

# **CONSTITUTION**

## **Immaculate Heart Central School Education Council**

### **Watertown, N.Y.**

#### **ARTICLE I NAME**

This body shall be known as the Immaculate Heart Central School Education Council referred to as “the Council” or “Council.”

#### **ARTICLE II PURPOSE**

This Council is a council of limited jurisdiction and is a joint venture of the Roman Catholic Parishes of Jefferson County, NY. The Council formulates policies for Immaculate Heart Central School regarding the operation of the School and subject to the policies of the Roman Catholic Diocese of Ogdensburg, the Code of Canon Law, the State of New York and its various entities. The Council makes no policy that restricts admission to Immaculate Heart Central School based on race, sex, nationality, or creed.

The Council has full authority to develop and define policies that govern the operation of Immaculate Heart Central School and is responsible for the maintenance of the buildings, equipment and any other needs deemed necessary for the operation of the school. The Council is also responsible for formulating policy for the planning, finances, advancement, public relations, and supervision of all administrative activities, which are subject to the policies of all the regulatory bodies mentioned above.

#### **ARTICLE III DUTIES AND FUNCTIONS**

- A. **Planning** (establish the school’s mission statement, goals, vision/direction, future plans, strategic planning, effective student recruitment)
- B. **Policy Development** (formulate policies that give general direction for administrative action)
- C. **Financing** (develop plans/means to finance the education program, including a tuition rate and tuition policies; allocate resources according to a budget; monitor those plans). The Council approves the annual budget and financial report.
- D. **Public Relations** (promote the school with various publics; listen to the needs and concerns of constituents concerning the school program).
- E. **Evaluation** (determine whether the school’s goals and plans are being met; assess the council’s own effectiveness).
- F. The employment, supervision and evaluation of the School Principal. Based on the recommendation of the Evaluation Committee, described later in this document, the Education Council will offer a contract to the School Principal. Since the Education Council acts on behalf of the parishes of Jefferson County, the offering of the contract must be approved by the pastors on the Education Council.
- G. The School Principal shall seek the approval of the a simple majority of the voting members of the Council for the offices of Campus Minister, Business Manager, Director of Advancement, Guidance, Athletic Director and Vice Principals.

## Article IV MEMBERSHIP

- A. **QUALIFICATIONS.** Members will have a proven genuine interest in the mission of Immaculate Heart Central and should also possess expertise in areas related to the duties and functions of the council. These areas should relate to the duties and functions outlined in Article III. Members must be willing to commit time and effort to attend Council meetings as well as the meetings of any committees to which they belong. Each Council member is expected to serve on at least one committee. A Council member may not be a paid employee of Immaculate Heart Central, nor be the immediate family member (husband, wife, brother, sister, son, daughter). This condition shall not apply to those in coaching positions. A member whose relative subsequently becomes an employee shall serve out his or her current term.
- B. **VOTING MEMBERS.** The following shall be voting members of the council:
1. The pastors of the four Watertown parishes
  2. A pastor from a Jefferson Deanery parish chosen by the pastors of Watertown
  3. A Sister of St. Joseph chosen by the Major Superior of the Sisters of St. Joseph.
  4. One lay person from each of the four Watertown parishes selected by the pastor of that parish.
  5. One Catholic lay person from one of the other Catholic parishes in Jefferson Deanery selected by the pastor from the Jefferson Deanery. This person does not necessarily have to be from his parish.
  6. Three (3) at-large members of the laity chosen from residents of Jefferson County. Inasmuch as possible, one of these three shall be from the Fort Drum community, not necessarily residing in the confines of Fort Drum. The Nominating Committee shall actively seek candidates for these three positions as needed and present them to the Council who will make the final selection by majority vote for the vacant position.
  7. Candidates selected by the Nominating Committee are presented at one meeting and voted upon at the next. Candidates selected in 4 and 5 above can take their seat on the Council immediately.
- C. **NON-VOTING MEMBERS** The School Principal is a non-voting member of the Council and is expected to participate at all Council meetings and other relevant committee meetings by providing information relevant for the operation of Immaculate Heart Central. Prior to each meeting the Principal shall submit a written report to the Education Council of past activities, and of short and long-range future activities. If needed, the Principal may invite key staff members to participate in a meeting for a particular purpose with the permission of the Education Council Chairperson. Normally, school staff members do not participate in the Educational Council discussions except when invited by the Education Council Chairperson..
- D. **TERMS OF MEMBERSHIP**
1. Members are selected to serve a term of three (3) years renewable once. The term begins on July 1 and ends of June 30

2. A member may resign by giving written notice to the Chairperson or to the Council. The resignation becomes effective on the date given in the resignation. A replacement for the vacant position can take place immediately upon the recommendation of the Nominating Committee or the persons designated to appoint members.
3. The replacement member shall complete the term of the member being replaced and may be chosen to serve one additional term.
4. Membership may be terminated after three consecutive unexcused absences from regular meetings.
5. Members may be terminated for acts or conduct unbecoming a member of the Council which shall be deemed, but is not limited to, conduct or acts which violate the letter or spirit of the Mission of Immaculate Heart Central, the purpose or responsibilities of the Council, federal or state law, Canon Law, policy or regulation of the Diocese of Ogdensburg, or the Commissioner of Education of the State of New York. Termination of a member requires a simple majority of the voting members of the council present at a meeting.

## **E. VOTING**

1. Each member of the Council is entitled to one vote. Physical presence is required to vote unless the Council has agreed in advance to a conference call or on-line attendance.
2. Articles I, II, III, and VIII can be changed with a two-thirds (2/3) majority and the approval of the signatories of this document. Other articles may be changed with a simple majority. The Chair votes only in the case of a tie.
3. Voting is conducted by a voice vote. However, any member may request a roll call or secret ballot.
4. At the discretion of the Chair or Vice Chair, under exigent circumstances, a vote may be conducted via electronic mail or other suitable electronic means.

## **ARTICLE V COUNCIL STRUCTURES**

### **A. OFFICERS - Chairperson, Vice-Chairperson, Secretary**

Annually, the Nominating Committee shall present in May at a regular meeting the names of the officers for the coming year. Additional nominations may be made from the floor at this time. The officers shall be elected at the regular June meeting. The officer serves for one year until June 30 and may be elected to one additional one-year term. With a two-thirds (2/3) majority vote of the Council an officer may serve for one additional year.

An Officer position that has become vacant shall be filled as soon as possible by the Nominating Committee that presents the candidate at the next meeting and accepts nominations from the floor. The Council makes its selection by voting.

### **B. DUTIES OF THE OFFICERS**

1. The CHAIRPERSON will preside at all meetings, provide leadership, sign documents on behalf of the school, appoint committee chairpersons, and create *ad hoc* committees as needed. All activity shall comply with Robert's Rules of Order.
2. The VICE-CHAIRPERSON shall act in the absence of the Chairperson and will also perform those duties assigned or delegated by the Chair.
3. The SECRETARY shall notify the Council members of the date, time, and place of meetings at least five days prior to the meeting, provide members with the agenda, the minutes of previous meetings, maintain a roster of all committees, and preserve the historical files of all Council documents and reports.

### **C. EXECUTIVE COMMITTEE**

The officers of the Council and the School Principal shall constitute the Executive Committee. The creation of the agenda for the next meeting is the main task for the Executive Committee. In addition, the Executive Committee will identify any issues that need to be addressed in executive session. The Executive Committee may act on behalf of the Council between regular meetings if the situation warrants an immediate response.

### **D. ADMINISTRATIVE TEAM**

The School Principal and the Vice-Principals are the school's Administrative Team. According to the job description of each, they promote and implement the school's mission on a day-to-day basis. The School Principal and Vice-Principals manage all programs and activities in all the buildings. In addition, they will use, as needed, the expertise of the Campus Minister, the Guidance Counselor, the Business Manager, the Director of Advancement, the Director of Enrollment Management, the Athletic Director and the Director of Communications and Marketing. All of these persons work under the direction of the Principal to promote the school's mission among stakeholders and the larger parish and civic community.

### **E. THE SCHOOL PASTOR**

The Pastors on the Council shall choose from among themselves the School Pastor. The Pastors will seek approval from the Bishop of Ogdensburg. The School Pastor will monitor and promote the Catholic nature of the school and assist the Principal to come to final decisions that will impact the school. The School Pastor will also be attentive to the effective implementation of the education council's policies and wishes especially concerning, but not limited to, the school's Catholic nature.

## **Article VI Meetings**

### **A. GENERAL**

1. The Council shall meet on a regular basis but no fewer than six times during the school year. Special meeting(s) may be convened by the Chairperson or by the

Diocesan Superintendent of Schools. There will be forty-eight (48) hours notice given for any special meeting.

2. Council meetings require a quorum, which is defined as a simple majority of the voting members of the Council.
3. All Council meetings are open to the public. Non-Council members may address the Council during the public comment portion of the meeting. The Chairperson may determine a time limit for such public comment.
4. At any time during a Council meeting the Council can vote to move into an executive session to deal with confidential matters including but not limited to personnel issues, employment negotiations, insurance issues, or pending litigation issues. In such case non-Council members will be asked to leave. Minutes are not taken during an executive session.
5. Decisions made in an executive session shall be presented and voted on in open session before becoming effective.

## **B. MEETINGS**

The following are items that will often constitute a meeting. The actual agenda for each meeting will be determined by the Executive Committee prior to the meeting. All reports for the meeting, with supporting documentation, must be emailed in writing to Council members 48 hours prior to the meeting. Normally, written reports will not be available for distribution at the meeting.

1. Prayer
2. Roll Call
3. Adoption of the Agenda
4. Approval of the minutes of the last meeting
5. Public Comment
6. Administrative reports in addition to what is provided in writing or briefly highlighting items in the written report
7. Reports from committees of the Education Council. Since these reports will be presented in writing via email prior to the general meeting, this period for reporting would allow the committee to highlight certain areas especially those that would require a vote under unfinished or new business
8. Unfinished business
9. New business
10. Closing Prayer
11. Adjournment

## **ARTICLE VII COMMITTEES**

The bulk of the Council's work will be conducted through the work of the Committees who will bring to the full Council the results of their deliberations asking for a vote or further input from the Council. The Chair of each Committee will be an Education Council member. The Council Chairperson, except where noted below, selects the Chair of each Committee. The Chair of each Committee selects members of the Committee from inside or outside the Education Council. In addition to the Chair, there should normally also be

two or three members of the Education Council on the Committee. There are Standing Committees and *Ad Hoc* Committees.

#### A. **STANDING COMMITTEES**

1. **CATHOLIC CULTURE COMMITTEE.** This Committee, chaired by the School Pastor, works with the School Principal, Vice-Principals and Campus Minister to assure a meaningful Catholic experience at the school and school sponsored events. The Principal, Vice Principals and Campus Minister will implement the Committee's directions.
2. **ADVANCEMENT COMMITTEE.** The work of this Committee comprises, but is not limited to, enrollment management, the annual appeal, marketing, constituent relations, enrollment and public relations. The Director of Advancement serves on the Committee to advise the Committee and implement the recommendations reached by the Committee. The School Principal, along with the Director of Advancement will provide the details of the school in order for this Committee to develop a comprehensive Advancement Plan for the school.
3. **FINANCE COMMITTEE.** This committee shall prepare the annual budget, provide monthly updates to the Council, and seek monthly and annual approval for the school's financial report. This Committee, in consultation with the School Principal and Fiscal Officer, monitors the financial affairs of the school and provides recommendations to the Council regarding fiscal matters and policies of the school. The school's Fiscal Officer serves on the committee to advise the Committee and to execute the council's decisions pertaining to fiscal matters.
4. **BUILDINGS AND GROUNDS COMMITTEE.** This committee, in consultation with the School Principal and Vice Principals shall be responsible to give advice concerning the buildings and grounds of the school system and provide expertise to Administrators on issues related to utilities, maintenance, and capital and facility improvements.
5. **EVALUATION COMMITTEE.** This Committee shall evaluate the annual performance of the School Principal and the Council itself as described below in Article VII, B, 2. The Diocese of Ogdensburg provides an instrument for building administrators to establish yearly goals and objectives. The evaluation conducted by this Committee should use this instrument as well as other measures of performance devised by the Committee. The School Principal will evaluate the Vice-Principals and all other school personnel based on their job descriptions. When a new Principal needs to be hired, this Committee will function as the Search Committee. This Committee will submit its findings with a recommendation to the full Education Council for a decision as described in Article III, F.

#### B. **AD HOC COMMITTEES**

1. **NOMINATING COMMITTEE.** As needed, the Chairperson of the Education Council shall appoint a Chair and members. All shall be selected from members of the Education Council to select new at-large members and officers for the Council as needed.

2. **EDUCATION COUNCIL EVALUATION COMMITTEE.** The Evaluation Committee (Article VII, A, 5) shall evaluate the annual performance of Council using an evaluation instrument agreed upon by the Committee. Based on this evaluation, conducted in May, the Council shall establish goals for the succeeding school year at its June meeting.
3. **ACADEMIC COMMITTEE.** This committee will advise the Principal on academic issues in the school. In addition, this committee will receive input from the Principal concerning academic issues and initiatives.
4. **Other *Ad Hoc* committees** may be created as deemed necessary by the Education Council's Chairperson.

### ARTICLE VIII AMENDMENTS

- A. This Constitution may be amended or repealed, by a two-thirds (2/3) vote of the voting members of the Council. Any amendment shall be subject to the policies and regulations of the Diocese of Ogdensburg Department of Education.
- B. A proposed amendment will be submitted in writing to the Council at a duly convened meeting of the Council. At that meeting there will be a full discussion of the proposed amendment; revision(s) of the proposed amendment can be made at that meeting. A vote on the proposed amendment, including any revisions to the proposed amendment, will be made at the next duly convened meeting of the Council.
- C. This Constitution, and any Amendments thereto, must be approved by the Bishop of the Diocese of Ogdensburg.

Approved:

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Most Reverend Terry R. LaValley, J.C.L., D.D.

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Date

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Rev. Msgr. Robert H. Aucoin  
Episcopal Vicar for Education

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Date

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Sister Ellen Rose Coughlin, SSJ  
Superintendent of Schools

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Date

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Ms. Mary O'Brien  
Chairperson, Immaculate Heart Central Education Council

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Date