

CONSTITUTION AND BY-LAWS  
of the  
CROOKSTON DIOCESAN SCHOOL BOARD

MISSION STATEMENT

We, the Crookston Diocesan School Board, are gathered in the Spirit of Christ and the gospel to be a People of God who promote the ministry and vision of each Catholic school community, collaborate in setting policies that further the wholeness of each school and nurture the development and direction of all the Catholic schools in the Diocese of Crookston.

Article I: Name

Those called to nourish and support the Catholic school system of the Diocese shall be named the Crookston Diocesan School Board.

Article II: Nature and Function

- A. The Board will serve as consultants to the Bishop of the Diocese and to the Superintendent of Schools in matters pertaining to education and development in the Catholic schools of the Diocese of Crookston.
- B. These matters include the following items.
  - 1. The Board will recommend to the Bishop policies that will guide the schools of the Diocese.
  - 2. It will facilitate the achievement of diocesan goals of Catholic school education.
  - 3. It will seek out and suggest financial development proposals.
  - 4. It will recommend and offer in-service for its own members and members of local school boards.
  - 5. It will hear and discuss proposals from parish school boards about opening or closing a parish school, adding or subtracting grades, and other significant changes; and it will make appropriate recommendations about these matters to the Bishop.

Article III: Membership on the Board

- A. The Bishop of the Diocese shall be a non-voting member ex officio.
- B. The Superintendent of Schools shall be a non-voting member ex officio.
- C. In addition to the Bishop and the Superintendent, the Board shall be composed of the chairperson (or his/her delegate) of the various parish school boards (or boards of education), chosen locally each year, and two priests within the Diocese appointed by the Bishop.

- D. Pastors of parishes with schools are to be informed about all meetings of the Diocesan School Board.
- E. Principals of the diocesan schools are to be invited to all meetings of the Diocesan School Board and invited to participate as resource people in matters calling for expertise and experience in educational issues and concerns.

#### Article IV: Leadership Positions and Functions

- A. Besides the Bishop, the leadership of the Board shall consist of a chairperson, a vice-chairperson, and a secretary.
  - 1. These persons, other than the Bishop, shall be elected annually at the September meeting of the Board. (When the secretary of the Superintendent acts as secretary for the Board, no other secretary is elected.)
  - 2. They shall serve in these positions for one year, but may be re-elected if their membership on the Board continues.
- B. The functions of the chairperson shall be as follows:
  - 1. To chair the meetings of the School Board;
  - 2. To appoint all committees after suggestions from the membership of the Board;
  - 3. To see that the functions of the Board are accomplished;
  - 4. To communicate, as necessary, with the Bishop.
- C. The Vice-chairperson will assume the responsibilities of the chairperson in the latter's absence.
- D. The functions of the secretary shall be as follows:
  - 1. To keep the minutes of the meetings of the Board;
  - 2. To keep the records of the Board;
  - 3. To send to the Superintendent of Schools a copy of the minutes of each meeting of the Board within two weeks after the meeting.
- E. The Superintendent of Schools shall act as an advisor to the Board and, in collaboration with the principal of each school, will be responsible for the implementation of the Board's policies and directives, which have been approved by the Bishop.

## Article V: Meetings

- A. At the last meeting each year, the regular meetings for the following year shall be scheduled, both time and place, by the chairperson in consultation with the membership.
- B. When it is deemed necessary and after consultation with the Bishop and the chairperson, additional meetings may be called by the Superintendent of Schools.
- C. At least two weeks prior to each regular meeting, the Superintendent of Schools shall send to the membership a notice of the meeting together with the agenda, which is to be established by the Superintendent in consultation with the chairperson.
- D. A majority of the entire Board is necessary for the transaction of business at any meeting. Principals are not considered substitutes for absent Board members.
- E. The Board shall make its more important recommendations/decisions primarily through prayerful discussion leading to consensus rather than voting as outlined in Robert's Rules.

## Article VI: Committees

The chairperson, along with the membership of the Board, may establish committees as deemed necessary, either standing or ad hoc.

## Article VII: Accountability

- A. The Board is accountable to the Bishop of the Diocese.
- B. The Superintendent of Schools is accountable to the Bishop and the Board for implementation of the policies established by the Board and approved by the Bishop.

## Article VIII: Amendments

This "Constitution and By-Laws" may be amended through a consensus of the Board and the approval of the Bishop.

Approved April 25, 1996  
Amended March 11, 1999