

**THE ST. CATHERINE OF SIENA
BOARD OF CATHOLIC EDUCATION
(BOCE)
CONSTITUTION AND BYLAWS
APRIL 19, 2004 AMENDED April 4, 2022**

Article I - Title

The name of this body shall be the St. Catherine of Siena Board of Catholic Education.

Article II - Nature and Function

Section 1. Purpose:

The BOCE is a consultative board that offers its time, talents, expertise, experience, and perspectives to the pastor to promote the group's wisdom in the area of the educational needs of the parish. It oversees non-adult educational programs at St. Catherine of Siena parish in Ft. Thomas, Kentucky, subject to this Constitution and Bylaws and subject to such regulations that proceed from the Diocesan Board of Education. The Board operates as a consensus forming body to propose policies for the approval of the pastor. The Board assesses, makes plans and provides recommendations for all parish-related education and religious education programs. These Services are provided for all non-adult parish members, addressing itself to the educational growth of the entire parish community. The Board also oversees the effective implementation and appropriate adherence to these programs and policies.

Section 2. Mission Statement and Goals:

Motivated by the love of God and neighbor, the St. Catherine of Siena Board of Catholic Education exists for the purpose of serving and administering to the educational needs of all individuals within the parish community. It is to this end that the following goals are recognized and established.

- To have a well-rounded, values-based school of adequate size; strong in its academic, cultural, social and religious dimensions available to all parishioners who wish a Catholic school education.
- To provide a spiritual environment and religious programs that foster an individual's complete fulfillment as a member of God's family: to provide for all children in the parish school, children in the parish religious education program, and the youth of the parish.
- To provide programs and develop strategies geared to maintaining positive relations within St. Catherine's parish community and beyond.
- To establish and maintain the facilities and resources, both physical and human, necessary to ensure high quality Catholic education at St. Catherine parish.

Section 3. Duties and Functions:

The Board shall be responsible for overseeing all aspects of the educational programs of the parish; schooling, catechetical for non-adult members of the parish. In the development of its policies, it must ensure that these follow the intent and spirit of the policies of the Diocesan Board of Education and Diocesan Department of Education. A list of duties and functions follows:

- Oversee all non-adult parish educational activities and to assess goals, objectives and effectiveness for the programs.
- Responsible for all policies under which administrative personnel shall operate the educational programs of the parish. Annually review and assess the decisions made by the administrators/coordinators in carrying out Board policy.
- Annually review the effectiveness of Board policies in achieving the Board's goals and objectives.

- Serve as advisors in the planning and building of future educational facilities as requested by the Parish Pastoral Council.
- Advise and assist the pastor in retaining personnel appropriate for the successful execution of the parish educational programs and activities.
- Act as a liaison body with appropriate public officials.
- Determine policies relating to the planning, operating and maintenance of educational facilities and equipment.
- Establish committees on a standing or ad hoc basis according to need. The current standing committees consist of: Planning and Evaluation, Policy Review and Development, Public Relations and Marketing

Article III - Membership

Section 1. Composition

The consulting membership of the Board shall consist of 6 members.

The following serve as ex-officio members of the Board:

- Pastor
- Principal/School Administrator
- Director/Coordinator of Religious Education
- Faculty representative currently on the board or through prior consultation among the faculty and principal/school administrator. Representative conveys any faculty concerns as part of his/her regular meeting report.
- PTO Representative (An ex-officio representative from PTO will be invited to join the board in the event none of the consulting members of the board are active PTO members who would report on the PTO meetings.)

Section 2. Eligibility

In order to be eligible for consulting membership on the Board, the person:

- Must be a parishioner, 18 years of age or older and has received the sacrament of confirmation.
- Must have concern for all Catholic educational needs of the parish for its non-adult members.
- Must not be an employee or compensated by any educational program under the auspices of the board.

Section 3. Term

Members shall serve a term of three years. Members may not serve more than two consecutive terms. Members wanting to serve a second consecutive term must be involved in the May discernment meeting.

Section 4. Vacancy

In the event that a member is unable to complete his or her three year term, the Pastor will appoint a Board member to fill a vacant unexpired term from among the candidate(s) who was (were) not selected to serve on the Board during the prior May discernment process. In the event no such candidate exists, the pastor may appoint another member of the parish. As an emergency measure the pastor may reappoint an outgoing member of the board even if that member had reached the term limit. Such an emergency appointment will last for the remainder of that year's term of the board until the next May discernment process can take place.

Section 5. Discernment of Members

Discernment of Board members shall generally take place in May of each year. Information will be circulated to the parish concerning the purpose and activities of the Board prior to the May discernment meeting.

Volunteers for Board membership will be solicited by way of stewardship cards, announcements (written and

oral), and direct contact by Board members. The discernment candidates will be asked to attend a meeting or meetings which will address such issues as discernment of leadership roles in the parish, the nature and functions of the Board, areas of expertise needed by the Board, and the time commitments required for Board membership.

Section 6. Transition of Members

Terms of outgoing members shall expire and those of new members shall commence at the June meeting of the Board following the May discernment. Both outgoing and new members shall attend that meeting.

Section 7. Removal of Members

Any member who is absent from three (3) regular meetings in a year without a valid excuse will be removed. Any member who engages in misconduct can be removed from the Board at the discretion of the Pastor.

Section 8. Orientation

As per Diocesan Policy P3105—All local school board members are required to attend a diocesan sponsored orientation program for new board members. Participation in the orientation program should be done in their first year, if possible, but must take place no later than the second year of board membership. Failure to comply shall be cause for loss of consulting board/committee membership.

Article IV - Officers, and Committees

Section 1. Officers

The officers of the Board of Catholic Education shall consist of the President and Secretary.

President

- Selection of the President—The president shall be appointed by the pastor annually from among the consulting members of the board with a term coinciding with that of the annual meeting cycle of the board. If the pastor defers making the appointment, the consulting members of the board shall discern among themselves and agree upon one of the consulting members to serve as president. In the event the president resigns or is unable to continue as an active member of the board, a new president shall be appointed by the same manner of selection to fill the remainder of the term.
- Duties of the President—The president shall:
 - Prepare and distribute the agenda for each meeting prior to the meeting.
 - Preside over the meetings of the Board of Catholic Education and determine the order of business of the meeting.
 - In the event that the president is unable to attend a meeting of the board, the president shall appoint a president pro tempore and communicate all necessary information to conduct the meeting of the board while absent.
 - Shall serve as the spokesperson for the board at meetings of other parish committees or at diocesan meetings if requested.
 - Shall coordinate setting of goals at the start of the board's annual term and a self-assessment of the progress towards those goals at the end of the annual term of the board.
 - Shall coordinate the membership of each of the committees of the board.
 - Shall monitor the email address associated with the board.

Secretary

- Selection of the Secretary–The secretary shall be appointed by the pastor annually from among any member of the board with a term coinciding with that of the annual meeting cycle of the board. If the pastor defers making the appointment, the members of the board shall discern among themselves and agree upon one of the members to serve as secretary. In the event the secretary resigns or is unable to continue as an active member of the board, a new secretary shall be appointed by the same manner of selection to fill the remainder of the term.
- Duties of the Secretary–The secretary shall:
 - Record the minutes of all meetings of the Board of Catholic Education. Those minutes shall be communicated to all board members prior to the next meeting of the board. Upon approval of the draft minutes, the approved minutes shall be shared with the appropriate person to be published on the parish media and/or among other parish committees as needed.
 - Shall maintain an official copy of all policies adopted by the board.
 - Maintain an archive of the minutes and policies of the board in both a printed and digital format to pass along to the next secretary.
 - Shall coordinate with the president in creating orientation documents for new members of the board.

Section 2. Committees

The training provided to board members by the diocesan office of education recommends that all school boards have certain standing committees. The Saint Catherine Board of Education shall create committees as needed to fulfill the needs set out under the diocesan guidelines and specific to the circumstances at the time for St. Catherine parish. At the time of this revision, those committees include:

- Evaluation and Planning Committee
- Public Relations and Marketing Committee
- Policy Review Committee

The number and functions of the committees may be revised in the future in light of changing recommendations from the diocese or needs of the parish.

Each committee shall have at least one consulting member of the board. Each consulting board member shall serve on at least one committee. Additional members of each committee may be drawn from other members of the board or adult parish members who may have particular expertise or interest in serving on the board committees. Committee members shall discern, guided by the Holy Spirit, as to on which committee they wish to serve. The term of each committee shall correspond to the annual term of the board.

Article V - Meetings

Section 1. Schedule

The board shall meet regularly during its annual term from August through June at a publicly announced time and place. (Currently the board meets on the first Tuesday of the month.) Special meetings may be called by the president as needed or by a majority of the consulting members of the board.

Section 2. Quorum

For the purpose of the official business of making recommendations to the pastor, a majority of the consulting members must be present to constitute a quorum.

Section 3. Consensus

Recommendations of the board shall be made by consensus. Consensus shall be achieved when all consulting members of the Board are willing to accept the final decision to present to the pastor. All Board members shall support consensus to the parish as a whole and to the general public. The pastor may accept the consensus

recommendation of the Board or decline the recommendation. In the event the pastor declines the recommendation, the Board shall be provided an explanation of the reason why the recommendation was not accepted in time for the next regularly scheduled meeting of the Board. The Board may then amend the recommendation to satisfy the pastor's objections and submit it for the pastor's approval again or table the recommendation.

Section 4. Conduct of Meetings

- The meetings of the Board shall be open to any member of the parish or other appropriate persons invited by the president or the majority of the consulting members.
- All members of the Board have the right to speak and contribute to reaching consensus of the Board.
- Other persons attending the meeting of the Board may speak if placed on the agenda for the meeting or at the invitation of board members.
- The scope of the Board is to function in a consulting role with regard to policy making for the education of the students of St. Catherine parish. Discussions at Board meetings shall be limited to that function. Board meetings are not the appropriate forum for discussion of the day-to-day operations and implementation of those policies in the school or religious education program.
- Minutes of the meeting shall be kept by the secretary as noted in the duties of the secretary and preserved in the parish records. Minutes shall be made public after being approved by the Board. Minutes normally shall be approved as part of the agenda of the next meeting of the Board.
- The agenda of the Board meeting is set by the president as noted in the duties of the president. The ordinary agenda of a meeting is:
 - Opening Prayer
 - Attendance/Roll call
 - Pastor's Report
 - Principal's Report
 - CRE Report
 - Committee Reports
 - Representative Reports
 - Closing Prayer
 - Adjournment

Article VI - Amendments

Section 1. Introduction

Amendments to this Constitution and Bylaws may be introduced by any member of the Board. Amendments will be discussed until a consensus upon the final text of the amendment is reached at a regularly scheduled meeting of the Board.

Section 2. Adoption

Amendments shall be adopted by consensus after a second, final reading of an introduced amendment at the next regularly scheduled meeting of the Board. The amendment shall take effect upon the approval of the pastor following its adoption