

CONSTITUTION AND BYLAWS

DIVINE SAVIOR CATHOLIC SCHOOL

BOARD OF TRUSTEES

INTRODUCTION

Divine Savior Catholic School is the day school operation of three parishes: SS. Peter and Paul in Kiel, Holy Rosary in New Holstein, and St. Ann in St. Anna. The school is an expression of the educational mission of these parishes, fulfilling the command of Jesus to make disciples of all nations.

The Board of Trustees is delegated by the Board of Directors to be responsible for the religious/educational needs of all enrolled students, K3-Grade 8. The Board of Trustees has the right and duty to make and enforce policies, but remains accountable to the Board of Directors. Educational policies are subject to review by the Board of Directors.

SCHOOL MISSION STATEMENT

The mission of Divine Savior Catholic School is to provide a high-quality, personalized, Catholic-based education that inspires and empowers its learners to achieve academic excellence and develops life-long learning skills. Learners are challenged to walk as disciples in the footsteps of Christ valuing knowledge, prayer, and service to others.

ARTICLE I: NAME OF THE ORGANIZATION

The name of this governing body of the school shall be the Board of Trustees of Divine Savior Catholic School (herein referenced as the "Board").

ARTICLE II: PURPOSE AND FUNCTION

The Board is invested with "limited jurisdiction." Such a board is constituted by the pastor(s) or parish leader(s) at the direction of the diocesan Bishop and is delegated the responsibility for the governance of the day school, except for those matters and decisions which are properly reserved to the diocesan Bishop, the Pastor or Parish Leader, and the Principal.

The power of the Board is restricted to certain areas of educational concern. The Board is subject to the specifications of its own Constitution and Bylaws and the policies and regulations of the Bishop and the Diocesan Board of Education.

The Board has responsibilities in the following areas:

- Finance
- Development
- Strategic Planning

- Policy Development
- Understanding Major Curriculum Changes

ARTICLE III: MEMBERSHIP

Members of the Board should meet the following criteria:

- Be a member of one of the sponsoring parishes
- Be available to attend meetings and participate in committee work
- Be able to maintain high levels of integrity and confidentiality
- Be able to deal with situations for the good of the entire school community

Voting members of the Board shall be:

- Any pastor or parish leader
- Representatives from the three parishes
 - 3 members from SS Peter and Paul Parish
 - 3 members from Holy Rosary Parish
 - 1 member from St. Ann Parish
- Should a parish not provide the specified numbers, board membership shall come from any interested person until such time as that parish regains a representative.

Member Selection

- A Nominating Committee shall be appointed in January of each year. The role of committee members shall be to generate a list of potential new BOT members (if needed), determining the candidate's willingness to serve, and seeking members that represent a diversity in parish representation, age, gender, and parent/non-parent status. The Nominating Committee shall seek potential members that offer needed levels of expertise to the board such as finances, fundraising, or marketing. Names must be submitted to the full BOT at the May meeting.
- The BOT shall review and approve the list of potential new members and submit that list to the pastor or parish leader.
- The pastor or parish leader shall select the necessary number of new members prior to the June BOT meeting.

Terms of Membership

- Board members may only serve two consecutive terms and then must remain off the board for a period of at least one year.
- Board members who miss three meetings in a twelve-month period and are unexcused may lose membership by action of the Board. The Board president or pastor (parish leader) may appoint a replacement for the remainder of the term.
- A year of service on the Board runs from July through June.

ARTICLE IV: OFFICERS

The officers of the Board shall be as follows:

- President
- Vice-President
- Secretary

All Board members are eligible for any office.

The Board President shall be elected by the Board members at the June meeting, with the term to begin July 1. To ensure continuity, the President must have served on the Board the prior year.

The Vice-President and the Secretary shall also be elected at the June meeting with the office to begin July 1.

The Board President 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 President

The Vice-President shall:

- Assist the President and assume the duties of the President as required.

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.
- Perform all duties incident to the office of Secretary.

ARTICLE V: THE PRINCIPAL

The Principal is appointed by the Pastor(s) and/or Parish Leader in 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.

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 advice of the pastor(s)/parish leader prior to formal action.

It shall be the responsibility of the Principal to supervise the education programs in each grade in accordance with diocesan policies, to attend Board meetings, and to assure the highest quality education possible.

The Principal shall initiate recommendations to the Board concerning educational goals and objectives that respond to the long-range needs and ideals of the school.

ARTICLE VI: BOARD MEETINGS

The Board shall meet monthly except July and December. Special meetings may be called at the discretion of the President.

Meetings shall usually be held on the fourth Tuesday of the month at 6:00 p.m.

A quorum for the transacting of business shall be a simple majority of the total number of voting members.

Board meetings are open to community members unless designated as Executive Session. In the event a community member wishes to address the Board, a request to be on the agenda must be made at least 7 days prior to the meeting. Presentations are to be limited to 3-5 minutes unless otherwise approved by the President.

ARTICLE VI: COMMITTEES

Standing committees shall be determined by the Board. Ad hoc committees will be formed as needed.

A Finance Committee shall be established with the following purposes:

- Monitor the financial activities on a monthly basis.
- Assist the principal in the formation of the annual budget.
- Present the annual budget to the Board of Trustees, Board of Directors, and parish finance committees for appropriate approval

ARTICLE VII: AMENDMENTS

The Constitution and Bylaws may be amended by consensus of the Board of by a vote of two-thirds of the membership of the Board, provided the amendments have been reviewed at two Board meetings.

ARTICLE VIII: 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 a majority vote.

APPROVED: First Reading 3/16, Second Reading 4/16, Amended 11/16