

CONSTITUTION and BYLAWS for the BOARD OF DIRECTORS ST. PIUS X HIGH SCHOOL

ST. PIUS X HIGH SCHOOL VISION STATEMENT

We, the Catholic learning community of St. Pius X High School, strive to maintain and recognize excellence in all educational programs for students of all abilities. We strive to impart Christian ethical principles of living to students, preparing them to be productive and contributing members of a global society. We, as members of the St. Pius X High School Community, seek to challenge each other individually to become lifelong learners in mind, body, and spirit.

MISSION STATEMENT

St. Pius X High School is a Catholic community dedicated to the education of the whole person in an environment where extraordinary care and concern for the individual is ordinary.

PREAMBLE

St. Pius X High School is operated by the Archdiocese of St. Louis. The school is established to carry out the teaching ministry of the Roman Catholic Church. As such, the religious and academic programs shall be in accordance with the teachings and laws of the Roman Catholic Church and the Archdiocese of St. Louis.

The intention of the administration of St. Pius X High School is to establish a Board of Directors. This board shall function with “limited jurisdiction” and have as its sole concern the ministry of Catholic school education. In doing so, the board shall concern itself with policy matters pertaining to the general excellence of Catholic education at St. Pius X High School.

ARTICLE I – NAME

The name of this body shall be “***ST. PIUS X HIGH SCHOOL BOARD OF DIRECTORS***” (herein after referred to as “the board”).

ARTICLE II – PURPOSE AND FUNCTION

SECTION 1: The board by its nature is consultative to the administration and operates with limited jurisdiction. The function of the board shall be for the exercise of shared responsibility for fulfillment of the mission as a center of evangelization and excellence in Catholic education. The board shall provide leadership assistance in developing policies for the school’s operation and maintaining excellence in academic programs intended to direct students towards a conscious choice of living a responsible Catholic life.

SECTION 2: THE MAIN RESPONSIBILITIES OF THE BOARD INCLUDE THE FOLLOWING:

- A. Policy: formulation and adoption of policy for the school, with the approval of the administration, as needed, within the framework of diocesan policy. Monitor the implementation of school policy and procedure.
- B. Establish an admission policy that will provide for the greatest number of

- prospective students that is consistent with the school's vision and objectives.
- C. Financial Planning and Management: providing advice and counsel with regard to long-range financial planning, annual budget development, budget monitoring and financial reporting.
 - D. Planning: development and regular updating of a 3-year strategic plan for the school; annual goal-setting for the School and for the board. The strategic plan shall follow the guidelines of the Archdiocese.
 - E. Establish and evaluate the necessary policies and procedures for the care, maintenance, growth and improvements in the building, grounds, equipment and supplies belonging to the school, both at present and for the future.
 - F. Advancement: formulation and implementation of an advancement program (marketing, development and recruitment) for the school, following diocesan guidelines, and in cooperation with the Office of Catholic Schools.
 - G. Evaluation: annual systematic evaluation of:
 - a. The school's mission statement, goals and policies,
 - b. The board itself,
 - c. The President.
 - H. Recommendations for the appointment of the principal: when a vacancy occurs, some board members will be asked to participate in the search process.
 - I. Determine those programs that affect the school's relationship to the community at large and the elementary schools and parishes in the area.
 - J. Establish other committees at the board's discretion; each committee is responsible for setting procedures to insure that they are commensurate with sound Catholic doctrine and practice.

ARTICLE III – RELATIONSHIPS WITH OTHER GROUPS

SECTION 1: RELATIONSHIP OF THE BOARD TO THE CATHOLIC EDUCATION OFFICE AND SUPERINTENDENT

The Archdiocesan School Office makes the final recommendation to the Archbishop for the persons employed as President and Principal of St. Pius X High School.

Because of the overall program of the school is primarily under the jurisdiction of the Superintendent as expressed in the Archdiocesan Handbook, the Superintendent or a chosen representative will be the liaison between the St. Pius X Board of Directors and the Archdiocesan Board of Education. However, procedures for the hiring of personnel, reporting of financial operations, evaluation of educational programs and other administrative functions are the responsibility of the Administration of the school. The President of the school will be the liaison between the St. Pius X Board of Directors, the Superintendent and the School Office.

SECTION 2: ARCHDIOCESE OF ST. LOUIS

Regular information from the Archdiocese of St. Louis concerning diocesan policies impacting Catholic high school education shall be provided by the administration as in-service programs to the board. The administration shall implement archdiocesan school policies formulated by the Archdiocesan Office of Catholic Schools, approved by the Archbishop and promulgated by the Archdiocesan superintendent of Catholic schools.

SECTION 3: FINANCE COMMITTEE

The Board shall work in a cooperative and collaborative manner with the President and finance committee. Regular communication, including minutes of the board meetings, shall be forwarded to the administration.

SECTION 4: FACULTY

The relationship between the board and the faculty shall be characterized by mutual support, good communication and cooperation. The administration represents the faculty to the board. From time-to-time, teachers and / or administrative team members may be invited to share information with the board on matters concerning the school. The board shall have no role in hiring, evaluating, terminating or renewing professional or support staff.

ARTICLE IV – MEMBERSHIP

SECTION 1: The President and Principal shall be non-voting ex-officio members of the St. Pius X Board of Directors, ordinarily participating in all meetings, sharing their vision, wisdom and expertise. In light of their ministry to the total school, the President and Principal have the right to veto those board decisions that are inconsistent with the integral proclamation of the Word of God, with Archdiocesan school policies, with duly established school policies or those decisions that are not financially appropriate. The President shall approve and / or appoint new Board members to fill any vacancies on the Board. At his / her discretion, he / she may consult with the board concerning new appointments.

Members of the board shall be at least 21 years of age and be broadly representative of the Catholic community served by the school. This includes parents of children enrolled in the school, alumni, and Catholic community members regardless if they have a family member enrolled in the high school. Broad representation is encouraged since the Archdiocesan high school represents the entire Archdiocese of St. Louis community. No employee of the High School shall be eligible for membership on the Board.

SECTION 2: TERMS OF OFFICE

Members of the Board shall serve for a three-year term with eligibility for a second three-year term. Members may not serve more than two consecutive three-year terms except whose original term was less than three years. They may serve two additional three-year terms. Ex-board members may be eligible to serve on the board again after a one-year period of retirement.

Three unexcused absences from board meetings will be cause for automatic removal from the board.

A member unable to fulfill the term due to illness or personal reasons shall submit a notice of resignation to the board. The President shall fill such a vacancy according to Article IV, Section 1 above.

Members shall serve on one of the standing committees by appointment by the President; or they may also serve on subcommittees or ad hoc committees called by the board and / or the President.

Authority of individual members is in their voting power on specific board policy.

Members may not advise, consult, or exercise singular authority unless directed by the board. It shall be the responsibility of all members to hold in confidence all matters and discussion brought before the board.

New board members shall be appointed by May and all terms begin in August. They will sit as non-voting members between May and August.

ARTICLE V – OFFICERS

SECTION 1: The officers of the St. Pius X High School Board of Directors shall be the chair, vice-chair and secretary.

- A. Candidates for office shall be chosen by the board which shall submit the names of the nominees at the March meeting.
- B. Member candidates shall have served at least one year on the board to be eligible for office.

SECTION 2: THE DUTIES OF THE OFFICERS SHALL BE:

CHAIR – The chair shall preside at all regular and special meetings of the board. The chair also shall preside at executive committee meetings at which the board agenda and packet is prepared. The chair shall have authority to assign additional duties and responsibilities to individual board members, oversee committee activities, plan orientation for new members with nominating committee and administration, review board self-assessment and guide the board to consensus on future plans.

The chair of the board shall be a practicing Catholic.

VICE-CHAIR – In the absence of the chair, the vice-chair shall perform all duties of the chair.

The vice-chair shall be a member of the executive committee.

SECRETARY - The secretary will:

- i. Validate maintenance of written records of all acts of the board,
- ii. Ensure that reports and documents are preserved,
- iii. Verifies all members are notified of date, time and location of meetings,
- iv. Oversee correspondence for the board as well as timely distribution of board packets and meeting minutes.

The secretary shall be a member of the executive committee.

EXECUTIVE DIRECTOR TO THE BOARD – The President of St. Pius X High School shall serve as Executive Director to the Board. In that capacity, he / she is a member of the executive committee. The President may also call meetings of the executive committee and shall be responsible for bringing information to the board, including archdiocesan policies and plans. It is the responsibility of the President to approve and implement the policies and directives of the board.

ARTICLE VII – MEETINGS

SECTION 1: The St. Pius X Board of Directors shall meet regularly, but not less frequently than every quarter. Regular and / or special meetings may be called by the President of the school or the Board Chair. Attendance in-person is preferred but electronic attendance is permissible.

SECTION 2: QUORUM – a simple majority of the voting members shall constitute a quorum for transacting official business at any regular or special meeting. The Chair of the Board shall vote only in order to break a tie.

SECTION 3: As much as possible, the board shall reach consensus on all actions.

SECTION 4: The right of non-members to address the board shall be limited to those who petition to do so and has been approved for the agenda in advance of the meeting. Attendance of non-members at board meetings is by invitation only. Petitions should be submitted to the Chair of the Board.

SECTION 5: Written records of all acts of the board and correspondence shall be maintained by the Secretary and administrative staff and preserved in the archives.

SECTION 6: Committees and subcommittees shall meet at the discretion of their respective chairpersons.

SECTION 7: The Rules of Parliamentary Procedure as contained in *Robert's Rules of Order* shall govern all meetings of the board. No Proxy votes will be allowed.

Article VIII – Committees

Executive Committee

Consists of the Chair, Vice-Chair, Secretary and the Board Executive Director that meet regularly to plan the agenda for the regular meeting. They see that the members receive a copy of the agenda with the minutes of the previous meeting and any other information to be distributed to the members in preparation for the upcoming meeting.

Duties:

1. Represents the whole board when directed by the board to make decisions.
2. Addresses urgent situations that cannot wait for the next full board meeting.
3. Provides for board member orientation and training.
4. Facilitates annual board evaluation.
5. Ensures that all committees have written committee charges.

Nominating committee

The nominating committee creates a process for recruiting new board members and designs and implements a process for selecting new board officers. It is responsible for providing appropriate orientations, in-service training and evaluations.

Duties:

1. Determines annually the membership needs of the board.
2. Recruits potential nominees with the knowledge and support of the administration.
3. Works with the school administration and board leadership in preparing and conducting informational meetings for board nominees.
4. Works with the school administration and board leadership in carrying out periodic in-service training for board members.
5. Presents to the board at its annual meeting a list of candidates for board membership and officers (the administration has the final approval of all new board members).
6. Assists the executive committee with the annual board self-evaluation.

Finance Committee

The finance committee monitors the current year's budget and, in collaboration with the administration and school bookkeeper, develops and proposes to the board a budget for the next fiscal year. It also prepares, updates and monitors long - range financial plans for the school and oversees, from a policy and planning perspective, the business operations of the school.

Duties:

1. Monitors and reports to the board on the status of the current fiscal year's budget highlighting actual versus projected revenue and expenses (monthly, quarterly and annually).
2. Formulates with the administration and bookkeeper a proposed budget for the upcoming fiscal year based on recommendations from all board committees.
3. Recommends to the board (and its policy committee) financial policy that ensures sound and consistent financial management and just salaries (in keeping with Diocesan and SLATA policies), fair tuition increases and payment plans.
4. Oversees the school's investments, in keeping with Diocesan policies, including the endowment and policies for growth, management and distribution of proceeds.
5. Formulates with the school administration (and the policy/planning committee) policy concerning the business affairs and activities of the school, including such areas as the cafeteria, transportation, outside contractors, purchasing, rental agreements, contracts, etc.

Advancement Committee

The advancement committee assists the board in carrying out its planning and policy responsibilities with regard to communications, marketing and development/institutional advancement. It also helps design and implement institutional advancement programs and activities to support the school's vision and strategic plan.

Duties:

1. Advises and assists in creating an annual institutional advancement plan.

2. Assists the administration and board in the implementation of alumni and alumni parent events and activities.
3. Participates in, and provides leadership for, programs of annual and planned giving and periodic capital campaigns.
4. Participates in the identification and solicitation of major donor prospects. Reports periodically to the board on development/institutional advancement activities
5. Supports the school's advancement director.

Facilities Committee

The facilities committee develops and monitors both short and long - term facility maintenance, capital improvements, security, space utilization and emergency management plans for the school. It has the following responsibilities in cooperation and collaboration with the administration.

Duties:

1. Designs and monitors both short and long - term maintenance plans for the school.
2. Designs and monitors a long - term capital improvement plan for the school.
3. Outlines and recommends to the board procedures for use of the school building during non - school hours.
4. Assesses future facility needs in light of curriculum and enrollment goals.
5. Reviews space utilization plan in light of the school's strategic plan.

Strategic Planning Committee

The strategic planning committee assists the administration in creating a 3 to 5 year strategic plan and monitors its implementation and evaluation.

Duties:

1. Assists the board and school administration in establishing long - range strategic goals, based on an appropriate assessment and analysis in light of the program's mission statement and annual assumptions.
2. Monitors the progress of the strategic plan (goals and objectives) quarterly through committee reports to the board and provide a formal, written annual report summarizing the accomplishments.
3. Develops annual assumptions concerning the internal and external environments surrounding the educational ministries (January) Receives recommendations from other committees for next year's planning objectives (February).
4. Recommends objectives to the board for the next year. Drafts with the executive committee and the school administration an annual report that reviews and summarizes the successes, concerns and plans for the educational ministry (May - June).

Academic/ Student Life Committee

The Academic/ Student Life Committee ensures the school maintains and enhances a strong, college preparatory curriculum. The committee also oversees and evaluates the success of the school's academic mission.

Duties:

1. To review measurable goals to objectively and subjectively assess the students' academic achievements.
2. Compare academic results to objective benchmarks, including other schools on a local and national level.
3. Work with the administration to gather relevant data.
4. Report to the Board the school's academic results.
5. Assist the school's administrations in developing and enhancing the technology used in the school by maintaining a Technology Sub-Committee.
6. Participate in strategic planning in a way that ensures the reputation of the school as a strong academic program

Catholic Identity Committee

The Catholic Identity committee assists the administration in ensuring that the catholicity of the school is present in all aspects of school life.

Duties:

1. This committee facilitates the nourishment of the spiritual dimension of the board work and gives Board members the time, resources and opportunity to pray together, to reflect on the Scripture, to share faith, and to celebrate Mass.
2. Make certain that Catholic identity and faith formation are integrated into all aspects of school life and form the soul of the school's program and activities.
3. Monitors the cultivation of an atmosphere and opportunities within the school that incarnates Gospel values (i.e. those exemplified in the Corporal and Spiritual works of mercy) and celebrates the vitality of the Catholic Faith through prayer, liturgy and the sacraments as well as through the signs, symbols and traditions of the faith.
4. Supports service outreach programs within the schools as a way of life that benefit the Church and the civic community.
5. Encourages students to become involved in their respective parishes and active members of those communities.
6. Provides opportunities for adult faith formation when possible so parent/guardians (adults) might be empowered to fulfill their responsibility as the primary religious educators of their families (children).

Ad Hoc Committees

Ad hoc committees may be formed for a particular purpose as needs arise to assist in the overall operation of the board. Examples of ad hoc committees are a principal search committee and a constitution and bylaws committee.

Ad hoc committee members are selected because they are knowledgeable, interested in serving and possess an expertise needed by the board. Members should be clear about their responsibilities and be familiar with the policies, practices and procedures of the organization which the board governs.

ARTICLE IX – INDEMNIFICATION

The private property of the board members, officers and committee members shall not be subject to the debts or obligations of St. Pius X High School to any extent whatsoever.

ARTICLE X – AMENDMENTS

Amendments to this Constitution may be made upon written recommendation of any board member. The proposed amendment must be read at one meeting and voted upon at the next. The proposed amendment shall become effective if it is approved by three-fourths majority of the total board members present.