

CONSTITUTION & BY-LAWS

of

St. Jean Vianney School & Preschool Advisory Board

Part 1: CONSTITUTION

ARTICLE I: NAME & MISSION STATEMENT

The name of this body shall be the St. Jean Vianney School & Preschool Advisory Board.

The mission statement of the school is *partnering with parents to educate the whole child in a caring, Catholic community of faith,*

The mission statement of the advisory board is to serve in an advisory capacity to the Pastor, Principal & Preschool Director while supporting and enhancing the mission of St. Jean Vianney School & Preschool.

ARTICLE II: PURPOSE

The purpose of the advisory board is to serve in an advisory capacity to the Pastor, Principal, and Preschool Director and further the mission of St. Jean Vianney School & Preschool in a manner consistent with Diocesan and state guidelines and directives so that students may be educated in a caring, Catholic community of faith.

ARTICLE III: AREAS OF RESPONSIBILITY

1. Policy Advise in shaping major policies for the school in keeping with Diocesan policies and the mission statement of the school & preschool.

2. Finance Provide input regarding a balanced annual operational as submitted by the principal and the finance committee to assure provision of adequate resources for the total school program

Provide input regarding a reasonable tuition, just salaries, financial aid, and proper maintenance for school property and plant.
3. Planning Plan strategically for the development of the school & preschool by setting goals that fulfill the mission of the school.
4. Communications Communicate to the parents & other stake holder groups
5. Marketing Provide good public relations affecting enrollment.
6. Committees Advise in the creation of committees necessary to the operation of the school and board's needs and serve on such committees along with non-board members named by the executive committee.
7. Evaluation Request from the diocesan office assistance in evaluating the effectiveness of the school's administration and board in carrying out its mission and periodically review and update the school's mission statement.
8. Appeals Provide an adequate appeals procedure in keeping with diocesan policies

ARTICLE IV: MEMBERSHIP

Membership Representation

Membership consists of nine members and four ex-officio members: the Pastor, Principal, Preschool Director, and Business Manager.

Members are appointed by the Pastor.

The Principal will select a President, President Elect, and Secretary from the members.

Term of Membership

- a) The Pastor will appoint members for a term of three years.
- b) If completing a term of two years or less, a member is eligible for re-appointment for another three years.
- c) Members may serve only two consecutive terms.
- d) Regular terms of office commence on July 1.
- e) Maintenance of all records related to Board membership will be maintained by the Board Secretary.

Criteria for Membership

1. Genuine commitment to Catholic School education
2. Expertise in an area that contributes to the Board's work
3. Ability to make substantial time commitments to the work of the board.
4. Understanding of the purpose and structure of the school
5. Attendance at an annual formation workshop sponsored by the Diocese
6. Values and lifestyle consistent with Catholic doctrine and moral standards
7. Employees of the school or preschool are not eligible to serve

ARTICLE V: EXECUTIVE COMMITTEE

The Executive Committee consists of the Pastor, Principal, Preschool Director, and the St. Jean Vianney School Advisory President and President Elect, and the Secretary.

Officers consist of an Advisory President, President Elect, and Secretary to be selected by the Principal. The officers, together with the principal and pastor, make up the executive committee of the board. The executive committee communicates prior to regular board meetings to formulate an agenda which is sent to board members prior to meetings. In making the agenda, the executive committee determines if, when, and how non-board members will be allowed to address the board at any given meeting.

ARTICLE VI: MEETINGS

- 1) *Robert's Rules of Order* are to be followed at all committee and board meetings.
- 2) Regular meetings of the Board should be held at least five times a year with the possibility of additional meetings.
- 3) Members are expected to attend all meetings. Members missing more than two meetings per year may be removed from the board. Times and frequency of meetings are determined by the board members in accordance with the by-laws.
- 4) Meetings follow an agenda drawn up by the Executive Committee and distributed to members beforehand.
- 5) Meetings shall follow a definite pattern and attempt to stay within a certain time limit as described in the by-laws.

ARTICLE VII: QUORUM

A quorum must exist for the purpose of transacting official business at any meeting. A quorum consists of a majority of the voting members of the board. Members must be present (in person or via Zoom) at the meeting to vote. Proxy voting is not permitted.

ARTICLE VIII: CONFLICT OF INTEREST

Any Board member, school or preschool employee, or committee member having an interest in a contract or other transaction presented to the Board or committee thereof for authorization, approval, or ratification, shall make a prompt, full and frank disclosure of his/her interest to the Board or committee prior to its acting on such contract or transaction. The body to which such disclosure is made shall thereupon determine by majority vote, whether the disclosure shows that a conflict can reasonably be construed to exist. If a conflict is deemed to exist, such person shall not vote on, nor use personal influence on, nor participate (other than to present factual information or to respond to questions) in the discussions or deliberation with respect to such contract or transaction.

ARTICLE IX: CONFIDENTIALITY

Board members annually sign a statement of confidentiality.

ARTICLE X: LIMITATION OF LIABILITY

The members and officers of the Board shall not be personally liable for any debt, liability, or obligation of St. Jean Vianney School or Preschool. All persons, corporations or other entities extending credit to, contracting with, or having any claims against St. Jean Vianney School or Preschool may look only to the funds and property of St. Jean Vianney School or Preschool for the payment of any such contract or claim, or for the payment of any such contract or claim, or for the payment of any debt, damages, judgment or decree, or of any money that may otherwise become due or payable to them from St. Jean Vianney School or Preschool. St. Jean Vianney School or Preschool shall indemnify and hold harmless the members and officers of St. Jean Vianney School or Preschool from any personal liability arising out of the performance of their duties as officers and members of this St. Jean Vianney School or Preschool in the full extent permitted by Louisiana law as fully and completely as though said provisions were recited herein in full.

ARTICLE XI: AMENDMENTS

Proposed amendments to this constitution must be submitted in writing and sent to the executive committee. Each committee member must receive a written copy of the proposed amendment at least one week before the Advisory Board meeting which will vote on it. A two-thirds (2/3) majority vote by the entire membership of the Advisory Board is necessary to amend the Constitution.

Amendments to the bylaws may be presented and voted on at the same Advisory Board meeting. Amendments to the bylaws require only a majority of the voting members.

Part 2: BY-LAWS

1. Officers: Appointment and Duties

The President and President Elect are selected by the principal for a two-year staggered term.

The President presides at all St. Jean Vianney Catholic School & Preschool Advisory Board meetings. The President also sees that the executive committee appoints all other committees and develops the meeting agenda with the Principal, Preschool Director, President Elect, and Secretary.

The Secretary is also selected by the principal for a two-year term. He/She serves as the scribe and recorder assuring that the minutes of the meetings are recorded and distributed to the St. Jean Vianney School & Preschool Advisory Board members before the next meeting.

2. Committees

In addition to the executive committee, the board establishes the following standing committees:

1. Finance
2. Advancement
3. Strategic Planning/Accreditation

The chairperson of each standing committee is appointed by the executive committee and must be a Board member who will serve as a liaison with the board. Other committee members are named by the executive committee based on their expertise and qualifications similar to those expected of board members. The principal, preschool director, or an appointed representative should attend meetings of the committees. The committee chairperson will report to the board at its regular meetings.

In addition, the executive committee may create ad-hoc committees to perform a specific task as the need arises.

3. Meetings

Board meetings shall be conducted the second Tuesday of July, September, November, January, and March from 3:30-5:00.

A schedule of meeting dates for the year will be sent to members at the start of each school year.

The Pastor, Principal, Preschool Director or any member may request additional meetings by contacting the President.

Meetings shall not exceed one and one-half hours.

4. Agenda

All agenda items must be submitted one week prior to the meeting.

Agenda will be sent to members two days prior to meeting.

The Principal, Preschool Director, President, President Elect and Secretary will formulate the agenda.

If necessary, the Pastor, Principal, Preschool Director, and Secretary will meet and review submitted agenda items before they are placed on the agenda.

Meetings shall follow the agenda listed below.

1. Sign In/ Opening Prayer
2. Approval of Minutes
3. Old Business and follow-up of previous meeting
4. School Report- Principal
5. Preschool Report- Preschool Director
6. Committee reports
7. New Business, Action Items
8. Pastor's Comments
9. Closing Prayer

4. Amendments

Amendments to the by-laws (not the Constitution) may be made at any given meeting by a two-thirds majority vote of all members present. Likewise, by a two-thirds vote of members present, the by-laws can be repealed or temporarily suspended to facilitate the work of the board.

Amended by SJV Advisory Board on 07.18.23