

Constitution of the School Advisory Council

ARTICLE I – NAME

SECTION 1 – The name of this body shall be the School Advisory Council of Christ the King Catholic School, herein after referred to as the “Council.”

ARTICLE II – MISSION STATEMENT

SECTION 1 – The mission of the School Advisory Council is to support the mission of Christ the King Catholic School in its ministry of offering education and Catholic formation to young people by offering advice as herein provided.

Christ the King Catholic School is an integral part of the Catholic Church’s mission to proclaim the Gospel of Jesus Christ. As an adult community, we share in the responsibility to prepare students for the future while helping them to grow to become persons of faith, virtue, and wisdom.

ARTICLE III – PURPOSE AND FUNCTION

SECTION 1 – The Pastor established this Council to assist in the purpose of offering advice in matters of Catholic education at Christ the King Catholic School.

SECTION 2 – The Council shall be responsible for advising the school principal:

- a. the philosophy and mission of Christ the King Catholic School;
- b. the capital improvements, incurring financial obligations, and additions to facilities;
- c. the annual budget of Christ the King Catholic School;
- d. advising the Superintendent of Catholic Schools regarding the performance of the Principal;
- e. regarding changes of its constitution;

SECTION 3 – All actions of the Council are to be submitted to the Pastor of the Parish for ratification.

SECTION 4 – The functions of the Council are as follows. All are to be submitted to the Pastor for approval.

- a. oversee development of budget submitted by the Principal;
- b. establish a long term plan for Christ the King Catholic School;
- c. develop and formulate, when appropriate, general, educational, public relations, and financial policies that will guide the Principal of Christ the King Catholic School in achieving the objectives of the long range plan;
- d. submit to the Superintendent of Catholic Schools an evaluation of the effectiveness of the Principal of Christ the King Catholic School, which is sent by the Superintendent;
- e. annually evaluate the effectiveness of the Council;
- f. recommend to the Pastor the hiring and salary range of the Principal of Christ the King Catholic School;
- g. recommend tuition rates for Christ the King Catholic School to the Pastor;
- h. prioritize capital needs for the school and funding for those needs;
- i. recommend such actions as are responsibly necessary and proper for the efficient operation of Christ the King Catholic School;
- j. advise the administration and advancement team regarding public relations and fund development.

ARTICLE IV – COUNCIL MEMBERSHIP

SECTION 1 – The Council shall consist of voting and non-voting members, not to exceed nine (9) persons, as follows:

- a. new members of the Council shall be appointed annually in April by the Pastor in accordance with a nomination process approved by the Pastor. Terms for new members shall begin July 1;
- b. Council members shall serve for three-year terms. Members are eligible for reappointment by the Pastor. No Council member may be reappointed for more than two consecutive terms;
- c. any Council member unable to fulfill his or her term will be replaced by nomination by the Executive Committee and appointment by the Pastor;

- d. members shall be appointed from parents, alumni, parents of alumni, and the community at large;
- e. the Principal of Christ the King Catholic School shall be a non-voting ex-officio member;
- f. the President of the Parent-Teacher Organization shall be an ex-officio voting member.

SECTION 2 – As a condition for membership on the Advisory Council, an individual must meet the following qualifications and requirements:

- a. Advisory Council members must be available and be willing to dedicate to Council activities, such time as is necessary to accomplish work of the Council;
- b. Advisory Council members must serve on at least one (1) standing committee;
- c. Advisory Council members must be committed to serving the entire term for which such member is elected or appointed and must attend one annual workshop.

ARTICLE V – OFFICERS

SECTION 1 – The Officers of the Council shall include the President, Vice-President, and Secretary. They shall be elected by a majority vote of the Council.

SECTION 2 – The duties of the Council officers shall be as follows:

- a. **PRESIDENT:** shall preside at all meeting.
- b. **VICE-PRESIDENT:** shall preside in the absence of the President or when the President desires to introduce, second, or speak to a motion; shall monitor the progress of all Council Committees.
- c. **SECRETARY:** shall be responsible for publishing membership and their terms of office; for keeping accurate minutes; for keeping a record of the appointment of all committees of the Council and for all correspondence. Any of the duties of the Secretary may be performed by an assistant secretary who shall be responsible to and report to the Secretary.

ARTICLE VI – MEETINGS

SECTION 1 – Regular meetings of the Council shall be held at times and places to be announced and published prior to the beginning of the school year.

SECTION 2 – Special meetings may be called by the Pastor, the President of the Council, or by written request of one-third of the members. Written notice must be postmarked at least five days prior to special meetings.

ARTICLE VII – ATTENDANCE

SECTION 1 – All Council members are expected to attend all regularly scheduled meetings of the Council, as well as assigned committee meetings.

SECTION 2 – Any member absent from three consecutive regularly scheduled meetings of the Council will be dismissed from the Council.

ARTICLE VIII – STANDING AND SPECIAL COMMITTEES

SECTION 1 – There shall be five (5) standing committees:

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| Executive | Finance |
| Planning/Policy | Advancement |
| Building and Grounds | |

The duties of the standing committees shall be approved annually by the Council. Members of standing committees shall be appointed by the Council President. The President of the Council, the Principal, and the Pastor shall be ex-officio members of all standing committees.

SECTION 2 – Special or ad hoc committees shall be established by the recommendation of the Council.

ARTICLE IX – CONSTITUTIONAL AMENDMENTS

SECTION 1 – The Constitution may be amended by a vote of two-thirds of the members of the Council. Council Members must receive written notice about constitutional amendments two months before the vote to amend.

SECTION 2 – Any constitutional change requires the subsequent ratification of the Pastor. The Pastor may freely amend the Constitution at his discretion.

ARTICLE X – RATIFICATION PROCEDURE

The following is a possible procedure for ratification of actions by the Advisory Council of Christ the King Catholic School. The following actions will require formal ratification: capital improvements/additions, philosophy and mission for Christ the King Catholic School,

appointment of Council Members, approval for incurring financial obligations, changes in articles and bylaws, hiring of Principal, suggested tuition rates, all policy decisions.

RATIFICATION SEQUENCE --

1. Formal Action (approval) at Council meeting.
2. Document prepared by Council officer summarizing Council action and rationale.
3. Document submitted by Council officer to Superintendent of Catholic Schools for review and consultation (written or in person).
4. Document submitted by Superintendent to the Pastor with recommendation from the Superintendent.
5. Document signed (ratification or non-ratification) by the Pastor.
6. Document returned to Council officer.
7. Council notified of Pastor's action.

BY-LAWS

1. The term of office for Council officers shall begin July 1 after election in April and continue for one year.
2. The members of the Executive Committee are the President, Vice-President, and Secretary of the Council and the Principal and the Pastor.
3. The Executive Committee shall meet at least two weeks prior to the regular Council meeting to prepare the agenda. The agenda and written committee reports will be available to Council members at least two days prior to the regularly scheduled meetings.
4. A simple majority of the voting members of the Council constitutes a quorum for each meeting.
5. Robert's Rules of Order (latest copyright) shall be the parliamentary authority.

Ratified by Pastor: _____ Date: _____