

DIOCESE OF RALEIGH POPE JOHN PAUL II CATHOLIC SCHOOL

OPERATIONAL GUIDELINES FOR SCHOOL ADVISORY BOARD

RATIONALE

Canons 796 and 806 of the CODE OF CANON LAW remind us that schools are a support to children's parents. In order for parents and teachers to work as partners, mutual collaboration is necessary. School advisory boards provide opportunities for this mutual collaboration. This is stated in THE CODE OF CANON LAW: TEXT AND COMMENTARY, "School boards embody the principle of shared responsibility for the church's teaching office". Based on this rationale, the Catholic Schools Office policy requires that a school have a School Advisory Board.

NATURE AND FUNCTION

In the governance of the school, the School Advisory Board assists and advises the principal who in turn is accountable to the pastor. The principal having the board's assistance will be better able to provide quality Catholic education.

RELATIONSHIP TO THE PASTOR

The pastor is primarily responsible to insure that the needs, goals, and priorities of the parish are identified, articulated and met. He is the source of leadership, cooperation, and support to achieve the total educational mission of the parish.

Since the School Advisory Board is to assist and advise the principal who in turn is responsible to the pastor, how the board relates to the pastor in achieving the mission of the parish is left to the discretion of the pastor.

RELATIONSHIP TO THE PARISH FINANCE COUNCIL

"The Parish Financial Council has the obligation of planning, providing for and supervising the temporal affairs of the parish, making regular reports and recommending courses of action to the pastor. It oversees parish income and expenditures, develops an annual budget, and presents an annual financial report for the parish (GUIDELINES FOR FINANCIAL BOARDS, Diocese of Raleigh).

Therefore, a Budgetary Board within the School Advisory Board assists the principal in preparing the school budget for presentation to the Parish Finance Council for approval. The Budgetary Board also assists the principal with monitoring the operational budget of the school.

SCHOOL ADVISORY BOARD'S RELATIONSHIP TO THE PARISH COUNCIL

The School Advisory Board is responsible to the pastoral council as are all boards, commissions and Boards of a parish. How the school advisory board relates to the parish council is left to the discretion of the local pastor.

"No group or office may interfere with the working of the Pastoral Advisory Council (Parish Council). All boards, commissions, and Boards of a parish are responsible to the pastoral council (PASTORAL COUNCIL NORMS, Diocese of Raleigh).

MEMBERSHIP

A majority of School Advisory Board members shall be selected from the parish and broader community. Some may be appointed by the principal in consultation with the pastor. Membership shall not be limited to Catholics since the students enrolled are of other faiths.

There shall be at least 80% of the voting members shall be Catholic.

Board membership shall include persons with expertise in:

1. Long Range Planning
2. Public Relations
3. Marketing
4. Finance

October 21, 2009

TERMS OF OFFICE

Each member shall hold office for a term no less than two years and may be renewed for an additional term.

OFFICERS

The members of the advisory board shall elect from among themselves a chairperson, vice chairperson, and secretary who with the principal form the Executive Board.

The principal has the right to reject a proposal made by the Advisory Board. If a disagreement between the board and principal cannot be solved within the Board, the principal or the Board shall appeal to the pastor. The pastor has the final word.

GOVERNANCE

The School Advisory Board shall be governed by a written constitution and by-laws approved by the superintendent.

MEETINGS

Advisory Board shall meet at least six times during the months that the school is in session.

**DIOCESE OF RALEIGH
CONSTITUTION AND BY-LAWS OF THE SCHOOL ADVISORY BOARD
OF
POPE JOHN PAUL II CATHOLIC SCHOOL**

**ARTICLE I
TITLE**

The name of this body shall be the Pope John Paul II Catholic School Advisory Board.

**ARTICLE II
NATURE AND FUNCTION**

Section A

In accordance with the provisions of Canon Law and the policies of the Diocese of Raleigh, the Advisory Board is established to assist and advise the principal who in turn is accountable to the pastor. The principal, with the Advisory Board's assistance, will be better able to provide quality Roman Catholic education.

Section B - Duties and Functions

The Advisory Board:

1. Advises in implementing policies and regulations as stated in the Catholic Schools Administrator Handbook issued by the Diocesan Superintendent of Schools.
2. Reports to the Pastoral Council by providing minutes of the meetings to the Pastoral Council.
3. Is responsible to the pastor, who reserves the following powers to:
 - a. Establish the philosophy of the organization
 - c. Appoint the executive board of the organization at its inception and when vacancies occur
 - d. Dissolve the organization
 - e. Approve expenditures of the organization in consultation with the executive Board of the organization; and
 - f. Remove an officer who acts in a manner that hinders the operations of the organization.
4. Proposes policies that relate to the overall operation of the school to insure quality Roman Catholic education.
5. Assists the principal in formulating the annual budget to be presented to the Parish Finance Board.
6. Solicits support of various groups and communities for the school.
7. Helps create a better understanding of Roman Catholic education and promote financial support for Pope John Paul II Catholic School.
8. Cooperates with and supports the principal in his/her role as defined by diocesan guidelines.
9. Collaborates with the PTO regarding fund raising, usage of funds raised, and other activities of the PSO.
10. Assists the principal in evaluating the maintenance of the school facilities. The principal in turn informs the pastor.

**ARTICLE III
MEMBERSHIP**

Section A - Members

There will be a maximum of 15 voting members of the School Advisory Board.

1. Voting board members shall be selected from but not limited to individuals with expertise to support the goals and objectives of the strategic plan.
2. The faculty will have a voting faculty liaison.
3. A parent representative of the PTO shall be a voting member.
4. At least 80% of the voting members should be of the Roman Catholic Faith.

Section B -Length of Term

After the initial establishment of the Advisory Board, members shall serve a term of two years, with terms expiring June 30.

Terms shall be staggered so that each year not more than seven of the voting members at large will conclude their terms and be replaced.

ARTICLE IV
OFFICERS

Section A

The officers of the Advisory Board shall consist of a chairperson, and a vice-chairperson, and recording secretary and these officers shall be elected every two years at the May meeting. These three officers and no more than two other members shall compose the Executive Board.

Voting members of the Advisory Board are eligible for any office.

Section B

The duties of the officers shall be as follows:

1. The chairperson shall preside at all regular and special meetings of the Advisory Board. This officer shall confer with the principal before the meetings to prepare the agenda, appoint ad hoc Boards as needed, and report to the Advisory Board concerning particular problems which may arise.
2. The vice-chairperson shall perform all the duties of the chairperson when the chairperson is absent or unable to act.
3. The recording secretary shall take the minutes of the meetings and send copies to all members, receive, conduct, and dispose of all correspondence as directed.

ARTICLE V
MEETINGS

Section A

The Advisory Board shall meet a minimum of six times during the calendar year. Special meetings may be called by the Executive Board as needed. Members who have three unexcused absences during their term will be replaced.

Section B

Quorum: For the purpose of transacting business, it is required that a simple majority of the voting members be present.

ARTICLE VI
BY-LAWS

The Advisory Board may have several Boards as defined by the By-Laws.

ARTICLE VII

The Advisory Board shall establish such By-Laws as are necessary to conduct business.

ARTICLE VIII
CONDUCT OF MEETINGS

The rules of parliamentary procedure as contained in Roberts Rules of Order shall govern meetings of the Advisory Board.

ARTICLE IX AMENDMENTS

Section A

This Constitution may be amended by a 2/3 majority of the voting membership. Amendments must conform to the provisions of Canon Law and the policies of the Diocese of Raleigh and be approved by the pastor.

Section B

Amendments must be presented in writing to the Advisory Board at the meeting previous to the one at which the proposal is to be voted upon.

BY-LAWS

MEMBERS

A nominating sub-Board will work closely with the principal to prepare a ballot for elected membership for the pastor's approval. The Advisory Board will vote on the ballot in May of each year.

The present chairperson is responsible for the smooth continuity of office until a new vice-chairperson is elected in May. At that time the Vice-Chairperson will become the Chairperson.

The principal and the chairperson of the Advisory Board are responsible for the orientation of the new Board members.

If an Advisory Board member must be replaced, the principal with the pastor's approval will appoint the replacement. The replacement will hold this position until the May voting process.

TERMS

In establishing the new Advisory Board there shall be:

1. Half with a term of two years.
2. Half with a term of three years.

The terms of the appointed members will be determined by the Advisory Board and approved by the pastor.

OFFICERS

The chairperson will ensure that each Advisory Board member receives, at least one week in advance of each meeting, the following materials:

1. Minutes of the previous meeting
2. The most recent financial report
3. Board reports
4. Agenda

The secretary shall take the minutes of the meetings and send copies to all members, receive, conduct, and dispose of all correspondence as directed.

STANDING BOARDS

The Advisory Board shall have, but not limited to, the following standing Boards:

1. Executive - composed of the chairperson, vice-chairperson, secretary, and no more than two other members. This shall not be a decision-making body, but one whose purpose shall be to set up the agenda for the next Advisory Board meeting to discuss in a small group the problems of the school before they are set before the entire Advisory Board, to form a line of communication between the principal and the Boards of the Advisory Board, and to undertake any other duties which may arise.
2. Finance - to assist the Principal in preparing the budget and monthly reports.
3. Nominating - with the principal, proposes nominees for the pastor's approval.
4. Long Range Planning - to plan, to implement, and to report to the Advisory Board programs of a temporary and permanent nature, subject to the acceptance of the Advisory Board and final approval of the pastor.
5. Public Relations/Marketing - To make the parish, community, and the parents aware of the schools posture, and then plan and initiate recruitment of students for Pope John Paul II Catholic School.
6. Endowment – Create and promote funding programs ensuring the financial stability in future years of the school.

October 21, 2009

AMENDMENTS

These By-Laws may be amended by 2/3 majority of the voting members provided the amendment has been submitted in writing to all voting members at least one week prior to a vote. These amendments are subject to the directives of the Bishop of the Diocese and the approval of the principal and pastor.

CONSULTANTS

Consultants as needed may be invited to assist the Advisory Board with voice but no vote.