

CLEARWATER CENTRAL CATHOLIC HIGH SCHOOL, INC.

Advisory Council

Constitution and By-Laws

ARTICLE I-TITLE

The name of this body shall be the Clearwater Central Catholic High School, Inc. Advisory Council (hereafter referred to as the "Council").

ARTICLE II -NATURE AND FUNCTIONS

The Council is consultative in nature and function. The members assist the President in the areas of strategic planning, communications, Catholic identity, enrollment management and alumni affairs. Recommendations in these areas may be formulated by this Council and the President and presented to the Superintendent of Catholic Schools and Centers and the Board of Trustees.

ARTICLE III -AUTHORITY

The Council shall function under the authority delegated to it by the Bishop of St. Petersburg through the Board of Trustees and by the primary obligation of parents to educate their children.

ARTICLE IV -Duties and Responsibilities

The Council:

1. participates in the development of plans for the school;
2. assists in developing sources of revenue for the operation of the school in conformity with diocesan policies and in cooperation with the President;
3. participates with the Superintendent and the Office of Catholic Schools and Centers in evaluating the role, performance, responsibilities and relationships of the President;
4. facilitates communication and coordination among all groups who have a vested interest in the school;
5. is supportive of the formally approved administrative policies, which have been developed by the Advisory Council, the President or the Superintendent;
6. assists the President in maintaining effective communication with the pastors of parishes who have children in the school;
7. supports the annual fund each year; and maintains confidentiality in sensitive matters and issues to come before the Council.

The President is responsible for administering formally approved policies and is accountable to the Board of Trustees and to the Superintendent representing the Diocesan Office of Catholic Schools and Centers.

ARTICLE V -MEMBERSHIP

Section 1: Membership

The Council shall consist of religious and lay members. Attention should be given to engaging people on the Council who are distinguished as leaders in the community and who can offer a variety of talents and expertise in support of the mission of the school. Faculty members, public school board members, and employees of the institution are not eligible to vote but may serve as school liaisons who attend board and committee meetings.

Eligible persons should be deeply interested and committed in promoting Catholic education and providing talent and procuring financial support for our school. The Council members shall include "appointed" and "automatic" members as follows:

- ❖ Appointed Members:
 - One Sister of Notre Dame or Priest of the Diocese of St. Petersburg
 - The minimum number of Council members shall be twelve (12) and the maximum-twenty (20).

- ❖ Automatic Members:
 - President
 - Principal
 - Superintendent, Office of Catholic Schools and Centers, or be delegated

Section 2: Terms of Office

All voting members will serve a two (2) year term. These members shall be eligible to serve a second term after a review of the Council member's service by the President and the Council Executive Committee. No Council appointees shall be eligible to serve more than two (2) consecutive full terms on the Council but may serve again after a one-term hiatus. Special permission may be given by the President in consultation with the School Leadership Team to go beyond the prescribed term limits.

ARTICLE VI -OFFICERS

The officers of the Council shall consist of the Chairperson, Vice-Chairperson, and Secretary and two additional Council members. These officers and the CCCHS President shall constitute the Executive Committee of the Council.

Section 1: Election of Officers

Officers shall be elected for a term of two (2) years. The Executive Committee will conduct a nominating search in February. The President shall chair the Nominating Committee or alternatively appoint one of

the Executive Committee members as chair. Nominees for the offices will be presented to the full Advisory Council at the last meeting of the school year for confirmation.

Section 2: Duties of Officers

The duties and powers of the officers of the Council shall be as follows:

- ❖ The Chairperson shall:
 - Provide leadership to the Council in carrying out its function.
 - Preside at all meetings of the Council and at all meetings of the Executive Committee.
 - Prepare the meeting agenda in conjunction with the President
 - Make all committee appointments other than the Executive Committee.
 - Be a member of all committees.

- ❖ The Vice-Chairperson shall:
 - In the absence of the Chairman, preside at all meetings of the Council and the Executive Committee.
 - Work closely with the President and the
 - Be a member of the Executive Committee.

- ❖ The Secretary shall:
 - Maintain a written record of all actions of the Council. Such information may be recorded by the Secretary or by a clerk appointed by the secretary or by the President. Such information shall be retained in the President's Office. The clerk's delegated duties may also include recording and filing all official minutes of meetings, issuing notices of all scheduled meetings and performing other duties as may be assigned by the Council.

 - The Secretary or the clerk appointed by the Secretary or by the President shall also maintain attendance records, attend to all correspondence, attend to distribution of minutes of the Council meetings. The minutes of the previous meeting and the agenda for the next scheduled meeting shall be submitted to all members of the Council at least five (5) days prior to the meeting. Items for the agenda should be submitted at least ten (10) days prior to the meeting and should be addressed to the Chairperson or the President. At the discretion of the Chairperson, the agenda may have additional items added at the time of the meeting.

 - Upon approval of the minutes, Secretary or the clerk appointed by the Secretary or by the President shall submit a copy of the minutes to the Superintendent of Schools/Board of Trustees.

ARTICLE VII -MEETINGS

Section 1: Meetings

The Council shall meet at regularly scheduled intervals, five (5) times during the school term. The date and time are to be determined at the first meeting of newly elected officers. Special meetings may be called by the Chairperson, by a majority of the members or by the President.

Section 2: Quorum

A quorum for any meeting shall consist of a majority of the voting Council membership being present. A majority of these shall be sufficient for any decision or election, except amendment of this Constitution, as hereafter provided.

Section 3: Meeting Procedures

All regular meetings of the Council are closed. Special meetings may be open at the discretion of the Chairperson, depending on sensitive matters, which may be prejudiced by virtue of being open.

Section 4: Non-Members

The right of non-members to address the Council shall be limited to those whose petition has been approved by the Chairperson for inclusion on the Agenda, fourteen (14) days in advance of the meeting, or such other time of notice as may be directed by the Council Chairperson.

Section 5: Rules of Procedure

The Council may fix its own rules of procedure, but in the absence of such rules, Robert' s Rules of Order (Revised) shall apply.

Section 6: Order of Business

The ordinary order of business shall be:

I: Prayer

II: Roll Call

III: Approval of Minutes of Previous Meeting

IV: Reports:

- President
- Principal
- Committee/ Organization/ Department

V: Old Business

VI: New Business

VII: Prayer

VIII: Adjournment

The meeting agenda shall conform to the above format. The Chairperson and the President shall establish an agenda in advance of each meeting. An item may be placed on the agenda in one of the following ways:

- a. As a discussion item under New Business
- b. As an issue for motion under Old Business
- c. As an item brought up by a Council member

At the discretion of the chairperson, the agenda may be augmented at the time of the meeting.

ARTICLE VIII -COMMITTEES

Section 1: Standing Committees

1. Executive Committee
2. Mission Integration Committee
3. Learning and Achievement Committee
4. School life and Personal Growth Committee
5. Finance Committee- represented by the Director of Finance and Operations at Council Meetings.

Section 3: Other Committees

The Executive Committee may, by resolution, provide for other committees as it deems advisable and may discontinue the same at its pleasure. The chairperson shall appoint the members of these committees in consultation with the President.

ARTICLE IX -AMENDMENT OF THE CONSTITUTION

Section 1: Amendments

This Constitution may be amended, supplemented, suspended, or repealed, in whole or in part, at any time, by a two-thirds vote of all voting members of the Council and approval of the Diocesan Superintendent of Schools. Any such action shall become effective forty-five (45) days from the date of submission to the Superintendent, who shall respond in writing to the Council within the forty- five-day period mentioned above. If no reply is received within the forty-five-day period, it shall be deemed that the amendment shall have been approved and ratified. The Superintendent has the final approval in all matters concerning amendments.

ARTICLE X- RESOLUTION OF CONFLICT

Section 1: Procedure

Should a problem arise relative to the nature and function of the Council which is not clearly identified in this Constitution, - the CCCHS Advisory Council Chairperson and/or the CCCHS President should refer the matter to the Diocesan Superintendent for Catholic Schools and Centers, who will make the final decision.

ARTICLE XI - CODE OF ETHICS FOR COUNCIL MEMBBRS

As a member of this Advisory Council, he/she

- acknowledges that schools are a significant expression of the teaching mission of the Catholic Church and function within its structure;
- will become more knowledgeable about the mission of Catholic education, as it is expressed in this school, and sincerely promote it to the various publics with whom the member has influence;
- recognizes the need for continuing education about my responsibilities and acknowledges that he/she does not represent the Council officially unless explicitly authorized to do so.
- will be fully and carefully prepared for each meeting by doing the work that is required and completing the necessary tasks for committee work and reports;
- supports the President and school administration in authorized functions and avoids intruding in administrative details unless requested to do so;
- will be loyal to Council decisions even though personally opposed to the final recommendations and decisions;
- will be alert to alternative solutions to problems by keeping an open mind;
- will disqualify himself/herself from discussion and vote on an issue where there is a conflict of interest with family or business interests or if the outcome will grant any pecuniary or material benefits,
- pray often for the other Council members, this school, and the students it serves.

ARTICLE XII -PURPOSES AND FUNCTION

The President, in consultation with the Council Chairperson, has the power to appoint and the power to remove the members and officers of the Council with or without cause. The Council is consultative in that it formulates, initiates, and administers certain projects essential to success. The Council's functions include, but are not limited to the following:

- A. Strategic Planning
- B. Policy Development and Formation
- C. Public Relations/Marketing
- D. Advancement (Fund Raising, etc.)

- E. Facilities (Plant Maintenance, etc.)
- F. Recommend Nomination of New Advisors
- G. Enrollment Management
- H. Alumni Affairs