

ALL SAINTS SCHOOL ADVISORY COUNCIL

CONSTITUTION

ARTICLE I: TITLE

The name of this body shall be All Saints School Advisory Council, hereinafter referred to as the Advisory Council.

ARTICLE II: NAME and FUNCTION

The purpose of the Advisory Council shall be to provide policy direction for program needs of the school, especially in Planning, Finances and Development; to promote the implementation of those policies; and to insure that all local policies are in accord with the intent and spirit of the policies established for the Catholic schools of the Archdiocese of Portland.

ARTICLE III: MEMBERSHIP of the COUNCIL

Section 1. Number and Composition

- a.) Members of the Advisory Council shall be the Pastor (ex officio), the Principal (ex officio), and nine Council-appointed representatives. The Pastor and the Principal may appoint up to two additional members at their discretion.
- b.) The Principal shall be the Advisory Council's Executive Officer, responsible to the Advisory Council for carrying out its policies and accountable to the Pastor and to the Department of Catholic Schools through the Archdiocesan Superintendent of Catholic Schools.
- c.) The Advisory Council is advisory to the Pastor and to the Principal and has no governing and/or regulatory power. The Pastor is the enactor of all school policy.
- d.) At least six members of the Advisory Council shall also be members of All Saints Parish.
- e.) Advisory Council members must be the parent or legal guardian of at least one student at the school or be members of the parish.

Section 2. Tenure of Office

Each appointed member shall serve a term of three (3) years. Each member may serve for a maximum of two consecutive terms. A member wishing to serve a second term must be reappointed per the procedures set forth in Section 3(a) below.

Section 3. Appointment, Vacancies, Removal

- a.) The Pastor, the Principal, and the Chairperson of the Advisory Council shall seek out and prepare a slate of prospective council member nominees, for consideration and election by the membership of the Advisory Council. Newly appointed members of the Advisory Council shall take office by June 15th. Retiring members shall leave office by June 15th.
- b.) Unexpired terms of Advisory Council members or of disqualified Advisory Council members shall be filled by the Pastor or Principal through appointment.

ARTICLE IV: OFFICERS

Section 1. Organization

The officers of the Advisory Council shall include a Chairperson, an Assistant Chairperson, and a Secretary. The Chairperson, Assistant Chairperson, and Secretary shall be voting members of the Advisory Council.

Section 2. Election of Officers

- a.) Officers shall be elected by the June meeting of the Advisory Council. They shall hold office for one year and may be re-elected for one year. Voting shall be by secret ballot.
- b.) All appointed members of the Advisory Council are eligible for any office.

Section 3. Duties of the Officers

- a.) The Chairperson shall preside at all regular and special meetings of the Advisory Council.
- b.) The Assistant Chairperson shall perform all the duties of the Chairperson when s/he is absent or unable to act.
- c.) The Secretary shall maintain a written record of all acts of the Advisory Council; conduct, receive, and dispose of all correspondence as directed; and preserve all reports and documents committed to his/her care.

ARTICLE V: MEETINGS AND OTHER RESPONSIBILITIES

Section 1. Regular and Special Meetings

- a.) The Advisory Council shall meet regularly on a monthly basis, at a publicly designated room.
- b.) Special meetings of the Advisory Council may be called by the Chairperson as needed or by a majority of the voting members. If time permits, notice of special meetings shall be given twenty-four (24) hours in advance stating the nature of the meeting, the time, and the place.
- c.) Because of the advisory nature of the Council, no meeting will be held without the Pastor and/or Principal in attendance.
- d.) Any member of the Advisory Council, other than an ex officio member, who is absent from three regular meetings of the Advisory Council during one academic year (August through,

and including June) shall, unless excused by action of the Advisory Council, be disqualified and will cease to be a member.

Section 2. Quorum

- a.) For the purpose of transacting official business, a majority of the total voting members must be present and voting. “Voting members” of the Advisory Council shall mean the Council-appointed and Pastor/Principal-appointed representatives.
- b.) A simple majority of those present and voting shall carry the motion, decision, and/or election, unless otherwise specified in the Constitution.

Section 3. Open Meetings

All meetings of the Advisory Council are to be open meetings unless designated as being closed.

Section 4. Visitors

- a.) Meetings of the Advisory Council shall be open. The Advisory Council reserves the right to declare closed sessions whenever confidential matters may be discussed.
- b.) The right of non-members to address the Advisory Council shall be limited to those whose petition has been approved by the Pastor, Principal, and Advisory Council Chairperson.

Section 5. Archives

A written record of all acts of the Advisory Council, maintained by the Secretary, shall be preserved in the archives.

Section 6. Rules of Procedure

The Advisory Council may fix its own rules of procedure, but in the absence of such rules, Robert’s Rules of Order shall apply.

Section 7. Event Participation

As ambassadors of the school, Advisory Council Members shall attend important school events, including, but not limited to, Back to School Night, the Annual Auction, and New Parent Welcome Reception.

Section 8. Committee Participation

Every Advisory Council member shall serve on at least one Advisory Council committee, as further discussed in Article VI below.

ARTICLE VI: COMMITTEES

Section 1. Standing Committees

- a.) The three Standing Committees for the Advisory Council shall be:
 - (1) Finance/Endowment;
 - (2) Development/Enrollment/Recruitment;
 - (3) Facilities/Safety/Risk.
- b.) All Members must serve on at least one Standing Committee.

Section 2. Temporary Committees

- a.) The Advisory Council may, by resolution, provide for such other committees as it deems advisable and may discontinue the same at its pleasure.
- b.) Each committee shall have such powers and shall perform such duties as may be assigned to it by the Advisory Council and shall be appointed and vacancies filled in the manner determined by the Advisory Council. In the absence of other direction, the Chairperson shall appoint all committees.

ARTICLE VII: AMENDMENTS

Section 1. Amendments

This Constitution may be amended, supplemented, suspended, or repealed, in whole or in part, by a vote of three-fifths of the total voting membership subject only to regulations of the Archdiocese and the approval of the Pastor.

Section 2. Presentation

Amendments must be presented to the Advisory Council in writing at least two weeks prior to one meeting for discussion and voted on at a subsequent meeting.