

## Internal Board Operation

### Archdiocesan Catholic School Board Constitution (*Most recent review: April 10, 2023*)

*Adopted: May 16, 1968*

*Revised: December 7, 1985, May 2, 1992; September 12, 1998; December 6, 2003, September 12, 2009 (Archdiocesan Board of Education), December 5, 2009; September 1, 2016 (Archdiocesan Catholic School Board); November 19, 2019 (Archdiocesan Catholic School Board)*

*Reviewed: April 10, 2023 (Archdiocesan Catholic School Board)*

## Constitution of the Archdiocesan Catholic School Board

### Article I

#### *Name, Purpose and Duties*

**Section 1.** There is hereby established a board, under the name of “Archdiocesan Catholic School Board,” which has the purpose and the duties of governing matters pertaining to education in the Archdiocese of Dubuque in accord with existing Archdiocesan policies and state laws and codes. These duties include oversight for all aspects of catechetical planning and education for the State of Iowa certified PK-12 Catholic School Programs and Department of Human Services licensed Early Childhood Centers of the Archdiocese.

All decisions of the Archdiocesan Catholic School Board as approved by the Archbishop shall be binding upon the staff of the Office of Catholic Schools; all subordinate governing bodies dealing with catechesis and education; and the pastors, chief administrators/principals, and staff of the schools and within the Archdiocesan system.

The Archdiocesan Catholic School Board shall formulate policies relative to the six tasks of catechesis (promoting knowledge of faith, liturgical education, moral formation, education on how to pray, education for community life, and missionary initiation) and the required state and federal laws and codes relating to Iowa certified PK-12 Catholic School Programs and DHS licensed Early Childhood Centers of the Archdiocese. It shall call for planning, organizing, directing, and evaluating programs in light of these tasks, laws, and codes.

**Section 2.** Relationship to the Archbishop. The Archbishop of Dubuque, under this constitution, retains the right inherent in the teaching authority of his office to make sure that the purity of faith and morals are protected and the provisions of Church Law are observed. This includes the right of demanding that all Catholic schools and early childhood programs retain their distinctive Catholic character and operate under a Catholic philosophy of catechesis and formation.

All decisions of the Archdiocesan Catholic School Board need the approval of the Archbishop to become effective. At any time the Archbishop can request the Archdiocesan Catholic School Board to reconsider any decision it has previously made.

### Article II

#### *Subordinate Constitutions*

All subordinate Catholic school boards must operate according to a constitution approved by the Archdiocesan Catholic School Board.

### Article III

## *Membership on Archdiocesan Catholic School Board*

**Section 1. Number and Composition.** The Archdiocesan Catholic School Board shall consist of up to ten (10) members. Membership shall include: one (1) pastor/PLC; one (1) member from each of the following representative areas: Department of Education from a Catholic College within the archdiocese, Legal, Financial, Marketing, Ethnic/Special Population, Public School Administration; and two (2) members\* from a local Catholic School Board (one [1] from a small school [with an enrollment count that is at or lower than 25% of schools in the archdiocese], and one [1] from large school [with an enrollment count that is at or higher than 75% of schools in the archdiocese]). Members shall be knowledgeable and supportive of all the tasks and areas of catechesis. \*Criteria needs to be met at time of initial appointment and approval only.

**Section 2. Elections, Vacancies, Removal.** The members of the board shall be appointed by the Superintendent. Vacancies on the board shall be filled by appointment by the Superintendent. Any member of the board, other than an ex officio member, who is absent from two consecutive regular meetings of the board shall, unless excused by action of the board, cease to be a member. The Archbishop may remove a member of the board.

**Section 3. Tenure of Office.** Each member shall hold office for a term of three years, renewable once. The terms shall be staggered so that one-third of the members of the board may be appointed in each year. The present and future members of the board shall hold office until successors be appointed or until prior resignation, death, removal, or until prior disqualification by absence from two consecutive meetings not excused as aforesaid.

**Section 4. Ex Officio Membership.** The Superintendent is an ex officio member of the board.

**Section 5. Qualifications of Members.** Members on the board need to be in full communion with the Catholic Church (Canon 205), who acknowledge that formation and educational programs are a significant expression of the evangelization mission of the Catholic Church, and support the teachings of the Catholic Church. Members shall be knowledgeable and supportive of all the tasks and areas of catechesis.

## **Article IV** *Officers*

**Section 1. Officers.** The officers of the Archdiocesan Catholic School Board shall consist of a chairperson, vice-chairperson, and secretary.

**Section 2. Executive Secretary.** The board shall have an executive secretary who shall not be considered a member of the board.

**Section 3. Election, Tenure, Vacancies and Removal.** Officers shall be elected annually at the meeting of the board designated for this purpose. They shall be elected from nominations; they shall hold office until the next annual election and thereafter until their successors are duly elected and qualified.

**Section 4. Chairperson.** The chairperson shall act as chair of the Archdiocesan Catholic School Board and of any executive committee.

**Section 5. Vice-Chairperson.** The vice-chairperson at the request of or in the absence of the chairperson shall perform the duties and exercise the functions of the chairperson.

**Section 6. Secretary.** The secretary is responsible for the minutes of the meeting of board.

## **Article V**

### *Meetings*

**Section 1.** Regular, Special and Annual Meetings. The board shall meet minimally quarterly subject to change by the board itself or to postponement by the chairperson. Special or additional regular meetings shall be held whenever called by the chairperson or by a majority of the board or the Superintendent. Electronic meetings are permitted.

**Section 2.** Time, Place and Notice. All meetings may be held at such times and places within or without the state as may be fixed by the chairperson, by a majority of the board, or the Superintendent. Notice of the place, day, and hour of all meetings must be communicated within five (5) days of the meeting. All meetings of the Archdiocesan Catholic School Board are to be open meetings unless designated as being executive sessions or closed meetings. Decisions made in executive sessions or closed meetings must be presented at open sessions before becoming effective. It should be noted the local boards are exempt from the Iowa Open Meeting Law, Chapter 21, Iowa Code (1985), which applies only to governmental bodies as defined within that Chapter.

**Section 3.** Quorum. A majority of the entire board is necessary for the transaction of business at meetings, and a majority vote of those present shall be sufficient for any decision or election. Mail/telephone/electronic votes may be conducted if necessary, with the final decision being entered into the minutes of the next meeting.

**Section 4.** Rules or Procedure. As a Christian community, the board will endeavor to arrive at consensus in its deliberations. Formal decision-making will utilize parliamentary procedures as outlined in *Robert's Rules of Order* or another procedure of the board's choice.

## **Article VI**

### *Committees*

**Section 1.** Executive Committee. The board may provide for an executive committee of three (3) or more members and the chairperson to be an ex officio member to serve at the pleasure of the board; the chairperson is to be the chair thereof.

**Section 2.** Membership Committee. The board may provide for a membership committee.

**Section 3.** Other Committees. The board may by resolution provide for such other committees as it deems advisable and may discontinue the same at its pleasure. Each entity shall have such powers and shall perform such duties as may be assigned to it by the board.

## **Article VII**

### *Office of Catholic Schools*

**Section 1.** Constitution, Staff, Appointment. There shall be an Office of Catholic Schools for the Archdiocese of Dubuque with the role of Superintendent as deemed appropriate.

**Section 2.** Duties and Powers. The Superintendent of Catholic Schools, shall be responsible to the Archbishop/designee. The Office of Catholic Schools shall have immediate charge and control of the general administration and supervision of all formal education within the archdiocese.

## **Article VIII**

### *Amendment of Constitution*

**Section 1.** Amendment. This constitution may be amended, supplemented, or repealed in whole or in part at any time by a two-thirds vote of all of the members of the board and explicit written approval of the Archbishop, in accord with existing archdiocesan or state laws.

**Section 2.** Notification. All amendments brought before the board are to be submitted to the board in writing at least fourteen (14) days before a vote is taken.