

DRAFT  
CONSTITUTION OF THE REGIONAL SCHOOL BOARD -  
ST. MARY'S/ST. ALPHONSUS SCHOOL

ARTICLE I  
PURPOSE AND RESPONSIBILITY

SECTION I:

The name of this organization shall be THE REGIONAL SCHOOL BOARD OF ST. MARY'S/ST. ALPHONSUS SCHOOL, GLENS FALLS, NEW YORK, hereinafter referred to as THE SCHOOL BOARD. This is a regional school.

SECTION II:

The purpose and duties of THE SCHOOL BOARD as a consultative board shall in all cases be in harmony with the intent and spirit of all policies established by the ALBANY DIOCESAN SCHOOL BOARD. THE SCHOOL BOARD accepts responsibility at the local level for the maintenance of quality Catholic education in an atmosphere consonant with the teachings of the Roman Catholic Church. It shall insure the funding of the educational programs at a sufficient level to guarantee the program's continued viability, and it shall have the power to adopt by-laws for the orderly conduct of business.

SECTION III:

Together with the above-listed, the following functions and duties shall also be the domain of THE SCHOOL BOARD:

- (a) Responsibility for the implementation of the Diocesan School Board policies at the local level.
- (b) Responsibility for formulating general school policies for administrative action.
- (c) Responsibility for the review and approval of the annual budget submitted by the school Principal, subject, however, to final approval by the Diocesan School Board.
- (d) Responsibility for developing plans/means to finance the educational programs, including tuition and development and fund-raising plans, to allocate resources according to a budget, and to monitor those plans.
- (e) Responsibility for sharing in the search and interview process for the Principal as a vacancy occurs. THE SCHOOL BOARD makes a recommendation to the Bishop.

## ARTICLE II MISSION STATEMENT

The Mission of St. Mary's/St. Alphonsus Regional Catholic School is to establish an atmosphere for the formation of the whole person. This will be achieved through a planned curriculum which has as its basis the cultivation of an ever-deepening relationship with God through prayer, the ideas of respect and acceptance, and a sense of belonging instilled in both the students and the faculty.

The rules and disciplines that are set up, are necessary for the preservation of an atmosphere best adapted to learning. The students develop within a framework, where the rights of others are to be respected, thus enabling them to enjoy a productive life, beneficial to themselves and their fellow men and women, while following the teachings of Christ that come to us from the Church as affirmed by the Council Fathers of Vatican II.

## ARTICLE III MEMBERSHIP

### SECTION I

Every effort will be made to have representation on THE SCHOOL BOARD from each of the following parishes:

HOST PARISH: St Mary's Church, Glens Falls, New York

PARISHES: St. Joseph's, Fort Edward, New York  
St. Michael's, South Glens Falls, New York  
St. Mary's/St. Paul's, Hudson Falls, New York  
Our Lady of the Annunciation, Queensbury, New York

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(1) One Parent Teacher School Association Board Member elected for one(1) year

(2) Three to Five (3-5) members elected for three (3) years (the members shall consist of parents, alumni, school organizations, members of the local community and host parish representative).

The School Principal will represent the other parishes participating in the support of the children attending ST. MARY'S/ST. ALPHONSUS REGIONAL CATHOLIC SCHOOL (SMSA)

TOTAL VOTING MEMBERS = 9-11 - between nine and eleven

\*Teacher Representative, elected by the faculty (as a non-voting member of THE SCHOOL BOARD)

AND, the area pastors may appoint each year one (1) priest from the area to represent them. This position is a non-voting positions.

## SECTION II:

### QUALIFICATIONS

All candidates for the THE SCHOOL BOARD must exhibit a full and active support of ST. MARY'S/ST. ALPHONSUS REGIONAL SCHOOL (SMSA).

No employee of SMSA shall be eligible for voting membership of THE SCHOOL BOARD.

While nothing in these Bylaws prohibits family members of SMSA employees from serving on the SCHOOL BOARD, it is understood that any family members of current SMSA employees would recuse himself/herself from decisions where he/she has a conflict of interest i.e. family members of current SMSA employees would not vote in decisions regarding salaries, raises or bonuses.

## SECTION III:

### TERMS OF OFFICE

The terms of office for each member shall be three (3) years. No person shall serve for more than two (2) consecutive terms. The term commences on July 1st.

No person shall serve more than three (3) total terms, i.e. If a member serves two consecutive terms, or (6) six years total, that person must take three years off before serving a third (and final) term.

## SECTION IV:

### ELECTION OF MEMBERS

The President and Vice President shall suggest new members and shall supervise the application process with the pastor and/or the Principal. The election will take place by May 15 of the year of the expiring term of the incumbent member. Newly elected members will receive School Board Orientation as deemed appropriate by the pastor and/or the Principal.

## SECTION V:

### VACANCY DURING A TERM

The appropriate pastor and/or the Principal shall immediately be informed of any vacancy. Whenever a vacancy occurs during a term, the appropriate pastor or pastors, and principal has or have forty-five (45) days to elect or appoint a person to fill the vacancy. Should a pastor or pastors and principal fail to cooperate at any time, then THE SCHOOL BOARD shall have the sole authority to fill the vacancy.

SECTION VI:

EXPIRATION OF A TERM

During the month of March each year, THE SCHOOL BOARD shall notify the Principal and the pastor of any parish whose representatives' terms will end in June of the need to elect a successor. The recording secretary should keep a record of each members starting and ending terms.

SECTION VII:

ATTENDANCE

Failure to attend three (3) consecutive regular meetings or fifty percent (50%) of all regular meetings in any one year shall automatically constitute cause for removal from THE SCHOOL BOARD.

SECTION VIII:

REMOVAL

THE SCHOOL BOARD shall have the power to remove any member for cause provided that a two-thirds (2/3) majority concur at a regular or special meeting.

SECTION IX:

NOTICE OF REMOVAL

Notice of removal shall automatically be communicated by certified mail to the person involved, as well as the pastor of the parish or parishes involved, by the Secretary of THE SCHOOL BOARD.

SECTION X:

INELIGIBILITY

Any member who is removed shall be ineligible to serve on THE SCHOOL BOARD in the future.

SECTION XI:

LEAVE OF ABSENCE

THE SCHOOL BOARD shall have the power to grant any of its members a leave of absence not to exceed six (6) months for illness or temporary employment transfer, whenever such request is made in writing in advance of the absence.

During the leave of absence, THE SCHOOL BOARD shall have the authority to appoint a temporary replacement from the parish whose representative has been granted such leave of absence.

ARTICLE IV  
OFFICERS

SECTION I:

The officers of THE SCHOOL BOARD shall consist of a President, a Vice President, and a Secretary. Every effort will be made to avoid installation of a parent of current student(s) as the President or Vice President. Nominations shall be taken at the May meeting and the election shall be held at the June meeting each year. Officers will then be at the July meeting (or at the first regularly scheduled SCHOOL BOARD meeting of the fiscal year.) The term for each office is one (1) year.

The Principal is seated as the Executive Secretary, but is a non-voting member of THE SCHOOL BOARD. The President shall chair all meetings; the Vice President fills in for the President in his/her absence; the Secretary is responsible for the minutes and correspondence of all meetings; the Vice President fills in for the Secretary in his/her absence. The President and the Principal together are responsible for the monthly agenda which must be received by all members at least three (2) days prior to monthly meetings.

## SECTION II:

Subject to such rules and regulations as may be adopted by THE SCHOOL BOARD, the several officers shall have the power and perform the duties of officers of the like manner in similar organizations.

## ARTICLE V MEETINGS

### SECTION I:

THE SCHOOL BOARD shall meet regularly each month ~~(on the second Monday)~~ throughout the fiscal year. All regular meetings of THE SCHOOL BOARD shall be open meetings unless otherwise designated in Executive Meetings. At all open meetings an opportunity shall be given to interested parties to address THE SCHOOL BOARD.

### SECTION II:

#### QUORUM

For the purpose of transacting business, it shall be necessary to have a majority of the voting members present.

### SECTION III:

#### VOTING

A majority of those present and voting shall carry a motion unless otherwise specified in the Constitution or Bylaws.

All SCHOOL BOARD members shall have one (1) vote.

### SECTION IV:

#### SPECIAL MEETINGS

Special meetings may be called by the President or any other SCHOOL BOARD MEMBER. The purpose of the meeting shall be clearly stated in the meeting notice and no other business shall be conducted at the meeting. Notice shall be given to all voting members in writing, except in an emergency. A quorum shall be necessary for official action.

SECTION V:

FISCAL YEAR

The fiscal year shall begin on July 1st of each year.

SECTION VI:

PROCEDURE

The rules of parliamentary procedure as contained in Robert's Rules of Order Revised shall govern all meetings of THE SCHOOL BOARD.

SECTION VII:

LOCATION

The office of THE SCHOOL BOARD shall be at 10-12 Church Street, Glens Falls, NY 12801.

SECTION VIII:

DOCUMENTATION

There shall be kept at the office of THE SCHOOL BOARD accurate records of the activities and transactions of THE SCHOOL BOARD. They shall include, but not be limited to, a copy of this document, Bylaws, and all minutes of the meetings of THE SCHOOL BOARD, and any other documents pertinent to ST. MARY'S/ST. ALPHONSUS REGIONAL SCHOOL (SMSA.) Further, it shall be the responsibility of the Principal to insure that these records are kept in a safe place.

ARTICLE VI  
AMENDMENTS

The decision to amend, add to, or repeal this Constitution may be done by a two-thirds (2/3) vote of THE SCHOOL BOARD then in office and submitted to the Diocesan School Board Office, provided that notice of any change has been given in writing to all voting members no less than two (2) weeks prior to the next regularly scheduled SCHOOL BOARD Meeting.

ARTICLE VII  
PUBLIC INFORMATION

This Constitution shall be available to all interested parties upon reasonable request. All Bylaws and policies adopted by THE SCHOOL BOARD shall also be

available upon reasonable request. All requests should be made either to the School Principal, or President of the SCHOOL BOARD.

## ARTICLE VIII

### SECTION I:

#### TEAMS

THE SCHOOL BOARD may, by resolution, provide for such TEAMS as it deems advisable and may discontinue same at its pleasure.

Each TEAM shall have such powers and shall perform such duties as may be assigned by THE SCHOOL BOARD. Members of the TEAMS shall be appointed and vacancies filled by the President with the approval of THE SCHOOL BOARD.

Each TEAM shall consist of at least one (1) SCHOOL BOARD MEMBER; non-school board persons may be appointed to a committee. The chairman of each TEAM shall be appointed by the President with the approval of THE SCHOOL BOARD.

### SECTION II:

#### STANDING TEAMS

There shall be a FINANCE AND DEVELOPMENT TEAM, a CATHOLIC IDENTITY TEAM, a RECRUITMENT AND ENROLLMENT TEAM, BUILDING AND GROUNDS TEAM and any AD HOC TEAMS consisting of two (2) SCHOOL BOARD MEMBERS and the Principal; these TEAMS shall report quarterly to the full BOARD OR AS THE BOARD DEEMS APPROPRIATE.