

THE ST. JOHN VIANNEY REGIONAL SCHOOL

***Of the Diocese of Allentown
ADVISORY BOARD***

CONSTITUTION

Article I – Title

Section 1

The name of the body herein constituted is St. John Vianney Regional School Advisory Board henceforth; it shall be referred to as the Advisory Board.

Article II – Nature and Function

Section I

The Board is advisory in nature. It serves the school by advising the Pastors and the administration in matters pertaining to the general welfare and good order of the school. All recommendations and proposals made by the Advisory Board must be in compliance with the general policies of the Diocese of Allentown.

Section 2

The duties and responsibilities of the Advisory Board include, but are not limited to, the following:

- a. To advance the fundamental mission of the school.
- b. To help determine the long-term needs of the school and to help with specific strategies to fulfill them.
- c. To support of the catechetical and spiritual programs.
- d. To encourage the formation of a working Home/School Partnership.

- e. To be attentive to the physical equipment and financial responsibilities of the plant.
- f. To assist with the marketing of the school to ensure increased enrollment, the commitment of the supporting parishes, and the recognition and interest of the general community.
- g. To review the annual budget.
- h. To assist with the advancement efforts and initiatives of the school and possible grants.

Article III – Membership

Section 1

The 16 members of the Board are:

- a. **Ex-officio members: 6**
 Pastors
 The principal of the school
 The financial officer of the school
 Advancement Director
- b. **Appointed members: 4**
 One representative of the school faculty
 One representative from each supporting parish
- c. **Elected Members: 6**

Section 2

- a. The appointed members shall be approved by the Pastors after consultation with the principal. The faculty representative shall be approved by the Pastors after consultation with the principal. The parish representatives shall be appointed by their respective pastors.
- b. To provide for continuity in Board membership, the initial appointed and elected membership shall be so ordered that one-third of their number shall have a one-year term, another third a two-year term and the final third a three-year term. The assignment of terms shall be made by lot.
- c. The term shall begin with the first meeting following their appointment. It shall end at the adjournment of the last meeting of

the school year for their particular term. All representatives may serve a second term but no more consecutively.

- d. Representatives shall be installed as member of the Advisory Board by a designated pastor.

Section 3

The qualities and process for the nomination of elected members to the Advisory Board is as follows:

- a. Any person who is a parent or guardian of a St. John Vianney Regional School student, kindergarten through 8th grade, and is interested in becoming an elected member of the Advisory Board shall complete a Board application.
- b. Applications shall be returned to the school office by April 1st, for approval by the Board of Pastors.
- c. The members will be elected by the parents and guardians of School Students to fill expiring terms pursuant to the by-laws.

Article IV – Officers

Section 1

The officers of the Advisory Board shall be a President, Vice President, and Recording Secretary. They shall be elected annually by the membership at the last regular meeting of the school year and approved by the Pastors and principal. They shall be installed in office at the last Advisory Board meeting.

- a. The duties of the President shall be:
 - 1. The preparation of the Order of Business for all meetings. The agenda should include all concerns enumerated in Article II, Section 2, as well as any specific requests submitted to the Advisory Board by the Principal and the Pastors.
 - 2. The conduct of all meetings of the Advisory Board.

3. The formation of Board committees and the assignment of specific duties and responsibilities to individual Advisory Board members.
- b. The duties of the Vice President shall be:
 1. The performance of the duties of the President in the absence of the President.
 - c. The duties of the Recording Secretary shall be:
 1. The preservation of all documents pertaining to the activity of the Advisory Board.
 2. The notification of the date, time, and place of meetings to the membership.
 3. The distribution of the Order of Business to the membership at least one week in advance of the meeting to which it pertains.
 4. The recording of appropriate minutes at all Executive Sessions.
 5. The recording secretary shall be present at all regular meetings and take minutes, prepare, and distribute to members one week in advance of the meeting.

Article V – Meetings

Section 1

The board shall hold regular bi-monthly meetings during the school year. Special meetings may be called at the request of the Pastors; or with the consent of the pastors by a majority of the Board members, or the Principal.

Section 2

A simple majority of the membership of the Advisory Board including one Pastor shall constitute a quorum for the conduct of the business of the Board.

Section 3

The Advisory Board shall ordinarily seek consensus in all its discussions and recommendations. No formal vote is ordinarily to be taken.

Section 4

All meetings of the Advisory Board are to be open to all interested parties. The Advisory Board, however, may go into Executive Session at any time. Executive Sessions address matters of confidentiality that are closed to all except the Advisory Board members.

Section 5

Non-members who wish to address the Advisory Board shall submit their request at least two weeks prior to the specific meeting. The request shall be made in writing and submitted to the Principal. It shall include a statement of the nature and purpose of the presentation. The Principal shall approve those requests that are consistent with the nature and purpose of the Advisory Board. Such presentations should not ordinarily exceed fifteen (15) minutes.

Section 6

The ordinary Order of Business at all regular meeting shall be:

- a. Opening Prayer
- b. Approval of Minutes
- c. Reports: President's Report, Principal's Report, Financial Officer's Report, Others as required.
- d. Old Business
- e. New Business
- f. Adjournment

Section 7

All meetings shall be conducted in accord with generally accepted parliamentary procedure.

Article VI – Committees

Section 1

The President shall appoint such special committees as are deemed necessary by the membership to assist the Advisory Board in the fulfillment of its duties and responsibilities.

Section 2

An Advisory Board member shall chair each committee. Membership on committees is open to any individual committed to the good of the school and capable of contributing to the task entrusted on the particular committee. All individuals proposed for committee membership shall be approved by the Pastors in consultation with the principal.

Section 3

The committees shall keep adequate minutes of their meetings and make full and regular reports to the Advisory Board. Any action recommended by a committee shall be subject to the ordinary procedures for the Advisory Board as required by this constitution.

Section 4

A finance committee shall be established.

Article VII – Amendments

Section 1

Advisory Board members may, at any time, recommend amendments to the Constitution. The Constitution may be amended by at least two-thirds majority, with the final approval reserved to the Diocesan Board of Education and the Bishop of the Diocese of Allentown.