

**CONSTITUTION
OF THE
SAINT JOHN XXIII CATHOLIC SCHOOL ADVISORY BOARD**

Article I. PREAMBLE

Section I. Mission: *The Saint John XXIII Catholic School Advisory Board is committed to the development, modeling and formation of our Catholic faith. We are a supportive body dedicated to advising the Pastor and the school administration in areas that will enhance the education of the whole child.*

Section 2. Goals: To fulfill such a mission, the Advisory Board of Saint John XXIII Catholic School sets forth the following goals for itself:

The Saint John XXIII Catholic School Community School Advisory shall formulate and propose policies to the Pastor of the school designed to:

- A. Prepare students to live with knowledge and understanding of what it is to be a child of God through an environment which proclaims the Gospel, promotes the importance of community, and encourages service to others.
- B. Encourage children to be aware of the current environment on local and worldwide levels. To teach them the necessity of peace and the importance of goodness and how to promote both as individuals and through joint action.
- C. Promote and maintain within the school a conscious, active and engaged community of faith where teachers and staff show by word and example how to live a life in Christ.
- D. Provide quality education in all areas of the Catholic school curriculum with no bias to economic, cultural, ethnic or racial backgrounds.
- E. Celebrate the unique relationship of Saint John XXIII and St. Bernadette Catholic Church and the opportunity that exist within.

Article II. NAME

The name of this body shall be the Saint John XXIII Catholic School Advisory Board, hereinafter referred to as the "Advisory Board."

Article III. PURPOSE AND DUTIES

The purpose of the Advisory Board is:

1. To function as an advisory body to the Pastor of St. Bernadette Parish ("Pastor") and the Principal of Saint John XXIII Catholic School ("Principal") in matters relating to Saint John XXIII Catholic School
2. To model the teachings of the Catholic Church through our words, actions and activities
3. To promote and support effective spiritual, intellectual, cultural, social and physical development of the students

4. To assist the administration of the School in achieving its goal of providing quality Catholic education to students
5. In collaboration with the Principal and Pastor to develop policies which will assist the principal in the administration of the school
8. To advise on best practices relating to the planning, operating and maintenance of the facilities and equipment of the school
9. To share the good works of the School through effective and engaging marketing.

Article IV. MEMBERSHIP

Section 1. Number

The Advisory Board shall consist of not less than 7 voting members and not more than 13 voting members. Ex-official members consist of Pastor and Principal. If the term has expired, the immediate past president shall be an ex-officio member for the following year.

Section 2. General Eligibility:

Advisory Board members shall:

- a) Be a registered, active member of a parish with a written recommendation from their Parish Pastor.
- b) Be of at least 18 years of age and have a deep interest and commitment to Catholic education
- c) Willingness to give time and energy to the work and mission of the Board.

Section 3. Selection by Appointment

The members of the Board shall be appointed by the Pastor in accordance with the By-laws of the Board.

Section 4. Non-Eligibility

No school staff member (or members of the school staff member's household), or salaried employee of the representative parishes shall be eligible for a voting Board membership. In addition, no more than one member of a household shall be eligible to serve as a voting member on the Advisory Board at any given time.

Section 5. Term of Membership

As provided in the Advisory Boards By-Laws.

Article V. OFFICERS

Section 1. Officers

The officers of the Advisory Board shall consist of a President, a Vice President and Secretary

Section 2. Eligibility

Any voting member of the Advisory Board is eligible for election as an officer of the Advisory Board

Section 3. Term

The terms of any officers of the Advisory Board shall be for one academic school year (August – June). No member of the Advisory Board shall hold the same office for more than two(s) consecutive terms.

Section 4. Duties

The duties of the officers of the Advisory Board shall be established in the Advisory Boards Bylaws.

Article VI. MEETINGS

The Advisory Board shall meet regularly as provided in the By-laws of the Advisory Board.

Article VII. AMENDMENTS

This Constitution may be amended by an affirmative vote of two-thirds of the authorized voting members of the Advisory Board and upon approval of the Pastor; provided, that any proposed amendment shall have been submitted in writing at the regular meeting of the Advisory Board; and may not be voted on until the next duly authorized meeting following submission.

**BY-LAWS
OF THE
SAINT JOHN XXIII CATHOLIC SCHOOL ADVISORY BOARD**

Article I. SELECTION OF MEMBERS

- A. The Nominations Committee shall be responsible for recruiting and acquiring nominees for recommendation to the Pastor for his appointment. The committee will interview each qualified applicant at a special meeting in April. They will review and discuss their choices, and shall select the nominees.
- B. The names of the nominee(s) shall be delivered to the Pastor who shall make his appointment no later than June 1.
- C. The appointee(s) shall take office at the Board's regularly scheduled meeting in August.
- D. The Pastor may, in his discretion, appoint as a voting member a representative from the Parish Council of St. Bernadette Parish.
- E. The Pastor may, in his discretion, appoint a voting member from the Parish Finance Council.
- F. When a vacancy occurs, the same nominations procedure will be followed. (Article 1.A)

Article II. TERM OF MEMBERSHIP

- A. Each member shall serve a term of three years. No member may serve more than two consecutive full terms. Two or more years in filling a former member's unexpired term shall be considered a full term of membership. An immediate Past President whose term has expired, or who is precluded from serving an additional term due to term limits, may serve one additional year as a non-voting member.
- B. Board members wishing to serve a second three year term shall make intent known to Nomination Committee by April 1 of eligible year. Pastor will make re appointments if appropriate by June 1 based on criteria set forth in Bylaws (Article II C)

- C. The criteria for re-election will depend on past presence at meetings, involvement and completing assigned functions as well as an evaluation and approval from the pastor.

Article III. REMOVAL OF MEMBERS OF THE BOARD

- A. Any member of the Advisory Board who misses three consecutive regular meetings of the Advisory Board without having been excused may have his/her office declared vacant by the Pastor.
- B. Any Advisory Board Member may be removed from the Advisory Board at the Pastor's discretion.
- C. A vacancy in the membership of any member of the Board caused by death, resignation, disability or declaration of the Pastor as provided above, shall be filled by the Pastor from the nominee(s) recommended by the Board. A vacancy shall be filled no later than the next nominating process and in accordance with the Board's Constitution (Article IV)

Article IV. MEETINGS

- A. Regular meetings of the Board shall ordinarily be held monthly during the academic school year, (except during the season of Lent) at a place and time determined by the Board through minute action.
- B. All regular meetings of the Advisory Board shall be open to the public unless the President or the Board by majority vote deems it necessary to go to executive session for discussion, deliberation or vote. Executive sessions shall be closed to the public.
- C. If any person other than a member of the Board wishes to bring a matter before the Board during a meeting, prior approval must be obtained from the President and/or Principal.
- D. As needed special meetings may be called by the President in consultation with the Principal and Pastor.
- E. *Robert's Rules of Order Revised* shall govern the conduct of the Advisory Board.
- F. A simple majority of the members of the Advisory Board shall constitute a quorum for the transaction of business.

- G. After agreement on the wording of a motion is reached through consensus, a simple majority of those voting on any particular motion shall constitute Advisory Board action on any motion.

Article V. OFFICERS

The officers of the Advisory Board, as established in the Advisory Board's Constitution, shall have duties as stated in these Bylaws including the following:

President: The President shall preside at all regular and special meetings of the Advisory Board, shall vote on motions, in consultation with the Principal shall plan and organize the monthly agenda, shall make appointments of chairpersons of all standing committees, shall ensure that Board decisions are implemented, and shall see that the functions of the Board committees are being properly performed.

Vice-President: The Vice-President shall perform the duties of the President in the absence of that officer. When so acting, he/she shall have all the powers of and be subject to the restrictions on the President.

Secretary: The Secretary shall maintain a written record of all acts of the Advisory Board, conduct, receive and dispose of all correspondence as directed, preserve all reports and documents, email or mail the minutes of the Advisory Board meeting to all Advisory Board members in ample time for the subsequent Advisory Board meeting, notify members of the date and time of meetings, and distribute the agenda to Advisory Board members at least a week in advance of the meeting.

Article VI. ELECTION OF OFFICERS

- A. The officers of the Advisory Board shall be nominated annually by the Executive Committee prior to the Advisory Board's general meeting in April.
- B. Election of the slate of officers will be annually at the regular scheduled meeting of the Advisory Board in April by a simple majority and shall assume the office in August.
- c. Each officer shall hold the office until he/she resigns, be removed by the Board or otherwise be disqualified to serve, or until his/her successor be elected, whichever event occurs first.

Article VII. REMOVAL OR RESIGNATION OF OFFICERS

Any officer may resign or may be removed by the Pastor at any time. Any vacancy caused by death, resignation, membership vacancy, or removal of any officer shall be filled no later than the next nominating process.

Article VIII. COMMITTEES

- A. Except as otherwise provided in these Bylaws, the President, immediately after his/her election each year, shall appoint from the members of the Advisory Board, a Chairperson for each standing committee of the Advisory Board specified in these Bylaws. The Chairperson shall appoint the members of the committee, subject to their approval of the Advisory Board at the meeting in which the appointments are announced.
- B. Except as provided in Article VIII of the Bylaws, a minimum of two committee members shall be members of the Advisory Board, when possible. The President and Principal or Principal's delegate shall be present at all committee meetings. The President and the Principal shall be ex-officio members of the committees.

Article IX. STANDING COMMITTEES

The standing committees of the Advisory Board shall be as follows:

- A. Nomination Committee: The Nominations Committee shall be responsible for recruiting and acquiring nominees for the School Advisory Board. The committee will interview each qualified applicant at a special meeting in April. They will review and discuss their choices, and shall select the nominees and submit to the Pastor for his approval and/or appointment.
- B. Executive Committee: The members of the Executive Committee shall be the Pastor, Principal, President, Vice-President and Secretary of the Advisory Board. The Executive Committee will meet regularly to plan the agenda for the regular Advisory Board meetings. The Executive Committee may exercise the powers of the Board while the Board is not in session.

Article X. EXECUTIVE OFFICER

The Principal of Saint John XXIII Catholic School shall be the executive officer of the Advisory Board and shall be responsible for implementing school policies.

Article XI. LIABILITY

Any person who serves as a member of the Advisory Board or who serves in an advisory capacity to the Board shall be immune from civil liability and shall not be subject to suit directly or by way of contribution for any act or omission resulting in damage or injury if such person was acting in good faith and within the scope of his official capacity, unless such damage or injury was caused by willful and wanton or grossly negligent conduct of such persons.

Article XII. AMENDMENTS TO BYLAWS

These Bylaws may be amended by a vote of a two-thirds (2/3) of the authorized voting members of the Advisory Board and upon approval of the Pastor , provided, however, that any proposed amendments shall have been presented in writing to the Advisory Board at the regular meeting immediately preceding the meeting at which such a vote is taken.

Date:

Approval: _____

Joan Olsen

President of the Advisory Board

Date:

Approval: _____

Preston Colao

Principal

Date:

Approval: _____

Fr. Peter Rossa

Pastor

Date:

Approval: _____

MaryBeth Mueller

Superintendent