

# ST MARY'S SCHOOL LOCAL EDUCATION ADVISORY COUNCIL CONSTITUTION

Revised and approved by  
St. Mary's School LEAC, November 12, 2006

## **I. Relationship to St. Mary's Parish**

1. In as much as St. Mary's School is a part of St. Mary's Parish, the president of the school LEAC shall be an ex officio member of St. Mary's Parish Council.
2. On decisions by the school LEAC which relate to buildings and grounds, finances, or other matter pertaining to the general good of the parish, the LEAC will inform the parish council through the appropriate committee or the parish finance council and submit them to the Pastor for his approval.

## **II. Responsibilities**

1. The LEAC shall be a consultative body to the principal and pastoral administrator in governance regarding school policy.
2. LEAC policies must be approved by the pastoral administrator and school LEAC and shall be implemented by the principal, staff and faculty of the school. The diocesan superintendent will be informed of major policy changes.
3. The LEAC shall be responsible for:
  - a) Planning.
  - b) Policy development.
  - c) Financing.
  - d) Evaluation of LEAC responsibilities.
4. In keeping with the stipulations of the Handbook for Schools, Diocese of Steubenville, the school LEAC shall have oversight of all monies raised in the name of the school. Each fund raising group, i.e. Home and School, Boosters, will present an annual budget to the LEAC.
5. The LEAC shall be consultative to the pastoral administrator in the process of hiring the school principal and renewal/nonrenewable of his/her contract. The criteria and guidelines provided by the diocesan handbook for schools will be followed.
6. The LEAC shall abide by the policies of the diocesan school LEAC and, where applicable, the regulations of the State of Ohio.

## **III. Members**

There shall be a total of 8 voting members and 3 ex officio members as described below.

1. The pastor of St. Mary's shall be an ex officio member of the school LEAC with final decision authority.

2. The principal shall be an ex officio member of the school LEAC without vote.
3. The designated diocesan LEAC member for St. Mary's shall be an ex officio member without vote.
4. The presidents of Home and School and Boosters organizations will serve as members of the LEAC with vote. The chair of Bingo is non-voting and may submit a report in lieu of attendance.
5. There shall be six other voting members of the school LEAC, elected as herein described.

#### **IV. Officers**

1. Officers of the school LEAC shall be president, vice-president and a secretary. The president shall preside at all meetings, and in his/her absence, the vice president shall preside. The president may establish or dissolve standing committees, as needed. The secretary shall keep the minutes of the meetings, and notify the members of meetings in a timely way. He/she shall also be responsible for submitting an appropriate summary of the minutes for publication on the school website.
2. The President, or other designee, shall report to the parish council and finance council on LEAC actions and business, seeking approval where required.
3. Ex officio members of the LEAC may not serve as officers.
4. Officers shall be elected by the members of the school LEAC during the June meeting and shall serve until elections the following June. Officers shall be eligible to succeed themselves.
5. If an officer is unable to complete his/her term of office, a replacement shall be nominated and voted on by the members of the LEAC.

#### **V. Election of School LEAC Members**

1. In March of each year, the president of the school LEAC shall appoint a nominating committee which shall have the responsibility of preparing a slate of candidates for election in May and of organizing and supervising the election process.
2. All registered members of St. Mary's parish in good standing over 18 years of age and non-parishioners with children in St Mary's School are eligible to vote for school LEAC members. Ballots will be sent to nonparishioners.
3. The nomination committee may take under its consideration qualified persons who have volunteered to stand for election.
4. Persons eligible for election to the school LEAC are all registered members of St. Mary's parish in good standing, 21 years of age or older, with this exception: Not eligible for membership on the school LEAC are officers (to mean only presidents, vice presidents, secretaries or treasurers) of the parish organization and clubs, members of the school staff and their immediate families.

## **VI. Members Term of Office**

1. Each year two new members shall be elected and shall serve a three year term which begins in June following the election and ends on the 31<sup>st</sup> day of May of the last year of their term.
2. School LEAC members are eligible to succeed themselves only once. Thereafter, they must be off LEAC for at least one year before being reelected.
3. If a member cannot complete his/her term of membership on the LEAC, a qualified person chosen by the officers of the school LEAC, and approved by the LEAC shall take his/her place. If a member misses three meetings in a row without informing another member, a vote by the LEAC will be taken and 2/3 affirmation is needed to replace the member. The replacement would serve the unexpired term.

## **VII. Meetings**

1. Meetings of the school LEAC shall be held monthly, with the exception of July. Additional meetings, if necessary, may be called by the president.
2. Meetings will be open to the public for observation. The meeting date shall be published in the church bulletin. The LEAC may choose to go into executive session at anytime. The agenda shall be published on the school website 7 days prior to the meeting. Any member of St. Mary's school may submit an issue to the LEAC for consideration.
3. Meetings shall follow "Robert's Rules of Order".
4. A quorum for the transaction of business shall be a simple majority of the voting members of the LEAC.

## **VIII. Amendments of this Constitution**

1. Amendments and revisions to the constitution must be voted upon and approved by two thirds (2/3) of the voting members of the school LEAC, and approved by the pastor of St. Mary's Parish and the diocesan superintendent of school. A non-response will be considered an affirmative approval. Advance notice of all proposed motions will be sent to all LEAC members. Voting members may vote by proxy. Prior to vote, the President shall allow adequate discussion and appoint a study committee, as necessary. There shall be a first and second reading of the motion prior to vote.
2. Policy changes and finance issues require affirmative 2/3 votes of the voting membership. Votes on ordinary business shall require a simple majority of the voting membership.
3. A quorum is required before a vote may be taken.