

CONSTITUTION AND BY-LAWS
FOR THE
SAULT STE. MARIE AREA BOARD OF RELIGIOUS EDUCATION AND SERVICES

Realizing that endeavoring to produce a "living, conscious, active faith" is a life-long process, we, the Sault Ste. Marie Area Board of religious education and service dedicate ourselves to the realization of this goal to the best of our ability.

Article I Purpose

The purpose of the Board shall be to formulate policy which will carry out the objectives of Catholic Education and Pastoral Service in the Sault Ste. Marie Area.

Article II Jurisdiction

Sec. 1 Subject to the Bishop of the Diocese of Marquette and Marquette Diocesan Board of Education and the laws of the State of Michigan, this board shall have jurisdiction of the whole of Catholic Education, Adult, Pre-School and Christian Formation for children enrolled in the public schools in the area encompassed which includes these five (5) parishes of Chippewa County, namely: St. Joseph's, St. Mary's, St. Isaac Jogues, Nativity, and St. Catherine's. The Area Board shall conform to the educational policies determined by the Diocesan Board of Education. It shall further consult with the Diocesan Office of Education and their executive officers, namely, the Superintendent of Education, the Religious Education and Adult Education Director, who by virtue of their office shall be ex-officio members of this Board.

Sec. 2 Its authority shall include policy re: planning, staffing, organization and reorganization, operation and evaluation of all Catholic education policy in the District area. It shall administer the method of financing Catholic Education serving the area based and founded always on sound fiscal and revenue-producing methods.

Sec. 3 Religious, Adult Education and Pastoral Service Policy in this area shall be subject to jurisdictional decisions of the Board.

(a) The Board has jurisdiction over all formal Religious Education to make policy, request studies, evaluate program etc. Naturally, the pastor must safeguard religious and moral doctrine in cooperation with the

Bishop and Diocesan Board and Local Board.

- (b) Jurisdictional power must be judged as delegated power of the Bishop to Local and Diocesan Board.
- (c) Pastors share their delegated authority with their Education Commission or Board.
- (d) Local and Diocesan Boards share responsibility with the Bishop and Pastors in a delegated manner.

Article III Religious Education and Pastoral Service Director

Sec. 1 The Religious Education and Pastoral Services Director shall act in the capacity of the Chief Executive Officer of the Board and shall be responsible for recommending, implementing and evaluating the policies of the Area Board of Education.

Sec. 2 The Religious Education and Pastoral Services Director shall be responsible for planning, implementing and evaluating educational programs for Adult Education and Religious Education of the Area.

Sec. 3 The Religious Education and Pastoral Services Director shall further be responsible to the Diocesan Board and the Diocesan Office of Education for implementing diocesan policies and regulations. The Board respectfully reserves the right to discuss diocesan policies and regulations prior to their implementation.

Article IV Membership

Sec. 1 The Board shall consist of elected and appointive members to wit:

(a) Two (2) lay members from each parish of St. Mary's and St. Joseph's shall be elected from the individual parishes.

(b) One (1) lay member from each parish of Nativity, St. Isaac Jogue's and St. Catherine's shall be elected from the individual parishes.

(c) The pastor or his representative from each of the member parishes.

(d) The Religious Education and Pastoral Services Director shall be an ex-officio (non-voting) member of this Board.

(e) The staff shall elect from their membership one representative to the Board.

Sec. 2 The elected member of the Board shall serve for a period of three (3) years and may be re-elected.

Sec. 3 Vacancies in the elective membership shall be filled by an election in the parish where the vacancy occurred.

Article V Officers

Sec. 1 Officers to be elected from the membership, shall consist of a president, vice-president, secretary, and treasurer. They shall serve a term of one (1) year and may be re-elected. The election of officers shall take place at the last meeting preceeding the new fiscal year.

Sec. 2 The President shall preside at all meetings, serve as spokesman for the Board in its professional and public relations, appoint committees, sign official documents and otherwise carry out the duties usually ascribed to the office.

The Vice-President shall substitute for the President when he is absent or otherwise unable to perform the duties of his office.

The Secretary shall record the minutes of all official meetings, sign official documents, arrange for incorporation and tax-exempt status, conduct correspondence, keep members informed of all Board business, maintain official records, and otherwise perform the duties usually ascribed to this position. The Board shall be empowered to assign responsibility for certain of the Secretary's functions to the administrative staff.

The Treasurer shall keep a record of all financial operations of the District, issue quarterly reports to the Board and Parish constituency, arrange for regular audits by a public accountant, at least annually, sign official documents, including payroll, and otherwise perform the duties usually ascribed to this office. The Board shall be empowered to assign responsibility for certain of the Treasurer's functions to the administrative staff.

Article VI Committees

Sec. 1 The Board shall create committees as the need dictates. Appointment shall be by the President.

Sec. 2 Committee reports and recommendations shall have no force, effect, or sanction except as approved by the Board; and in all cases committee actions shall be filed with the Board for initial consideration.

Sec. 3 The Board may authorize appointment to committees of non-members, but in all cases at least one member of the Board shall be included.

Sec. 4 The Board shall maintain an effective liaison with the Diocesan Board of Education, Religious Education Office, and Adult Education, parish constituencies, with the local public school board and officials and the intermediate school districts and any other education and/or community authority with which collaborative relations are called for.

Article VII Meetings

Sec. 1 The annual business meeting shall be held at the first regular Board meeting

change
Sept. in June. The fiscal year shall be July 1 to June 30.

amend

the month of June
during May

→ Sec. 2 The annual election meeting shall be held on or about March 1 of each year.

The term of office for officers shall begin on November 1.

Sec. 3 Regular meetings shall be held on the 2nd Wednesday of each month; special meetings on call of the President or the Religious Education and Pastoral Services Director or an written request of any four (4) board members filed with the secretary. All members shall be duly notified by the Secretary of the time and place of such special meetings at least forty-eight hours (48) prior to the meeting.

Sec. 4 Official meetings shall be open to the public and for public hearing as determined by the Board. Requests for a public hearing and the subject matter to be presented shall be reported to Board members on the same basis as set forth in section 5 of this Article.

Sec. 5 An agenda shall be prepared by the Executive Committee and/or Religious Education Director mailed to the membership to arrive at least two (2) days prior to the regular meeting. No deviation shall be permitted unless a majority of 2/3 of the members present vote to consider other items. The agenda of a special meeting shall be confined to the business for which it was called unless a majority of 2/3 of the members present vote to include other items.

Sec. 6 The rules of parliamentary procedure contained in Roberts' Rules of Order shall govern the proceedings of the board.

Article VIII Quorum

Sec. 1 A majority of the Board members (7) shall constitute a quorum for the conduct of official business.

Sec. 2 A simple majority vote of those members present shall carry the motion, unless otherwise specified in the Constitution.

Article IX Amendments

The Constitution and By-Laws may be amended by the vote of two-thirds of the total Board membership provided that such amendments have been presented, in writing, to the members of the Board at least two (2) weeks in advance of the meeting at which the vote is taken.

Robert R. Misko

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Secretary