

# **CHARTER OF ST. CATHARINE SCHOOL ADVISORY BOARD**

## **ARTICLE 1**

### **TITLE**

- 1.01 The name of this body shall be the St. Catharine School Advisory Board, hereinafter referred to as "the Board".

## **ARTICLE II**

### **DUTIES AND FUNCTION**

- 2.01 The Board is an advisory/consultative body responsible for forming policy, advising on fiscal and other matters, and recommending goals for St. Catharine School Advisory Board, subject to the authority of the Pastor and the Principal. The Board is subject to policies and regulations adopted by the Bishop of the Diocese of Columbus and/or his designated representative(s).

Since the Board is an advisory body, not a governing board, neither it, nor any of its members, shall have any liability for any acts or omissions of the School's administration, faculty or staff, nor any liability or responsibility for any legal or financial obligation of St. Catharine Parish or its school.

- 2.02 The duties and function of the Board include, but are not limited to, setting goals for the Board and for the educational program of St. Catharine School, which include:
- a) advising the Pastor and Principal on all school matters as they may request;
  - b) participating in the evaluation of the School's program;
  - c) participating in the hiring and evaluation of the Principal;
  - d) formulating, evaluating, and approving policies under which the School and its program shall operate, including formulation and approval of the annual operating budget and tuition rates of the School;
  - e) reviewing periodic financial reports of the School's budget;
  - f) creating better understanding of, and promoting parish-wide support of the distinctive mission of Catholic school education, i.e., to develop the whole person in the image of Christ;

- g) supporting the Diocesan and Parish objective to preserve, maintain and enhance the Catholic school system within St. Catharine Parish and the Diocese in offering a well-rounded and high quality educational program responsive to the Church's teachings and to the needs of our Parish youth and our community;
- h) providing input to, and evaluating the implementation of, the policies of the Columbus Catholic Diocesan School Board and the Diocesan Department of Education;
- i) developing, reviewing and monitoring short and long-term strategies to ensure the continuity, affordability and financial stability of St. Catharine School;
- j) establishing committees as the Board deems appropriate on a standing or ad hoc basis.

## **ARTICLE III**

### **MEMBERSHIP**

#### **3.01 Voting Members**

The Board shall consist of nine (9) elected members.

All elected members shall, at the time they commence each year of their term on the Board, be parents of children attending St. Catharine School and/or members of the Parish. Three (3) members will be elected annually to replace the three representatives whose staggered terms expire. The nine (9) elected members have voting responsibilities

In addition to the nine (9) elected members, the Pastor shall appoint three (3) members who will assist the Board in developing, reviewing, and monitoring short and long term strategies that will ensure the continuity, affordability, and financial stability of St. Catharine School. These three (3) appointed members will have voting privileges. The appointed members' terms of office are at the discretion of the Pastor. They will not hold positions as officers of the Board.

The total number of voting members is (12) members, consisting of the following: the nine elected members and the three members appointed by the Pastor.

#### **3.02 Non-Voting Members**

Ex-officio, but non-voting members of the Board, shall be the Pastor, Principal, and a school teacher representative, or their designee, and others as may be approved by the Board.

**3.03 Term of Members**

Each elected member shall serve a term of three (3) years. Such elected members may only serve two (2) consecutive terms. Terms will be staggered to ensure the Board's continuity.

**3.04 Election of Members**

Each year the Board shall, by the end of the academic year, put forth a ballot of no fewer than five (5) candidates for three (3) seats on the Board. Each parent of a child attending St. Catharine School at the time of the election shall be eligible to cast one ballot for his/her top three choices for the open Board seats. Only one school parent in a family can run for an open Board seat at any one election. Ballots must be returned to the Board, and results tabulated, by the final school day of each academic year. Election shall be by a plurality of votes cast. In the event of a tie, the then sitting Board shall select the winner from the tied candidates. Terms of Board members will begin at the first meeting of the next academic year. All new Board members are required to attend the Diocesan Advisory Board Workshop as soon as possible following their election.

**3.05 Vacancies**

Any vacancies in an unexpired term shall be filled by appointment of the President. Such appointees shall serve the balance of the term of the Board member being replaced, subject to the Pastor's approval, and shall be filled by an individual who received the next highest number of votes in the most recent election who has not already been appointed to the Board, and who consents to such appointment. In the event that no candidate from the most recent election accepts the appointment or is available, the President shall nominate an individual who meets the necessary qualifications for membership. A majority vote of the Board members is required for the election of an individual so nominated by the President, such election also being subject to the approval of the Pastor.

## **ARTICLE IV**

### **OFFICERS**

**4.01 Officers**

The officers of the School Board shall consist of the President, Vice President, and Secretary, all of whom shall be elected annually by a simple majority of a quorum of the newly elected Board membership at its first meeting of the academic year.

**4.02 Eligibility**

Any newly elected member of the Board is eligible for any office, provided that the person elected President shall have served on the Board at least one prior year.

**4.03 Duties of Officers**

- (a) The President shall preside at all regular and special meetings of the Board. In addition to any and all other duties and responsibilities, the President shall appoint the members to Board committees. The President shall fill any vacancies which occur on the Board during his or her term by following the procedure set out in Section 3.05 of this Charter.
- (b) The Vice President shall perform all the duties of the President when the President is absent or unable to act, and when so acting shall have the power of the President. The Vice President shall act as the Board's representative to Parish Council and report to the Board during Board meetings regarding Parish Council activities.
- (c) The Secretary shall keep a written record of all acts of the Board; receive and dispose of all correspondence as directed; preserve all reports and documents directed the Secretary's care which are proper to the Board; and inform the Board members of the date, place and agenda of each Board meeting.

## **ARTICLE V**

### **MEETINGS**

**5.01 Meetings**

Regular meetings of the Board shall be held during the school year, on the second Tuesday of every month at 7:00 p.m. (or at such other time designated) on the school premises. Special meetings may be called by the President as needed, or by any three other elected members.

**5.02 Quorum**

For the purpose of transacting official business, it shall be necessary that a majority of the voting members of the Board be present and voting.

**5.03 Decisions**

Except for any matter specified otherwise in this Charter, resolutions and other matters shall be adopted by a majority vote of the members present at the Board meeting.

**5.04 Open Meetings**

All regular meetings of the Board shall be open to members of the Parish and to parents of St. Catharine School students, subject to the discretion of the Pastor, Principal or President to declare an executive session. The right of non-members, visitors, etc., to address the Board shall be limited to those whose request for such has been approved for the agenda at least one week in advance of the meeting. The Board, in its discretion, reserves the right to place time limitations on the length of the discussion period for non-member or visitor input.

**5.05 Meeting Minutes**

A written record of Board actions will be prepared by the Secretary and regularly provided to all Board members, a summary of which shall be published for school parents.

**5.06 Member Absences**

If an elected member misses more than two (2) meetings in a year, the Board may in its discretion declare that seat to be vacant by resignation, and a replacement shall then be named, pursuant to Section 3.05 of this Charter. In the event an elected member is unable to attend any Board meeting, that member shall notify the President or other Board officer.

**5.07 Procedure For Approving School Policies**

- (a) Matters of policy requiring the Board's approval shall be read to the Board at two (2) consecutive meetings before being voted upon by the members of the Board. During each of the two readings, members of the Board may make amendments, additions or deletions. Such amendments do not require that this process revert back to a first reading.
- (b) In the event of an emergent or urgent situation, when a policy matter must be voted upon in less than two meetings' time, the members of the Board may waive the two meetings reading requirements by approval of two-thirds of the voting membership of the Board. After such a waiver has been approved, the policy in question may be voted upon by the Board, as set forth in this Charter. Because of the time constraints involved, the approval of the school budget and tuition rates are exempt from the two reading process.

## **ARTICLE VI**

### **COMMITTEES**

**6.01 Standing Committees**

The Board shall create two (2) standing committees: Public Relations Committee and Finance Committee. The nature and scope of these standing Committees will be further defined by the Board.

**6.02 Ad Hoc or Special Committees**

The Board, acting through its President, is empowered to appoint ad hoc or special committees of the Board to assist and aid the Board in undertaking its business. These committees shall operate until the task assigned to them is completed and will be dissolved at that time, or at any earlier date, at the direction of the Board or the Pastor.

**6.03 Committee Membership**

The Chairperson of each Board committee shall be chosen from among the Board's members. Membership on the Board committees shall be determined at the September Board meeting of the current school year. Appointments to Board Committees may extend beyond the Board membership. Additional appointments or participation by invited attendees to the committee meetings should be at the discretion of the committee chairperson and members of the committee. Committee meetings are open to the public only at the discretion of the Committee chairperson.

**6.04 Functions**

The function of all committees shall be fact-finding, deliberative and advisory, but shall not be administrative. Recommendations and reports of any committee shall be subject to ratification and approval by the Board.

## **ARTICLE VII**

### **MISCELLANEOUS**

**7.01 Amendment**

This Charter may be amended, supplemented, suspended or repealed, in whole or in part, at any time by a vote of two-thirds of the total membership of the Board and approval of the Pastor.

**7.02 Board Procedure**

The proceedings of the Board will generally be conducted through open discussion and consensus building. Robert's "Rules of Order" may be consulted for resolving procedural matters regarding the conduct of meetings.

**7.03 Board Agenda**

The ordinary order of the meetings of the Board shall be:

1. Opening Prayer
2. Approval of Minutes
3. Pastor's Remarks
4. Principal's Report
5. Committee Reports
6. Unfinished Business
7. New Business
8. Open communications or input from others in attendance
9. Adjournment

Adopted: 1994

Revised: June 5, 2001

Revised: May 2006

Amended: September 2008

Amended: November 2012

Amended: May, 2017