the last meeting of year to prepare them for their responsibilities for the following year. School administrators/principals new to the diocese are invited to attend the first meeting of the school year, so that they might become acquainted with the purpose and function of the Advisory Council.

TERM OF OFFICE

Starting with the 2004-2005 school year, the term of office for an Advisory Council representative will be three years. Each representative can be reappointed by the superintendent of Catholic schools for concurrent terms. If the representative is unable to fulfill his/her term, any eligible member of the region may be appointed by the superintendent of Catholic schools to finish out the unexpired term of the original representative. Initial terms will be staggered over 3 years to insure continuity and to help insure that there will not be a complete turnover on the Council.

REGIONAL

It is recommended that the Council meet four or five times yearly, starting in September. The regional meetings are to be normally held within two weeks after the Council meeting.

DIOCESE OF JEFFERSON CITY
PARISH SCHOOL ADVISORY BOARD

BASIC RESPONSIBILITIES

Each school is to have a parish (or inter-parish) school advisory board as a representative group of the parish to give general guidance and oversee the operations of the school. The basic responsibilities of the group are the following:

1. To participate in school goal-setting and set school advisory board goals;
2. To pursue goals of long-range planning (e.g., enrollment and finance) and public relations;
3. To formulate and communicate policies for the school which are compatible with diocesan policies;
4. To review and recommend the annual school budget for presentation to the parish council;
5. To participate in the local search procedures for school administrator/principal and participate in the evaluation of his/her performance;
6. To plan for special projects, recruitment, and public relations;
7. To review and evaluate own meetings, policies, projects, and communication.

A suggested form for school advisory board self-evaluation is included in Appendix 9301.

NATURE AND RELATIONSHIPS

The school advisory board is a consultative body, advisory to the pastor and school administrator/principal. Policies, after formulation by the school advisory board, are officially enacted by the pastor, then implemented by the school administrator/principal. Although the school advisory board is not legislative, it significantly influences all-important areas of the schools.

The specific school advisory board relationships follow:

WITH PASTOR

By Canon Law, the pastor is the administrator of the parish. For that reason, the pastor's approval and signature are required before any parish school advisory board policy becomes effective. The pastor is also the official parish agent for any contract.

WITH SCHOOL ADMINISTRATOR/PRINCIPAL

The school advisory board relates to the school through the school administrator/principal who is the executive officer of the school advisory board as well as the educational leader of the school. Because the school administrator/principal implements school advisory board policy; directs the curriculum; selects, assigns, and evaluates teachers; and accounts for all internal funds such as book fees, the school administrator/principal is in an excellent position to suggest areas in which policy is needed and to be involved in drafting the instructional budget. It is important for school advisory board members to understand that they are not responsible for deciding which actions a school administrator/principal will take, but for developing the policies that guide the school administrator/principal in making decisions.

WITH TEACHERS

The school advisory board does not select, evaluate, or communicate to teachers directly on issues. Teachers approach the school advisory board through the school administrator/principal. The members, in their roles of school advisory board members, relate to the teachers through the school

administrator/principal. The school administrator/principal, however, may seek advice from or give periodic reports to the school advisory board related to teachers.

The school administrator/principal regularly reports to the school advisory board about teachers' achievements and classroom activities. Occasionally the school administrator/principal may seek school advisory board advice about general teacher issues and appraises the school advisory board about any serious school or classroom incidents which may have adverse reaction in the school community.

WITH PARISH COUNCIL

The school advisory board helps insure that the school's program is consistent with the parish's mission and keeps the council informed of the operation of the school. The school advisory board reviews and approved the annual school budget for presentation to the parish council. The parish council does not determine the line items of the school budget, but approves the amount the parish will allocate to the school. Any needed adjustments to the school budget are made by the school advisory board (or budget subcommittee).

WITH PARISH COMMUNITY

The school advisory board shall find effective ways to communicate with the parish community, e.g., noting key agenda items and summarizing key school advisory board actions in the parish bulletin.

WITH PARENTS AND STUDENTS

The school advisory board recommends general guidelines and policies but does not apply the guidelines to specific cases. That is done by the school administrator/principal and staff. The school advisory board supports the established procedures for parents and students to follow when classroom or school concerns arise. Parents are to communicate to the teacher, then the school administrator/principal, and then the pastor.

WITH SUPERINTENDENT OF CATHOLIC SCHOOLS

The superintendent of Catholic schools assists local school advisory board in orienting new members and in clarifying the school advisory board responsibilities through educational materials and periodic visits with the school advisory board president and/or total school advisory board. The school advisory board submits any major revision of its constitution and by-laws to the superintendent of Catholic schools for approval and is encouraged to contact the superintendent of Catholic schools, ordinarily, but not exclusively, through the school advisory board president, for clarifications or guidance.

WITH THE DIOCESAN SCHOOL BOARD

When a diocesan school board exists, it functions as an advisory organization delegated by the bishop and responsible to the diocese for diocesan sponsored educational programs. It has the responsibility of developing policy that gives unified leadership to the various concerns reflected in the total educational ministry. The policies which they develop are enacted/approved by the bishop and promulgated by him for implementation in the diocese.

POLICIES

Policies are general guidelines for the discretionary action for those who are involved with the school on a day-to-day basis. Policies state "what" should be done, with the "how" determined by the school administrator/principal and other appropriate parties. In other words, the school advisory board gives general guidance rather than specific direction. The school administrator/principal is responsible for making specific rules and regulations.

1. The school advisory board can recommend establishing new staff positions. The school administrator/principal selects specific persons, and the pastor presents contracts.
2. The school advisory board can recommend major curriculum directions, such as "a practical health education program". The school administrator/principal and staff implement the program.

In some areas, the school administrator/principal may wish to ask the school advisory board for more specific decisions; e.g., details regarding the dress code or acceptability of specific materials for a human sexuality program.

POLICY RECORD AND COMMUNICATION

All policies are recorded in writing as they are formulated by the school advisory board and enacted by the pastor. Inclusion of the policies within school advisory board minutes is essential, but not sufficient. In addition, policies are recorded in some systematic manner to facilitate easy and frequent reference. Current policies may be kept, for example, in a separate handbook of basic school advisory board documents, filed within the diocesan handbook, or maintained in any other systematic and accessible form. The school advisory board secretary holds primary responsibility for the record of current policies.

After policies have been enacted, they are to be communicated immediately to the persons involved and the date of the policy(ies) become effective. The school advisory board may choose to make some policies effective with the publication of the next school handbook.

Every year, prior to the publication of the new school handbook, the existing policies are to be evaluated and revised as needed so the school administrator/principal may incorporate the current policies within the school handbook(s).

MEMBERSHIP

School advisory board members need to be persons with school advisory board interests and backgrounds; supportive of parish and schools, willing to attend meetings, respect confidentiality, avoid conflict of interest, participate in committee work, and to uphold decisions of the school advisory boards. Ordinarily they are elected by parents and parishioners of the parish(es) involved after their candidacy is approved by the pastor. To facilitate an "outside" view, ordinarily neither paid parish or school employees nor members of their households are eligible for election. The pastor and school administrator/principal are ex-officio members. A school advisory board may wish to have a limited number of other ex-officio members; e.g., a home-school association officer, a parish council representative, and assistant principal.

The number of members depends upon the size of the school and community; many find that a school advisory board composition of six to nine members with staggered three-year terms proves representative yet practical.

Ordinarily terms of new members and officers begin with the new school year. School advisory board policies provide for the removal of a member who does not abide by the handbook.

AUTHORITY

As determined by Canon Law, advisory authority is exercised only by the group. As individuals, school advisory board members have no authority. All school advisory board decisions are subject to the approval of the pastor.

COMMITTEES

School advisory boards consider whether preparatory work by small communities (with at least one school advisory board member on each committee) will facilitate the work at hand. Possible areas for committees follow:

- Policies
- Long-range planning
- Public relations
- Building and grounds
- Political action
- Recruitment
- Other

Ideally committees will develop written reports, with proposals when appropriate, to circulate with the agenda prior to the meeting.

MEETINGS

The agenda for each meeting is shaped by the school administrator/principal, pastor, and school advisory board president. Visitors are free to attend any regular school advisory board meeting. Visitors, who have followed the accepted procedure for presenting material to the school advisory board, may address the school advisory board if the school administrator/principal and/or school advisory board president, or pastor has determined, in advance, that the topic is appropriate for school advisory board consideration (e.g., deals with a general area of need rather than with a specific individual). All requests to speak at the school advisory board must be pre-approved.

In determining the format of the agenda, the school administrator/principal, president, and pastor may wish to consider the following:

1. Placing action items, when possible, before routine reports;
2. Indicating whether each item is for information, discussion, advice or action;
3. Always including some item to invite questions asked of or by school advisory board members.

The agenda is to be sent to school advisory board members at least a week prior to the meeting with written background materials and proposals. The agenda and/or abbreviated minutes of regular meetings are available for review by parents and other interested persons. The only necessary items to be recorded in minutes are actions of the school advisory board.

Executive sessions may be called when sensitive matters are discussed. Executive sessions normally include all members - elected and ex-officio (pastor and school administrator/principal). Such closed sessions demand absolute confidentiality of all school advisory board members. No public minutes are taken in executive session. A separate set of confidential executive session minutes can be kept. Any actions decided in executive session can be brought forth in public session for approval.

PROCEDURES

Although Robert's Rules with yes/no voting may be required on occasion, the school advisory board generally works toward consensus. That approach includes the following:

1. Altering a proposal until it accommodates the group;
2. Utilizing three responses to proposals;
 - a. Can accept;
 - b. Prefer another, but can live with this;
 - c. Cannot accept;

3. Discussing a variety of factors and approaches that could change a proposal as needed;
4. Listening to and involving each person within the discussion.

CONSTITUTIONS AND BYLAWS

Each school advisory board is to have a written constitution and bylaws. These documents are to be approved by the superintendent of Catholic schools when initially written and when revised. A copy of these documents are to be given to the parish council.

The constitution includes the following elements:

1. Title: Name of the school advisory board
2. Purpose: Responsibilities as previously indicated
3. Membership: Number of members
Requirements (Parents, other parishioners, representation of neighboring parishes, etc.)
Status of pastor as parish administrator who enacts policy
Position of school administrator/principal as executive officer
Term of office
Ineligibility (generally paid school/parish employees and members of household; other conflict-of-interest situation)
4. Officers: Titles
Who can be elected
Term of office
5. Meetings: Frequency
Quorum
6. Relationships: Basically as previously indicated
7. Committees: Standing committees
Appointment of ad hoc committees
Eligibility for committee membership

Bylaws include the following:

1. Policy: Process for formulating policy
Process for communicating policy after enactment by pastor
Process for maintaining file of policies
Process for annual review of existing policies
2. Membership: Time and process of annual election
Resignation, terminations
Filling vacancies
3. Officers: Process of election
Responsibilities of each office
4. Meetings: Regular meetings open
Stipulations concerning visitors
Definition of executive session
Procedure for calling special meetings
Meeting procedure
Basic meeting format
5. Committees: Functions
6. Amendments: Process

Local school advisory board documents may vary, but must always reflect diocesan policies. A sample constitution and bylaws can be found in Appendix #9301.

May 7, 2004

DIOCESE OF JEFFERSON CITY

HOME-SCHOOL ASSOCIATIONS

PURPOSE AND NATURE

To enable the parent's partnership role to become a reality in education, every school has an effective home-school association. The objectives of the organization are to coordinate the educational activities of the home and school, promote communication among the parents, teachers, and administrators, and to develop and deepen a mutual understanding of Catholic education.

The home-school association is neither a policy forming nor primarily a fund-raising body. It is an organization that fulfills its purpose by supporting the school and collaborating with faculty and staff. It is not an organization that is to discuss policies and issues. That is the role of the school advisory board.

MEMBERSHIP

Membership consists of parents/guardians of students, the pastor, school administrator/principal, and faculty. Membership may be extended to include other interested relatives of the students and community leaders. The association may set nominal annual dues, if desired. The school administrator/principal of the school and the pastor are non-voting, ex-officio members of the executive committee.

AUTHORITY

The home-school association works in cooperation with the school administration. As determined by Canon Law, all home-school association decisions are subject to final approval by the pastor.

CONSTITUTION AND BYLAWS

Each home-school association has a constitution and bylaws. These documents, when initially written or revised, are to be approved by the superintendent of Catholic schools. A copy of these documents are given to the school board and parish council.

Elements in a constitution should include the following:

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|-------------------------|--------------------------------------|
| 1. Name: | Name of organization |
| 2. Objectives: | Including those previously indicated |
| 3. Membership: | Eligibility for membership |
| 4. Officers: | Titles |
| | Eligibility for office |
| | Term of office |
| 5. Executive Committee: | Composition |
| | Responsibilities |
| 6. General Meeting: | Number of meetings |

Bylaws include the following:

- | | |
|--------------------|---------------------|
| 1. Officers: | Duties |
| | Process of election |
| 2. Meetings: | Order of business |
| | Procedures |
| 3. Standing Rules: | Dues |
| | Reports |
| 4. Amendments: | Process |

Local association documents may reflect any options that adhere to diocesan policies.