

**CONSTITUTION AND BYLAWS
FOR
RESURRECTION CATHOLIC SCHOOL
BOARD OF EDUCATION**

TABLE OF CONTENTS

	Page
Introduction	2
Mission Statement: Resurrection Catholic School	2
General Policy Statements	3
Article I – Name of Organization	4
Article II – Purpose and Functions	4
Article III – Relationship with Other Groups	4, 5
Article IV – Membership	5, 6
Article V – Officers	6, 7
Article VI – The Principal	7, 8
Article VII – Board Meetings	8
Article VIII – Committees	9, 10, 11
Article IX – Amendments	12
Article X – Rules of Order	12

CONSTITUTION AND BYLAWS FOR RESURRECTION CATHOLIC SCHOOL BOARD OF EDUCATION

INTRODUCTION

Resurrection Catholic School is an Interparochial Catholic Elementary School formed in 1991 with the permission of the Bishop of Harrisburg. Combining the schools of Assumption of Blessed Virgin Mary (BVM), St. Anthony of Padua and St. Joseph Parochial Schools formed Resurrection Catholic School. Classes are held in buildings formerly occupied by Assumption of BVM and St. Anthony of Padua Parochial Schools.

With the various demands for expertise made of a Catholic school principal, the need for a group of people committed to the Catholic school and willing to work for the good of the school and the parishes is important.

The Second Vatican Council reminded us that, through Baptism and Confirmation, all God's people share in the threefold priestly, prophetic, and kingly mission of Jesus. The Diocese of Harrisburg recognizes the importance of parish members collaborating in the ministry of Church governance. Accordingly, the Diocese publication "Called To Govern" has been prepared to assist in determining the proper role of governance in consolidated elementary schools. All Board members are encouraged to study "Called To Govern", which has been used extensively to create this Constitution and Bylaws.

The Catholic school is an expression of the education mission of the parishes, whose Pastors of the sponsoring parishes of Assumption of BVM, St. Anthony of Padua, St. Joseph and San Juan Bautista, are ex-officio members of the Board and is responsible to the Bishop for the administration of the school.

Pastors of non-sponsoring parishes with children attending Resurrection School are encouraged to appoint one person to represent their parish on the Board.

The Principal functions as the Chief Administrator of the school. Regular and open communication between the Board of Education and the Principal is essential.

RESURRECTION CATHOLIC SCHOOL MISSION STATEMENT

Resurrection Catholic School provides students with a Christ-centered education rooted in Sacred Scripture and the teaching of the Roman Catholic Church. By encouraging their spiritual, intellectual, emotional, social, and physical development nurtured in a multicultural environment, we guide each child on his or her journey to become a disciple of Christ.

GENERAL POLICY STATEMENTS

The following policy statements, which are explained more fully in “Called to Serve”, should assist Board members to see their service as a form of ministry. Foremost in the minds of Board members should be the understanding of their role as evangelizers, bearers of the Good News of Jesus, and their call to reflect on the challenges of the Gospel. By joining with other representatives of their parish communities, together they witness to the power of the Spirit at work in the whole Church.

- An Interparochial Board shall function with “limited jurisdiction”.
- The Board must be concerned specifically with the faith formation of the students and the education mission of the school.
- The Board must understand and support the diocesan educational mission.
- Board leadership has the responsibility to provide initial formation and continuing training to Board members.
- The Interparochial Board sets policy to give direction to the educational program.
- Every non-student organization or association connected with the interparochial educational program is subordinate to the Board of Education.
- The Board must respect the distinction between policy and administrative decisions.
- The Board reaches its conclusions by prayerful discernment and consensus decision-making.
- As a coordinating and unifying structure for the educational program, the Board must work to foster partnership with parents and to involve the parish communities in the Board’s educational mission.
- The Board must communicate regularly with all the parishes it represents and with the civic community of which it is a part.
- The Board must have a formal and visible structure with diocesan approved Constitution and Bylaws.

ARTICLE I. NAME OF THE ORGANIZATION

The name of this body shall be RESURRECTION CATHOLIC SCHOOL BOARD OF EDUCATION (herein after referred to as the “Board”).

ARTICLE II. PURPOSE AND FUNCTIONS

The Board of Education is invested with “limited jurisdiction.” Such a Board is constituted by the Pastors at the direction of the diocesan Bishop and is delegated the responsibility for the governance of the interparochial school, except for those matters and decisions which are properly reserved to the diocesan Bishop, the Secretary of Education, the Superintendent of Schools, the Pastors, or the Principal.

The power of the Board is restricted to certain areas of educational concern. However, Board decisions are final and binding in those matters over which it exercises jurisdiction. The Board is subject to the specifications of its own Constitution and Bylaws and “to the policies and regulations determined by the Bishop through his Secretary of Education”.

The Board has responsibilities in the following areas:

- Finance
- Property and Maintenance
It should be noted that all buildings used by Resurrection School belong to the parishes and not the school. All capital improvements, regardless of who is providing the funding, must be coordinated with and approved by the Pastor of the respective parish.
- Development
- Strategic Planning
- Policy Development
- Assisting the Executive Pastor in the selection of a Lay Principal
- Evaluation of the Principal’s Relationship with the Board
- Understanding Major Curriculum Changes

ARTICLE III. RELATIONSHIP WITH OTHER GROUPS

- A. Organizations
Every non-student organization or association connected with the interparochial education program is subordinate to the Board. This includes the Parent Teacher Organization and the Athletic Association.

ARTICLE III. RELATIONSHIP WITH OTHER GROUPS (continued)

B. Diocese

The relationship between the Board and the Diocese is stated in “Diocesan Education Policies”, which are located in the Principal’s office and are available to Board members.

ARTICLE IV. MEMBERSHIP

A. Members selected for the Board should meet the following criteria:

- Are members of the sponsoring parishes of Assumption of BVM, St. Anthony of Padua, St. Joseph and San Juan Bautista and/or parents or guardians of students and/or have an interest in and commitment to Catholic education and to the School’s philosophy and mission.
- Are available to attend meetings and periodic in-service programs and to participate in committee work.
- Ability to maintain high levels of integrity and confidentiality.
- Deal with situations as they relate to the good of the entire school community.
- Be a credible witness of the Catholic faith (or to one’s own religion) and to the school community and beyond.

B. Voting members of the Board shall be:

- Pastors of the four sponsoring parishes.
- Two lay representatives from each of the four sponsoring parishes chosen pursuant to Section G of this Article.
- Pastor of St Catherine of Siena Parish or delegate.
- President of the Parent Teacher Organization (PTO) or designee.
- A maximum of three lay persons selected at large by the Board.

C. Non-voting members of the Board shall be:

- The Principal
- One lay representative from each of the non-sponsoring parishes chosen pursuant to Section G of this Article.
- One Faculty representative.
- Others selected by the Board to satisfy specific needs of the school.

ARTICLE IV. MEMBERSHIP (continued)

- D. The term of office for voting lay members of the Board shall be for a maximum period of three (3) years. The term of the voting lay member of the Board may be renewed. Terms of office will commence in May of each year. In order to ensure continuity, terms of office may be staggered by the Board Chairperson to avoid having all new members at any one time.
- E. All voting lay members of the Board shall serve without compensation.
- F. Lay employees of Resurrection Catholic School or their immediate relatives shall not serve as voting members of the Board.
- G. The method used for selecting the lay members of the Board from the Parishes shall be the exclusive prerogative of each Parish. It is recommended that each Pastor select the lay members in consultation with the Parish's Parish Council. Each Parish shall confirm the identity of its representatives to the Board Chairperson by **May 1 of each year**.
- H. Lay members who miss **three** Board meetings in a **twelve-month** period and are unexcused may lose membership by action of the Board. The following procedure will apply: the Board Chairperson or Pastor will notify the member; the member will be given an opportunity to respond; the Board may act or not act as the case may indicate. The Chairperson or Pastor may appoint a replacement for the remainder of the term.

ARTICLE V. OFFICERS

- A. The officers of the Board shall be as follows:
- Chairperson
 - Vice-Chairperson
 - Secretary
 - Executive Pastor
- B. Voting lay members of the Board are eligible for any office except Executive Pastor.
- C. The Chairperson will be elected by the Board members at the May meeting, for a period of two years. In order to ensure continuity, the Chairperson must have served on the Board the prior year. The Vice-Chairperson should when possible have served on the Board the prior year. The Vice-Chairperson and the Secretary will be elected by the Board members at the May meeting, for a period of one year.

ARTICLE V. OFFICERS (continued)

- D. The Chairperson shall:
- Call and preside at all regular and special meetings of the Board.
 - Direct the functions and goals of the Board.
 - Enforce the Constitution and Bylaws of the Board
 - Perform any and all duties incident to the office of Chairperson.
 - Be an ex-officio member of all committees.
- E. The Vice-Chairperson shall:
- Assist the Chairperson and assume the duties of the Chairperson as required.
 - Chair the Nominating Committee for the May election with the assistance of two other board members.
- F. The Secretary shall:
- Record and maintain minutes of all regular and special meetings.
 - Be the custodian of the Constitution and Bylaws.
 - Present the minutes and other material as required at the meetings.
 - Answer correspondence pertaining to the Board.
 - Perform all duties incident to the office of Secretary.
- G. The Executive Pastor:
- Shall be a pastor of one of the sponsoring Parishes, chosen by the Pastors.
 - Assumes overall responsibility for the Catholic identity of the school.
 - Collaborates with the Principal in the ongoing spiritual formation of students and faculty.
 - Appoints the Principal after consultation with the Board and, if necessary, dismisses the Principal.
 - Is available to the Principal for consultation on a regular basis.
 - Assures that new personnel demonstrate principles consistent with Catholic doctrine and morals by interviewing candidates recommended by the Principal.
 - Confirms contracts of Professional Employees.

ARTICLE VI. THE PRINCIPAL

- A. The Principal of the interparochial school is appointed by the Executive Pastor, after consultation with the Board. The Principal serves as leader of the school faith community, integrating the philosophy, goals and objectives of the school with those of the Diocese and local Board, especially in the faith formation and on going development of students and faculty. The Principal is accountable to the Executive Pastor and the Diocesan Superintendent of Schools.

ARTICLE VI. THE PRINCIPAL (continued)

- B. Although the responsibilities for the operation of the School lay with the Board and while the Board provides direction through its policies, the daily operation of the School is the responsibility of the Principal. In sensitive issues, the Principal should seek the advice of the Executive Pastor prior to formal action.
- C. It shall be the responsibility of the Principal to supervise the education programs in each grade in accordance with the policies of the Department of Education and the Board, to attend Board meetings and to assure the highest quality education possible.
- D. The Principal shall obtain the Board's approval prior to creating, eliminating and/or modifying professional and support positions.
- E. The Principal shall initiate recommendations to the Board concerning educational goals, and objective that responds to the long-range needs and ideals of the School.

ARTICLE VII. BOARD MEETINGS

- A. The Board shall meet during the months of September, November, January, March, and May. Special meetings may be called at the discretion of the Chairperson or upon the request of four (4) Board members with seven (7) days prior notice. October is scheduled as a committee meeting due to the pastors being on retreat. The chairperson will determine if the committee meeting is necessary based upon the board's needs.
- B. A quorum for the transacting of business shall be a simple majority of the total number of voting members with the Executive Pastor present or Pastor designated as proxy.
- C. The Board should always strive to reach decisions by prayerful discernment and consensus decision-making.
- D. Board meetings are to be open to parents, guardians and members of the RCS community unless designated by the Chairperson or Executive Pastor. In the event someone outside of the Board desires to address the Board, a request must be made to the Chairperson or Executive Pastor three days prior to the meeting. Presentations are to be limited to 3-5 minutes unless otherwise approved by the Chairperson.
- E. Requests to address the Board will be decided upon by the Executive Committee.

ARTICLE VIII. COMMITTEES

- A. Standing Committees of the Board shall be:
- Finance
 - Property and Maintenance
 - Development
 - Marketing
 - Technology
 - Executive Committee
- B. A Board member, appointed by the Board Chairperson, shall chair each Committee. The Board Chairperson may appoint persons with special expertise and knowledge, who are not board members, to any committee, but such appointees shall not have the right to vote at a Board meeting.
- C. Specific Board member(s) shall be appointed by the Board Chairperson to represent non-student groups, such as the Athletic Association etc., before the Board.
- D. The Board may create and terminate special committees, as it deems necessary or advisable. All committees are responsible to report the status of all projects to the Board.
- E. The Finance Committee is responsible for but not limited to:
- Developing financial control procedures consistent with Diocesan guidelines and sound financial principles.
 - Monitoring/Auditing all financial activities to insure that control procedures are being followed for additional accounts that do not go through the Diocese, e.g. PTO, Scrip, and the Athletic Association.
 - Ensure Diocesan guidelines for above accounts are followed.
 - Establishing tuition rates.
 - Assisting the principal in the allocation of financial aid.
 - Establishing and monitoring salaries consistent with Diocesan guidelines to insure that fair wages are paid to all employees.
 - Preparing the annual budget with input from the Principal, all standing committees and all non-student organizations and associations.
 - Presenting the annual budget to the Board for approval.
 - Submitting the annual budget information to the Diocese.
 - Monitoring the annual budget using information received from the Diocesan accounting and other systems. Note that the Diocese audits the school's main accounts periodically.
 - Preparing financial reports for distribution and review at Board meetings

ARTICLE VIII. COMMITTEES (continued)

- E. The Finance Committee is responsible for but not limited to:
- Monitoring the annual budget using information received from the Diocesan accounting and other systems. Note that the Diocese audits the school's main accounts periodically.
 - Preparing financial reports for distribution and review at Board meetings.
- F. The Property and Maintenance Committee is responsible for but not limited to:
- Inspecting school buildings on a regular basis, in conjunction with the Principal to determine repairs, improvements and equipment required for a safe and secure educational environment.
 - Discussing recommended repairs and improvements etc. with the respective Pastors, or their designees, to determine feasibility and financial responsibility.
 - Obtaining quotations, funding approval and authority to proceed with all projects.
 - Insuring that all projects are completed as planned.
 - Reporting the status of all projects to the Board.
- G. The Development Committee is responsible for but not limited to:
- Grant writing and solicitation of funds, including the Annual Appeal.
 - Generating outside funding to promote RCS and to meet the needs of the school.
 - Recognizing volunteers and donors on a periodic basis.
 - Obtaining approval from the Board for all fundraising programs/ projects.
- H. The Marketing Committee is responsible for but not limited to:
- Coordinating efforts to promote and enhance the school through communication with school families, the parishes, the public and other interested parties.
 - Recruitment of new students.
 - Public relations and marketing.
 - Recruiting committee members with diverse backgrounds and skills to assist in achieving the committee's goals and objectives.
 - Creating communication vehicles to spread school information including newsletters, website, new family information packets etc.

- H. The Marketing Committee is responsible for but not limited to: (continued)
- Utilizing the news media to publicize student and school accomplishments, milestones and happenings.
 - Recruiting of new students including the use of open houses, school tours, referrals and other means.
- I. The Technology Committee is responsible to assist the principal and school to:
- Maintain present technologies i.e. servers and computer labs in each building
 - Make recommendations and develop proposals when new technology services or products are needed
 - Identify future technology needs and assist in the budgeting and planning
 - Support faculty and student curriculum needs as requested
 - Maintain and update the Internet User Policy
 - Assist the principal in approved technology purchases
- J. The Strategic Planning Committee is activated by the Principal or Chairperson, as required, and is responsible for but not limited to:
- Developing and updating a Strategic Plan for the continuing development and enhancement of the school. The planning process will include the administration, teachers, parents and Board members. The plan will seek to address specific issues that include facility improvement, equipment and technology needs, educational resources and curriculum and program development.
- K. The Policy Development Committee is activated by the Principal or Chairperson, as required, and is responsible for but not limited to:
- Reviewing and updating School Policies in consultation with administration, teachers, parents and Board members. Policies include standards of conduct to guide students, parents and administration.
- L. The Executive Committee consists of the Executive Pastor of the Board, the Board Chairperson, the sponsoring parish Pastors and the Principal.

ARTICLE IX: AMENDMENTS

This Constitution and Bylaws may be amended by consensus of the Board or by vote of two-thirds of the membership of the Board, provided the amendments have been reviewed by the Diocesan Secretary for Education, have been recorded and have been presented at two Board meetings.

The Bylaws will be reviewed, if necessary revised, and renewed every three years.

ARTICLE X: RULES OF ORDER

Ordinarily, decisions should result from a process of consensus rather than from a majority vote. Through consensus, decisions are made by the general consent of the group rather than by the majority rule used in parliamentary procedure.

In the event of an impasse, time should be taken during the meeting for the entire Board to pray for the guidance of the Holy Spirit on the present deliberation. If the Board is unable to reach a consensus, the item may be tabled, returned to a Committee for further study and research, or voted upon. If the resolution is passed by a majority vote, it is promulgated and then implemented.

REVISED:	November 2007
APPROVAL:	November 2007
DIOCESAN APPROVAL:	August 2008