



River Forest, Illinois

SCHOOL ADVISORY BOARD CONSTITUTION

Adopted: September 2020

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ST. LUKE SCHOOL ADVISORY BOARD

CONSTITUTION

ARTICLE I PREAMBLE

St. Luke School of River Forest, Illinois, recognizes and shares the mission of the Catholic Church to proclaim the message revealed by God through Christ, to offer the experience of a Christian community, and to lead its students to a life of prayer and Christian service. The school will engage students in both an academic and spiritual endeavor that challenges their academic needs; fosters their artistic and cultural talents; promotes their health and physical development; and affirms their goodness and the goodness of others. It will encourage them to grow in accepting Christian responsibility to self, to family, to Church, to community, and to country. As the official representatives of the parish community, the St. Luke School Advisory Board contributes to this mission. Its primary concern is the intellectual and spiritual development of each of the students attending St. Luke School.

St. Luke School is a private school in River Forest, IL founded in 1921 dedicated to providing students with the advantage of a well-rounded Catholic education in grades preschool through 8. We are committed to nurturing the spirit and engaging the intellect of each child. We prepare students with the strong foundation of rigorous academics and a vibrant school community rooted in the shared values of faith, excellence, service, responsibility, and love.

**ARTICLE II
NAME AND PURPOSE**

A. Name

The name of this organization shall be the “St. Luke School Advisory Board” (“Board”).

B. Purpose

A School Advisory Board exists to serve a school, which is within a parish of the Archdiocese of Chicago or is an Archdiocesan-Operated Secondary School. The Pastor has ultimate responsibility for the parish and, within the parish, for the school. The Pastor delegates to the Principal responsibility for the running of the school. It is the Pastor who establishes the School Advisory Board.

Such a School Advisory Board (SAB) is intended to bring professional expertise in specific areas to enhance the educational and spiritual leadership of the Principal and the Pastor. The Pastor and Principal do not relinquish their leadership in the school’s educational program and its Catholic identity and practice, and spirituality; they welcome the SAB and its members to collaborate in providing for a strong infrastructure for the school.

**ARTICLE III
RESPONSIBILITIES**

A. Responsibilities

The responsibilities of the Board include the following:

- Review and recommend policies that govern the operation of the school;
- Assist with the development of sources for school funding, including tuition rates;
- Participate in the school’s development, student recruitment efforts, and long-range plans;
- Help accomplish the goals and objectives of the St. Luke School Mission Statement;
- Participate in the implementation of the school Strategic Plan;
- Listen to and communicate with parishioners and school parents,
- Promote and publicize the school; and
- Participate and promote any additional goals as directed by the principal.

The Board does not:

- Serve as a grievance committee;

- Hire, evaluate, or terminate school administrators, faculty or staff;
- Administer the school or instruct the principal how to administer the school; or
- Implement policies or procedures to their own accord or initiative.

ARTICLE IV MEMBERSHIP

A. Classes

The Board shall include at least two (classes) of membership: Regular Members and Ex Officio Members. The Board may also include from time to time, as determined by the Board in accordance with the St. Luke School Advisory Board Bylaws (“Bylaws”), a third class of membership: Honorary Members. Except as otherwise set forth in this Constitution, the selection, terms, and duties of each membership class shall be set forth in the Bylaws.

B. Number of Members

1. *Regular Members:* In addition to the pastor, the Board shall consist of at least nine (9) and no more than fifteen (15) Regular Members, who shall enjoy the right to vote on all matters that come before the Board. The Board shall endeavor to have a minimum of three (3) new Regular Members appointed annually; however, the Board may appoint less than three (3) new Regular Members if it determines that doing so will help carry out the functions of the Board, provided there shall be at least nine (9) active Regular Members on the Board.
2. *Ex Officio Members:* Ex Officio Members of the Board have a voice but no vote in Board deliberations. The ex officio Members of the Board include the pastor of St. Luke and St. Bernardine Parish and the principal of St. Luke School. The pastor shall share his vision, wisdom, and expertise, but shall not have a vote in Board deliberations. All Board recommendations, however, are subject to the pastor’s approval. The principal shall be the executive officer of the Board and shall have a voice but shall not vote in Board deliberations, except as otherwise expressly provided in the Bylaws. Each year, the Board may recommend the appointment of additional ex officio members, such as the chairperson of the St. Luke Family and School Association (“FSA”), to sit on the Board as an ex officio member, with a voice but no vote in Board deliberations.

3. *Honorary Members*: Upon the completion of a Regular Members' first term, the Board may, in accordance with the Bylaws, invite that Regular Member to continue serving on the Board as an Honorary Member. Honorary Members shall have all the privileges and duties of Regular Members, except as otherwise expressly provided in the Constitution or Bylaws.

C. Qualifications

1. *Regular Members*: Regular Members shall be at least twenty-one (21) years old and provide a certain skill set and expertise in an area of the board's responsibility. Individuals with these skill sets may be:
 - i. Parents of current students (up to 25%)
 - ii. Parishioners
 - iii. Alumni/ae and parents of alumni/ae
 - iv. Community members
2. *Ex Officio Members*: The Ex Officio Members of the Board must be either the pastor of the parish or the principal of the school, or must be someone invited by the Board to serve in this capacity.
3. *Honorary Members*: Honorary Members must have served at least one (1) term on the Board as a Regular Member.

Salaried employees of the parish or the school and their immediate families (i.e., spouse, children, parents, siblings, and in-laws) shall not be eligible for Regular or Honorary Membership. In addition, the Board shall include no more than one (1) person per household at any given time.

**ARTICLE V
OFFICERS**

The officers of the Board shall be the chairperson, vice-chairperson, and secretary. Officers are elected by the members of the board and presented for approval of the Pastor and Principal to serve a one-year term. Only Regular Members may serve as officers, and no Regular Member is eligible to be an officer without having served the previous year on the Board as a Regular Member.

ARTICLE VI MEETINGS

The Board shall conduct regularly scheduled meetings, at least six (6), throughout the school year. The Board shall meet regularly at the day, time and place agreed upon annually by the Board at the May meeting. The chairperson, the pastor, or a majority of the Regular Members of the Board may call special meetings. All regular and special meetings of the Board are not open to the public unless otherwise specified.

A simple majority of the Regular Members shall constitute a quorum for the official transaction of business. A majority vote of the eligible voting members present shall be required to carry all motions except as otherwise provided for in this Constitution or the Bylaws.

The chairperson, the pastor, or a majority of the Regular Members may call an executive session to deal with matters of a sensitive nature that require confidentiality. An executive session can be conducted telephonically via a suitable conference call forum where all members are afforded the ability to participate.

ARTICLE VII COMMITTEES

The standing committees of the Board are: (1) the Mission Effectiveness Committee; (2) the Strategic Planning Committee; (3) and the Institutional Advancement Committee. The Board chairperson may, as needed, recommend ad hoc committees. The chairperson will appoint a Regular or Honorary Member as chair for each committee. The remaining members of the committees will be selected in accordance with the Bylaws.

Mission Effectiveness Committee

The purpose of the Mission Effectiveness Committee is to work with the Principal to ensure that school programs and policies reflect the mission of the school: to provide students with academic excellence centered in the Catholic values of prayer, learning, wisdom, charity, sacrifice, and service.

Strategic Planning Committee

The mission of the Strategic Planning Committee is to ensure the future of the school by encouraging diverse, yearly and long-term sources of school funding. The committee, in collaboration with the administration, develops relationships with alumni, parents of alumni, current parents, parishioners, and friends of the school. The committee also seeks funding

through other sources, including grant writing, need-based student scholarship tuition assistance, and enrichment programs and activities. Additionally, the committee may collaborate with the Parish Finance Council for planned giving and capital campaign initiatives.

Institutional Advancement Committee

The mission of the Institutional Advancement Committee is to assist the school administration in sustaining and increasing enrollment at St. Luke School. Through marketing, PR and internal communications initiatives, the committee strives to increase awareness and provide information for current families, new families, prospective families, and parishioners. This includes the school's offerings, daily happenings, and strategic plans. In collaboration with the Strategic Planning Committee, alumni are also a target audience.

Ad Hoc Committees

The Pastor or Principal may form ad hoc committees to meet a specific objective at a given time. Ad hoc committee members are selected because they are knowledgeable, service-oriented and possess expertise needed by the Board.

ARTICLE VIII AMENDMENTS

Any Regular or Honorary Member, the pastor, or the principal may present an amendment of the Constitution to the Board for consideration. The proposed amendment will be presented for discussion at one (1) meeting and voted on at a subsequent meeting. An amendment to the Constitution requires approval by at least Two-thirds ($\frac{2}{3}$) of the Regular and Honorary Members in service on the Board, the Pastor, and the Principal and subject only to the regulations of the Archdiocese.