

**CONSTITUTION OF THE
DIOCESAN BOARD OF EDUCATION
DAVENPORT, IOWA**

ARTICLE I

Name, Purposes & Duties

Section 1. The Diocesan Board of Education (hereinafter “the Board”), is hereby constituted by the Bishop of the Diocese of Davenport (hereinafter “the Bishop”) for the purpose of establishing policy to govern the educational programs of the Diocese subject to the approval of the Bishop and other provisions of Canon Law, and the laws of the State of Iowa, including regulations of the Department of Education. The Board will have the purpose and the duties of providing leadership and vision for excellence in life-long Catholic faith formation and governing all matters pertaining to education in the Diocese of Davenport. These shall be deemed to include Catholic Schools (except college level), Faith Formation, Adult Education, Youth Ministry and all other formal educational activities established now or in the future (hereinafter “Catholic Education”). This includes all matters pertaining to the diocesan Offices of the Director of Faith Formation and Superintendent of Schools; the location, opening and closing of schools or catechetical centers; classes; staff; salaries; educational, co-curricular and related programs; finances; standards of education; application of Christian principles to the educational programs; and all formal courses of faith formation (except clergy education). All decisions of the Board of Education shall be binding upon the Director of Faith Formation and Superintendent of Schools, parish/pastoral council, and the pastors; all subordinate Boards of Education and faith formation committees; and administrators and staffs of the schools and catechetical programs within the Diocesan system.

Section 2. Relationship to the Bishop. The Bishop, under this Constitution, retains the right inherent in the teaching authority of his office to govern all educational programs in the Diocese and make sure that the purity of faith and morals are protected. This includes the right to demand that the Catholic Education programs retain their characteristics as educational institutions operating under a Catholic philosophy of education. The Bishop, under this Constitution, retains the right to veto any policy or other action taken by the Board.

ARTICLE II

Subordinate Constitutions

All subordinate boards and committees of education must operate according to a constitution approved by the Board.

ARTICLE III

Membership of Board

Section 1. Number and Composition. The Board shall be geographically and numerically representative of the Catholic community. It shall include clergy, laity, serving the Diocese. To this end, the Board may consist of up to 13 members: the Bishop, 8 lay members, representing regions of the Diocese; 2 priests, and four at-large appointed by the Bishop.

Section 2. Membership. The Bishop appoints all members up to thirteen (13) members for three (3) year term unless otherwise designated. Vacancies on the Board shall be filled with an appointment by the Bishop. 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 the President, cease to be a member. The Bishop may, however, remove any member at his discretion.

Section 3. Tenure of Office. Members appointed by the Bishop hold office for the term of three (3) years or in accordance with the Bishop's specific appointment. Each of the other members shall hold office for the term of three years. The present and future members of the Board shall hold office until successors are elected or until prior resignation or death or until prior disqualification by absence from two consecutive Board meetings not excused as aforesaid. The Bishop may, however, remove any officer from that position at his discretion.

Section 4. Ex-Officio Membership. The Bishop shall be an ex-officio member of the Board.

ARTICLE IV

Officers

Section 1. Creation of Officers. The officers of the Board shall consist of a President; Vice President, a Recording Secretary and such assistants and additional officers as the Board may elect.

Section 2. The Director of Faith Formation and Superintendent of Schools shall be the Executive Officers of the Board but not voting members.

Section 3. Election, Tenure, Vacancies and Removal. Officers shall be elected annually at the annual meeting of the Board designated for this purpose. They shall be from nominations submitted by a Nominating Committee or by any member from the floor. They shall hold office until the next annual election and thereafter until their successors are duly elected and qualified.

Section 4. President. The President shall act as Chairman of the Board and of any executive committee; shall be the executive head of the Board; shall appoint all committees unless otherwise specified by the Board; shall execute on behalf of the Board all written instruments except as otherwise directed by the Board; shall communicate with the Director of Faith Formation and Superintendent of Schools regarding the agenda to be used at meetings; shall ensure that the Director of Faith Formation and Superintendent of Schools report the action of the board to the Bishop and in general shall perform all duties incident to the office of a President and such duties as from time to time may be assigned by the Board.

Section 5. Vice President. At the request of the President, the Vice President shall perform the duties and exercise the functions of the President and when so acting shall have the power of the President, and shall perform such other duties as delegated by the President. He/she shall complete the term of the President in case of the President's death, incapacity, resignation or disqualification.

Section 6. Secretary. The Secretary shall keep the minutes of the meetings of the Board; shall see that all notices are fully given in accordance with the provisions of this constitution; shall be custodian of the record of the Board; attest to the authenticity of the copies of original documents; and in general, shall perform all duties incident to the office of the Secretary of the Board and such other duties as from time to time may be assigned by the President of the Board.

Section 7. Assistant Officers. The Assistant Officers shall have such duties as from time to time may be assigned to them by the Board or by the President.

ARTICLE V

Meetings

Section 1. Regular, Special and Annual Meetings. The Board shall meet at least quarterly, subject to change by the Board itself or to postponement by the President. Special or additional regular meetings shall be held whenever called by the president or by a majority of the Board. The regular meeting held in the month of August in each year shall be designated the annual meeting for the purpose of election of officers and any annual report.

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 President or by a majority of all voting membership of the Board upon not less than ten days' notice. Notice of the place, day and hour of all meetings must be delivered in writing. All meetings of the Board are to be open meetings unless designated as being Executive. Decisions made in Executive sessions must be presented and voted on at open sessions before becoming effective.

Section 3. Quorum. A majority of the entire Board is necessary for the transaction of business at meetings. A majority vote of those present shall be sufficient for any decision or election except decisions to amend this Constitution. Mail/telephone/e-mail/internet votes may be conducted at the request of the President, with the final decision being entered into the minutes of the next meeting.

Section 4. Rules of Procedure. The Board may fix itself on rules of procedure but in the absence of such, Robert's Rules of Order shall apply.

ARTICLE VI

Committees

Section 1. Executive Committee. The Board may provide for an Executive Committee of five (5) or more members, the President to be an ex officio member, and the other member or members to be elected by the Board and serve at the pleasure of the Board; the President is to be Chairperson thereof. During intervals between meetings of the Board, the Executive Committee may possess and execute all of the powers of the Board conferred in this constitution to the extent authorized by the resolution providing for the Executive Committee or by subsequent resolutions. All actions of the Executive Committee are subject to review by the entire Board and may be rescinded by a majority vote. The Executive Committee shall meet at the call of its Chairperson and shall fix its own rules or procedures and notices to be given of its meeting. Meetings of the Executive Committee shall be open meetings. A majority shall constitute a quorum.

Section 2. 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 committee shall have such powers and shall perform such duties as may be assigned to it by the Board and shall be appointed and vacancies filled in the manner determined by the Board. In the absence of other direction, the President shall appoint all committees with the Approval of the Board. Each committee shall be appointed and vacancies filled in the manner determined by the Board.

ARTICLE VII

Office of Total Catholic Education

Section 1. Constitution, Staff, Appointments. A diocesan offices concerned with total Catholic Education was established by the Bishop and is directed by the Director of Faith Formation and the Superintendent of Schools who shall serve as the executive officers of the Board. The Director, Superintendent and other staff shall have such compensation and terms of employment as determined by the Bishop.

Section 2. Duties and Powers. The Director of Faith Formation and the Superintendent of Schools shall be responsible to the Bishop. He/she shall have immediate charge, control of the general administration, and supervision of all formal education within the diocese (except college level programs and clergy education).

ARTICLE VIII

Amendment of Constitution

Section 1. Amendment. This Constitution may be amended, supplemented or repealed in whole or part at any time by a two-thirds vote of all voting membership of the Board only after the amendment or amendments have been proposed at a prior meeting of the Board.

Section 2. Notification. All amendments brought before the Board are to be submitted to the Board in writing at least thirty (30) days before a vote is taken.

Promulgation of the Constitution of the Diocesan Board of Education

Be it known to all concerned that I hereby formally delegate the powers stated in this document subject to the provisions stated in Article I, Section 2. Be it known that it is my will that this document be officially promulgated.

IN WITNESS WHEREOF we have hereunto subscribed our names on this ___ day of _____, 2010, to the constitution of the Davenport Diocesan Board of Education.

OFFICIAL SIGNATURES

(Most Rev.) Martin Amos
Bishop of Davenport

S. Cheryl Demmer, President
Diocesan Board of Education

Dan Kieler, Vice President
Diocesan Board of Education

Christopher Weber, Secretary
Diocesan Board of Education

Original Diocesan Board of Education Constitution Adopted March 9, 1972

Revised September 14, 1993

Bishop established Diocesan Schools Committee in place of Diocesan Board of Education

Revised Diocesan Board of Education Constitution
Approved at St. Patrick Parish, Iowa City on September 16, 2010, Board of Education Meeting

Approved by Bishop on _____

Revised: November 2010