



Constitution of the Board of Education Notre Dame High School

Article I

The name of this body shall be Notre Dame High School Board of Education of Riverside, California, constituted under authority of the Diocese of San Bernardino Board and Bishop, Diocese of San Bernardino.

Article II

Section I- Purpose

The Board is a POLICY FORMATION body for the operation of educational progress and educational programs at Notre Dame High School and shall represent parents in decisions relating to the general direction of the school (DHB 2025.2) It's functions are subject to the regulations and directions of the Diocese of San Bernardino and is a consultative body to the administration of Notre Dame High School of Riverside, California and shall exercise limited jurisdiction in the specific areas of: financial planning and accountability, policy development, planning, public relations, program and goal evaluation (DHB 2025.2)

Section II- Duties and Functions

The Board of Education shall be responsible for policy concerning all aspects of the formal educational program of Notre Dame High School. In the development of its policies, it must ensure that it follows the intent and spirit of the policies laid down for the Diocesan system by the Diocesan School Board. It's most important function is to implement, at the local level, the policies of the Diocese of San Bernardino. Illustrative of these duties and functions, but not in limitation of them, are the following:

1. To seek a better understanding and wider support of Catholic education within the local community (public relations).
2. To interpret and implement policies for the local administrative offices for Notre Dame High School in matters where the Diocese has not promulgated policies, creating policies under which the administration of the high school shall operate. The local Board's interpretation of the policies of the Diocese may be appealed to the Diocese and Board by any affected person (policy development).
3. It shall have the responsibility for determining whether existing policies are being carried out according to the intent of the Diocese and the Diocesan School Board (evaluation).
4. It shall have responsibility for evaluating the adequacy and effectiveness of Diocesan and school policy implementation by the administration of the school (evaluation).
5. It shall determine local policy relating to long-range planning to include operation and maintenance of the facilities and equipment of the school (evaluation).
6. It shall serve as a local committee to plan and supervise the building of any new educational facilities and shall be the entity that shall approve the construction or location of such facilities at the local level, subject to approval by the diocese (planning).
7. It shall recommend approval of the annual budget and supervise the adherence to the budget by the administration of the school (finances).
8. It shall advise the administration on fiscal matters which are not specifically determined by the Diocese (finances).
9. It shall act as a liason, subject to the concurrence of the school administration, in any matters involving public relations (public relations).
10. It shall call for an annual process of evaluating its own progress on its agreed goals and programs (evaluation).
11. It shall have the responsibility to maintain the confidentiality of proprietary information shared with the board (or the board becomes aware of in other ways) including by not limited to HR matters, financial information, and domestic and international tuition rates and increases.
12. Individual board members are not official spokespersons for the school or administration. The school board president may disseminate information only under the direction of the administration and principal of Notre Dame High School.

Article III

Section I- Members of the Board

1. Members of the Notre Dame Board of Education shall include the Principal (ex-officio) and the Assistant Principal (ex-officio) and seven members. The members of the Board shall represent as broad a cross section of the community served by Notre Dame as possible.
2. The Principal shall be the Executive Officer of the Board but shall not have the right to vote.

Section II- Term of Office

1. The term of each member shall be three years. The term of office of the original members of the Board shall be chosen by lot or other agreed upon means.
2. The membership shall consist of appointive and elective members. Four of the members of the Board shall be appointed by the Principal of the school. Three of the members of the Board shall be elected by vote of the parents of students currently enrolled in the school as of the first day of school.
3. If there are an insufficient number of candidates the principal of Notre Dame High shall may or may not appoint a board member to fill that position at their discretion. The term of office of each member appointed or elected shall commence at the beginning of the school term.
4. Upon any vacancy occurring in the membership of the Board during the term of a member, the vacancy being declared, the Principal of Notre Dame High School shall appoint a successor for the balance of the term.

Section III- Nominations

1. Nominations for the elected and appointed members shall be in writing and shall be delivered to the Principal of the school a month prior to the first Board meeting of the school year. The Principal may, at his/her discretion, add additional names to those submitted for nomination, and may exclude from consideration any name submitted to him/her.
2. It shall be the specific function of the Principal of Notre Dame High School to determine the qualifications of any person whose name is submitted to be a member of this Board and his/her determination of such eligibility shall be final.

Section IV- Elections

1. Persons nominated for election to the Board shall be voted upon as stated in Article III. The vote shall be by printed or written ballot as the Principal of the school may prescribe. The three persons who receive the highest number of votes shall be elected to the Board.
2. Persons who are elected to this Board must, at the time of their election, have children regularly enrolled at Notre Dame High School. In the event that an elected member's child graduates or ceases to attend Notre Dame High School, the term of that member shall end at the conclusion of the school year in which the member has no child in the school. At that time the office shall be declared vacant and a newly elected or appointed member shall be qualified to succeed him/her.
3. Distinguished Alumni, Platinum level financial benefactors, and high profile Board candidates without children in attendance may be considered to serve on the board by the Principal of Notre Dame High School at her/his sole discretion.

Section V- Removal

1. The Principal may for cause remove any member of the Board. This decision shall be final. Any member of the Board who, without excuse, misses three consecutive meetings shall, with the concurrence of the Principal, be removed from office and the position declared vacant. The member's position shall be appointed as provided in the Article III, Section 4.

Article IV

Officers

Section I- Elections of Officers

1. The officers of the Board shall consist of the President and the Secretary. Other officers including the Vice President may be established at the pleasure of the Board. The officer shall be elected annually by the Board membership at the first regular meeting.

Section II- Eligibility

1. All members of the Board are eligible for any office on the Board.

Section III- Duties

1. The duties of the officers shall be as follows:

- a. The President shall preside at all regular and special meetings of the Board and exercise all of the duties that regularly attach to that office.
- b. The Secretary shall prepare and preserve all reports and documents originating from the activities of the Board including preparation of the agenda and the minutes of all regular and special meetings and maintain a record of all financial reports, which are proper to the Board. The Secretary shall receive and respond to all correspondence as directed by the President of the Board and shall give all notices required by this Constitution.

Article V

Meetings

Section I- Conduct of Meetings

1. The Board shall meet regularly on the third Wednesday of each month (August-May or such other date as the Board and its members shall, from time to time determine. Special meetings may be called by the President as needed or by a majority of the members. No special meeting shall be called except upon 48 hours notice made of all members of the Board. Meetings shall be made public except where personnel issues or matters involving discipline or litigation are to be discussed.
2. Meetings shall be held in person or virtually at the discretion of the Principal of Notre Dame High School.

Section II- Quorum

1. Members of the Board present at any time for the purpose of conducting a Board meeting shall constitute a quorum. Actions taken at the meeting of the Board of Education, on matters of policy, by less than a majority of the Board of Education shall not be considered approved until confirmed by executed by the majority of the active members. This confirmation shall be executed by the Administration polling the absent members as soon as possible but no later than the next scheduled Board meeting. If the majority does not confirm the matter after paid poll, it will automatically be tabled for further discussion and final action at the next scheduled meeting of the Board.

Section III- Decisions

1. All major decisions of the School Board are made through consensus (DHB 2000 Series Introduction), unless otherwise specified in this Constitution.

Section IV- Executive Sessions

1. Such meetings designated as Executive Sessions are not open to the public.

Section V- Non Members

1. The right of non-members to address the Board shall be limited to those whose matter has been approved for the agenda in advance of the meeting.
2. The right of non-members to attend a Board meeting shall be limited to those approved by the Principal of Notre Dame High School.

Section VI- Written Records

1. A written record shall be maintained of all acts of the Board including its bylaws and any amendments to this Constitution.

(Revised April 2022)