

# St. Vincent de Paul Advisory Board Constitution/By Laws

## Article I

### Title

The name of this body shall be the St. Vincent de Paul Parish Advisory Board.

## Article II

### Nature and Function

Section 1. The St. Vincent de Paul Parish Advisory Board (hereinafter “Advisory Board”) is a consultative board as defined in The Primer on Educational Governance in the Catholic Church, NCEA 1987. The School Board operates in the policy making process by formulating and adapting, but never enacting, policy. Consultation implies that the administrator(s) will listen to the advice of the properly convened body in certain designated matters prior to a decision being made. The operating principle is that the administrator(s) will not act contrary to the advice that had been given, especially when there is a consensus, unless the administrator(s) has an overriding reason. It is customary for the administrator(s) to communicate this reason to the consultative body.

Section 2. Duties and Functions. The Advisory Board shall consider its specific functions and duties to be:

- a. To establish the operating budget, as well as its supervision.
- b. To assist in the planning, implementation and evaluation of the School’s development program, including public relations and marketing.
- c. To assist in formulating and defining school policy in regard to school management.
- d. To serve on any ad hoc committees which may be from time to time established by the School Board President in consultation with the Pastor and Principal for special circumstances.
- e. To set long (3 year) and short (1 year) term goals and objectives annually.
- f. To annually evaluate the Advisory Board’s progress towards the accepted long and short term goals. This annual report shall be presented to the Advisory Board at its final meeting of the school year. The President of the Board shall have the responsibility of compiling this report.
- g. To participate in the evaluation of the School’s Principal upon the request of the Pastor or Diocesan representative.
- h.. To participate in the process of selecting and appointing a new principal for the School.

## Article III

## Membership

Section 1. Members of the Advisory Board shall be the Pastor (ex officio), ten (10) appointed representatives, the Athletic Director (or a consistent representative from the Athletic Board), and a consistent representative of the Parent-Teacher Partnership officers, and the Advancement Director. All these members shall have voting privileges.

Section 2. The Principal of the School shall be the executive advisor of the Advisory Board. Said Principal shall not have a vote.

Section 3. Any Advisory Board member vacancy occurring at the end of the school year shall be filled by the final Advisory Board meeting. Any registered parishioner or school parent/guardian, 21 years of age or older, may submit his/her name to this nominating committee. The Advisory Board members may also submit names. These names are then given to the Pastor and Principal who, upon recommendation of the Advisory Board, shall make the final decision on these appointments.

Section 4. Nominations to fill any end of year vacancies shall take place during the Spring meeting of the Advisory Board. Appointments will be made three (3) weeks before the final meeting of the school year. The terms of office will begin at the close of the final meeting of the school year.

Section 5. Vacancies of membership on the Advisory Board occurring the period between appointments shall be filled by appointment by the Pastor in consultation with the Principal from those persons qualified to serve. Said appointment shall fill the unexpired term of the vacating member.

Section 6. (School Board Policy #2211.8) “Should the performance of a school board member become in question either through absence or passive participation, the Pastor and the Principal, in consultation with the School Board, shall request the resignation of said member.”

## Article IV

### Officers

Section 1. The officers of the Advisory Board shall consist of the President, Vice-President, and Secretary. These three officers shall be elected annually from the ten appointed members at the Spring meeting.

Section 2. The duties of the officers shall be as follows:

1. The President shall preside at all regular and special meetings of the board; shall set the Agenda of all meetings with the Principal and Pastor; and shall attend the Finance Council meetings of St. Vincent de Paul Parish
2. The Vice-President shall perform all the duties of the President when he/she is absent or unable to act; and shall attend the Pastoral Council Meetings of St. Vincent de Paul Parish upon request.
3. The Secretary shall maintain a written record of all acts of the board; prepare the minutes for distribution two (2) weeks prior to the next meeting; conduct, receive and dispose of all correspondence as directed; and preserve all reports and documents in the Principal's office.

## Article V

### Meetings

Section 1. The Advisory Board shall meet regularly four times a year, every other month, as set by the President in consultation with the Principal and the Pastor, at a publicly designated room. Special meetings may be called by the President in consultation with the Principal and the Pastor, as needed.

Section 2. Quorum. For the purpose of transacting official business, it shall be necessary that a majority of seven (7) members be present and voting.

Section 3. A simple majority of two-thirds of those present and voting shall carry the motion unless otherwise specified in the constitution.

Section 4. All meetings of the board are to be open meetings unless designated as being executive. Decisions made in executive sessions may be presented publicly. The right of non-members to address the board shall be limited to those whose petition has been approved for the agenda in advance of the meeting. (Policy 2211.6 & 2211.7)

Section 5. A written record of all acts of the board, maintained by the secretary, shall be preserved in the Principal's office.

Section 6. Meetings, to the extent possible, should not extend beyond ninety (90) minutes.

## Article VI

### Conduct of Meetings

Section 1. The rule of parliamentary procedure as contained in Robert's Rules of Order should be used as a guideline for meetings of the board.

Section 2. The ordinary order of meetings shall be:

1. Prayer
2. Calling of Roll
3. Approval of Minutes
4. Unfinished Business
5. Review and Approval of Reports
6. Administrator's Report
7. Communications and Petitions
8. New Business
9. Prayer
10. Adjournment

## Article VII

### Amendments

Section 1. This constitution and by-laws may be amended by a vote of two-thirds (2/3) of the total School Board membership subject only to regulations of the Diocesan School Board.

Section 2. Amendments must be presented to the board at least one meeting prior to voting on such.