

Newark Catholic High School

Advisory Board Constitution

Article I

Title

The name of this body shall be the Newark Catholic High School Advisory Board.

Article II

Nature and Function

Section 1. This Board is an advisory body concerned with educational programs at Newark Catholic High School, Newark, Ohio, subject to such regulations that proceed from the Diocesan Board of Education and/or the Bishop of the Diocese of Columbus.

Section 2. Duties and Functions. In accord with the provision of Canon Law the Newark Catholic Advisory Board of Education advises the school administrator at the local level. A partial list of the other duties and functions follows:

1. Review general policies for the operation of the educational program.
2. Review local policies relating to planning, operating, and maintenance of facilities and equipment.
3. Review monthly financial reports of school income and expenditures.
4. Establish committees as necessary to assist in efficient operation of the school facilities and program, said committees to be responsible to the Board.
5. Participate in the hiring and the evaluation of the school administrator.

Article III

Amendments of Constitution

Section A. This constitution may be amended by a vote of two-thirds of the Board present, providing there is a quorum, subject only to regulations of the Diocesan Board of Education.

Section B. Amendments must be presented to the Board at least two regular meetings prior to voting on such amendments.

CONSTITUTIONAL BY LAWS

Section 1. Membership and Administration

PART I

A. *Voting Members:* The pastor for each parish who has at least one student attending Newark Catholic.

1. Each parish with at least one student attending Newark Catholic shall be entitled to appoint a lay member. The selection process shall be at each parish's discretion.
2. Each parish with more than fifty (50) students attending Newark Catholic shall be entitled to appoint one additional member (bringing its member total to two (2)). The selection process shall be at each parish's discretion.
3. Each parish with more than one hundred (100) students attending Newark Catholic shall be entitled to appoint two additional members (bringing its member total to three (3)). The selection process shall be at each parish's discretion.
4. Newark Catholic Athletic Association – one member appointed at its discretion.
5. Newark Catholic Alumni Association – one member appointed at its discretion.
6. Newark Catholic Teaching Faculty – one member appointed by the faculty.
7. The Newark Catholic Advisory Board – no more than two (2) at-large members as selected by the Board.

B. *Administration:* The administrator of the school, who is also the executive director, shall be responsible to the Board for carrying out its policies. S/He shall also be responsible administratively to the Diocesan Superintendent for Education.

PART II

A. *Appointments to the Advisory Board:* Each eligible parish shall provide the Newark Catholic High School Advisory Board of Education with its representative(s) each year no later than August 1st to serve as a School Advisory Board member. The selection of the representative(s) will be at the discretion of the parish. At-Large members will be elected by the sitting members of the Newark Catholic School Advisory Board at its August meeting.

B. *Vacancies/Unappointed Memberships:* If a parish, Association or the Board fails to appoint a member to which it is entitled the position will remain vacant and it will not affect the ability of the Advisory Board to perform its duties.

PART III

Term of Office: Each lay member shall serve a term of three years. No lay member shall serve more than three consecutive terms. Term of office shall commence on July 1 and expire in three years on June 30.

PART IV

Resignations: A member shall be considered to have resigned if such member is unexcused from three consecutive meetings. Official resignations should be tendered to the President of the School Advisory Board in writing and also to the pastor of the parish s/he represents.

Section 2. Officers

The officers of the Board (the Executive Committee) shall consist of the President, Vice-President, and Secretary, all of whom shall be elected annually by the Board membership on recommendation of nominating committee and from the floor at the June meeting of the school year. A member may hold an office up to two consecutive one-year terms.

All members of the Board are eligible for any office.

The duties of the officers shall be as follows:

President

1. The President shall work with the administrator to prepare all meeting agendas and communicate items to board members.
2. The President shall preside at all regular and special meetings of the Board.
3. The President shall appoint all committees, in conjunction with the Administrator, and shall be an ex-officio member of each committee.
4. The President, in conjunction with the Administration, shall be a member of the NCHS Finance Committee.

Vice-President

1. The Vice-President shall perform all the duties of the President when s/he is absent or unable to act.
2. The Vice-President shall be a member of the NCHS Finance Committee.
3. The Vice-President shall succeed to the office of President if during any School Advisory Board Year the President is no longer able to serve.

Secretary

The Secretary shall maintain a written record of all acts of the Board; conduct, receive, and dispose of all correspondence as directed; preserve all reports and documents committed to his/her care.

Section 3. Meetings

The Board shall meet a minimum of six times a year, commencing in August, at a publicly designated room. Special meetings may be called by the President as needed or by a majority of the members.

Quorum. For the purpose of transacting official business, it shall be necessary that the majority of the lay members in office be present and voting.

All meetings of the Board are to be open meetings unless designated as being Executive. Decisions made in Executive sessions must be presented and voted on at open session before becoming effective. The

right of non-members to address the Board shall be limited to those whose petition has been approved by the Executive Committee and/or School Administrator for the agenda seven days in advance of the meeting.

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

Section 4. Conduct of Meetings

The rule of parliamentary procedure as contained in *Robert's Rules of Order* shall govern meetings of the Board.

The ordinary order of the meetings shall be:

1. Prayer
2. Calling of Role
3. Invited Guest(s) Report (may include Student Council Representative, Director of Advancement, or any non-voting attendee)
4. Approval of Minutes
5. Administrator's Report
6. Finance Report
7. Faculty Representative Report
8. Diocesan School Advisory Board Representative
9. Alumni Association Representative Report
10. Athletic Association Representative Report
11. Ohio Advocacy Report
12. President's Report
13. Parish Representative Reports
14. Unfinished Business
15. New Business
16. Around the Table
17. Adjournment
18. Prayer

Section 5. Standing Committees

Any committee appointed by the President of the Newark Catholic School Advisory Board shall be chaired by elected members of the Newark Catholic School Advisory Board. The President may appoint as members of committees those who have been elected to the Newark Catholic School Advisory Board as well as those in the Newark Catholic service area whose expertise may be useful to the respective committee.

Revised May, 2011.