



ARCHDIOCESE OF PORTLAND IN OREGON

Constitution

Cathedral School Advisory Council

ARTICLE I

TITLE

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

ARTICLE II

NATURE 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 said 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 School Advisory Council shall be the pastor (ex officio), the principal (ex officio), the Parent Association President (ex officio), and no less than nine elected and appointed representatives.
- b) The Advisory Council shall have an executive officer (the school principal) 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 schools.
- c) Said Council is advisory to the principal and has no governing and/or regulatory power. The principal is the enactor of all school policy.

Section 2. *Term of Office*

Each elected and appointed member shall serve a term of not more than three (3) years.

Section 3. *Election, Vacancies, Removal*

- a) An elections committee consisting of the pastor, the principal, and the chairperson of the Advisory Council shall seek out and prepare a slate of prospective council member nominees. They will also determine the process by which nominations, elections and appointments will take place. Newly elected members of the Advisory Council shall take office in August or the first meeting of the year. Retiring members shall leave office in June or the last meeting of the year.
- b) Unexpired terms of Advisory Council members or of Advisory Council members disqualified shall be filled by the principal through appointment.
- c) Any member of the Advisory Council, other than an ex officio member, who is absent from two regular meetings of the Advisory Council during one academic year (August through and including June) shall, unless excused by action of the Advisory Council, cease to be a member.

ARTICLE IV

OFFICERS

Section 1. *Organization*

The officers of the Advisory Council shall include the principal, a chairperson, an assistant chairperson, and a secretary.

Section 2. *Election of Officers*

- a) Officers shall be elected in June or at the last scheduled meeting of the council. They shall hold office for one year and may be re-elected for one year. Voting is done by secret ballot.
- b) All elected/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

Section 1. *Regular and Special Meetings.*

- a) The Advisory Council shall meet regularly on the third Tuesday of the month, in the Cathedral School Library.
- b) Special meetings of the Advisory Council may be called. 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.

Section 2. *Quorum*

- a) For the purpose of transacting official business, it shall be necessary that a majority of the total voting members be present and voting.
- 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. *Visitors*

- a) Meetings of the School Advisory Council shall be open.
- b) Non-members may address the Advisory Council during the first 15 minute parent comment portion of the agenda.

Section 4. *Archives*

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

Section 5. *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.

ARTICLE VI

COMMITTEES

Section 1. *Standing Committees*

The Standing Committees for the Advisory Council shall be: Finance, Marketing/Development, and Facilities.

Section 2. *Ad Hoc 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 two-thirds of the total voting membership subject only to regulations of the Archdiocese and the approval of the principal after consultation with 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.

Section 3. *Bylaws*

Bylaws may be amended by a two-thirds vote of the total voting members of the Advisory Council providing the amendment has been presented at the previous meeting of the Advisory Council and subject to approval by the principal after consultation with the pastor.

Bylaws

Cathedral School Advisory Council

ORGANIZATION

JURISDICTION

The Cathedral School Advisory Council shall provide policy direction for selective program needs of the school, shall promote the implementation of said policies, and shall insure that all local policies are in accord with the intent and spirit of the policies established by the Archdiocese of Portland in Oregon. The principal is the enactor of all school policy.

NUMBER AND TERMS OF MEMBERS

The Advisory Council shall consist of no less than ten (10) voting members, the pastor of the parish, and the principal. The pastor and the principal are ex officio but non-voting members of the Advisory Council. The Parent Association President is an ex officio but voting member of the Advisory Council. Each elected/appointed member shall hold office for three (3) years. The present and future members shall hold office until June or the last scheduled meeting of the year their term expires unless they resign or are disqualified by unexcused absences from two Advisory Council meetings during one academic year or are disqualified by any policy promulgated by the Archdiocese of Portland in Oregon. New elected members shall take office in August or at the first scheduled meeting of each year.

MEMBERSHIP

Members of the Cathedral Advisory Council shall be elected/appointed in a process determined by the elections committee, and approved by the principal.

Election/appointment will normally be announced prior to the last Advisory Council meeting in June and published in the Cathedral School Newsletter and on the school web-site.

Unexpired terms of Advisory Council members who resign or who are disqualified shall be filled by the principal through appointment.

OFFICERS

Officers shall be elected in June or at the last scheduled meeting of the Advisory Council. They shall hold office for one year and may be re-elected for one year. Voting is done by secret ballot. All elected/appointed members of the Advisory Council are eligible for any office.

SCHOOL PRINCIPAL

The school principal shall be the executive officer of the Advisory Council but shall not be a voting member; she shall, however, participate in the deliberations of the Advisory Council. The principal shall have the responsibility of implementing Advisory Council policies and shall have discretionary authority to make administrative decisions.

ADVISORY COUNCIL COMMITTEES

The Standing Committees of the School Advisory Council are Finance, Marketing/Development, and Facilities.

The Advisory Council may provide for ad hoc committees drawn from the community to prepare studies and bodies of information permitting the Advisory Council to make informed judgments. The Advisory Council may discontinue such committees at will. Each committee 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.

DUTIES OF OFFICERS/MEMBERS

CHAIRPERSON

The Chairperson shall preside at all regular and special meetings of the Advisory Council; appoint all committees unless otherwise specified by the Advisory Council; execute on behalf of the Advisory Council all written instruments except as otherwise directed by the Advisory Council and, in general, perform all duties incident to the office of Chairperson and such other duties as from time to time may be assigned to him/her by the Advisory Council.

ASSISTANT CHAIRPERSON

The Assistant Chairperson shall be an aide to the Chairperson, and in case of the absence or disability of the Chairperson, shall pro tempore assume and perform the duties of the Chairperson.

SECRETARY

The Secretary shall keep the minutes of the meetings of the Advisory Council and shall submit a copy of the minutes within a week to the principal for approval; see that all notices are fully given in accordance with the provisions of the constitution; be custodian of the records of the Advisory Council and provide the principal with copies of same for the school office/archives; and, in general, perform all duties incident to the office of the Secretary of the Advisory Council and such other duties as from time to time may be assigned by the Chairperson; in the absence of the Chairperson and Assistant Chairperson, the Secretary shall chair the meetings of the Advisory Council.

INDIVIDUAL MEMBERS

Advisory Council members have authority only when acting as an Advisory Council officially in session. The Advisory Council shall not be bound by any statement or action on the part of any individual member of the Advisory Council except when such statement or action is in pursuance of specific instruction of the Advisory Council.

METHODS OF OPERATION

ADOPTION OF ADMINISTRATIVE REGULATIONS

The Advisory Council does not adopt administrative regulations and is not to involve itself in the administration of the school.

ADOPTION/AMENDMENT OF POLICIES AND BYLAWS

Any proposed new policy or bylaw of the Advisory Council must be submitted in writing and read at a regular meeting of the Advisory Council and must lie over until the next regular meeting.

Bylaws of the Advisory Council may be amended by a two-thirds vote of the total voting members of the Advisory Council providing the amendment has been presented at the previous meeting of the Advisory Council.

MEETINGS (REGULAR, SPECIAL)

The Advisory Council shall meet monthly on the third Tuesday, subject to change by the Advisory Council itself or to postponement by the Chairperson, pastor or principal. Special or additional meetings shall be held whenever called by the Chairperson or the majority of the Advisory Council. Meetings cannot be held without the pastor and/or principal in attendance.

TIME, PLACE, AND NATURE

All meetings may be held at such times and places as fixed by the Chairperson or by a voting majority of the Advisory Council upon not less than five (5) day's notice. All meetings of the Advisory Council are to be open meetings.

CONSTRUCTION OF AGENDA

The chairperson with the assistance of the principal shall be responsible for preparing the agenda. Individual Advisory Council members desiring an item to be included on the agenda shall notify the Chairperson or principal at least ten (10) days prior to any regular meeting.

ADVANCE DELIVERY OF MEETING MATERIALS

Each Advisory Council member shall receive notice and a copy of the agenda and supporting materials at least five (5) days prior to the meeting.

QUORUM

A majority of the voting members of the School Advisory Council is necessary for the transaction of any business.

MEETING CONDUCT

- I. Order of Business
- II. Call to Order and Opening Prayer
- III. Parent Comments
- IV. Approval of Minutes and Acceptance of Agenda
- V. Principal Report
- VI. Committee Reports
- VII. Old Business
- VIII. New Business
- IX. Future Business/Events
 - A. Meeting Dates
 - B. Preview of Topics for Future Agendas
 - C. General Discussion to Guide Future Recommendations
- X. Adjournment

LENGTH OF MEETING

The goal of the Cathedral School Advisory Council shall be to conduct its meetings within a two-hour time limit.

PARLIAMENTARY PROCEDURE

The Advisory Council may fix its own rules of procedure to be followed at meetings, but in the absence of such rules, Robert's Rules of Order shall apply.

OFFICIAL SIGNATURES

DATE: _____

APPROVAL: _____
(Pastor)

DATE: _____

APPROVAL: _____
(Superintendent of Catholic Schools)