

## William V. Fisher Catholic High School Advisory Board Constitution

### ARTICLE I

**Title:** This body shall be named: “The William V. Fisher Catholic High School Advisory Board”. (Herein referred to as “The Board”.)

### ARTICLE II

#### **Nature, Function, and Authority:**

- A. The Board shall cooperate with the Bishop of the Diocese of Columbus and the Diocesan Superintendent of Schools, to provide education facilities at William V. Fisher Catholic High School (herein referred to as “the School”), City of Lancaster, County of Fairfield, State of Ohio. The Board shall serve in an advisory capacity and shall be responsible to the Catholic community of the area which it serves, to provide a fully accredited high school program.
- B. Authority and functions shall include:
1. Approving policies under which the administrative officer (i.e. the President/Principal) shall operate the overall program of the school.
  2. Implementing educational policies of the Diocesan Board of Education.
  3. Establishing communications to promote coordination of educational activities among parochial schools in the area served.
  4. Cultivating support and understanding of Catholic education in the community.
  5. Evaluating the effectiveness of the overall program through periodic administrative reports.
  6. Monitoring policies relating to planning, operation and maintenance of equipment and facilities.
  7. Approving the annual operating budget for the school.
  8. Determining the tuition, parish assessment rates, and policies for collection in accordance with diocesan norms.
  9. Establishing committees on a standing or ‘ad hoc’ basis according to need to assist in the efficient operation of the school facilities and program.

### ARTICLE III

#### Membership & Rules:

- A. Membership of the Board shall consist of Pastors and lay representatives of parishes that serve the school and lay representatives from organizations and committees established to serve the School.
1. Voting members of the Board shall consist of the following:
    - a. The pastors of any parish with student participation at William V. Fisher Catholic High School are eligible to be voting members of the Board. Each pastor with student participation shall be given the option of being a voting member for each academic year. The President/Principal shall provide to each pastor by June 15 of each year a form by which the pastor may elect to opt-in or opt-out as a voting member of the school board. The “Opt-in or Opt-out” form must be returned to the President/Principal prior to August 1 of each year. Each Pastor that elects to be a voting member shall have a single vote regardless of the number of parishes he may serve or represent;
    - b. Any Fairfield County parish or contiguous county parish with student participation at William V. Fisher Catholic High School may have a voting lay representative on the Board. Additional lay representatives from a parish, up to a maximum of three (3), may be selected to the Board for each 10% increment of the total enrollment provided by the respective parish. Pastors have the option of not filling all available representatives from their respective parish. The President/Principal shall provide to each pastor by June 15 of each year a form by which the pastor may elect to nominate his voting lay representative (the actual number of lay voting representatives will depend on the parish’s enrollment at the School) or to continue the term of a lay voting representative(s). The “Opt-in or Opt-out” form for lay voting representatives should be returned to the President/Principal prior to August 1 of each year;;
    - c. Maximum of one member from the William V. Fisher Catholic High School Foundation;
    - d. The President/Principal may at his/her discretion select a voting member to represent the non-Catholic families attending the School. The selected person shall be a parent of a current student of the School and be from a non-Catholic family. In the event the selected person converts to Catholicism during their term the individual shall complete the current year of their term and a new person may be selected for the subsequent year.
  2. Ex-officio, non-voting members of the Board shall consist of the persons described below::
    - a. The Diocesan Bishop,
    - b. The Diocesan Superintendent of Schools,
    - c. The President/Principal of William V. Fisher Catholic High School,
    - d. The Faculty Representative,

- e. The Recording Secretary – this shall be a member of the school staff who is responsible for taking meeting minutes and maintaining an archive of the minutes and presenting the minutes to the Secretary (see Section 1, Officers, in the bylaws) for review prior to meetings of the Board,
  - f. The Student Council Representative;
  - g. A representative from each Standing Committee (per Article III, paragraph J);
- B. The method by which lay voting representatives and ex-officio members are selected shall be left to the discretion of the parishes and organizations which the members represent.
- C. No voting member may proxy their vote to another individual.
- D. Each selected parish voting lay representative member shall serve a term of two years. No person shall serve more than two consecutive terms at a time. More than two terms may be served if it has been longer than one-year since the end of the most recent term.
- E. Terms shall begin August 1<sup>st</sup> and expire July 31<sup>st</sup>. The selection of the new members of the Board for the upcoming school year is to take place after June 1<sup>st</sup> when student enrollment is known for the upcoming school year. Each parish shall be notified in writing by June 15<sup>th</sup> of the number of lay parish representative seats for the upcoming school year (per Article III, paragraph A, item e) by the President/Principal.
- F. The August meeting shall be the Organizational Meeting of the Board for the upcoming year. During this meeting, the following shall occur:
- 1. The date, time and location for the Official Monthly Board meetings for the upcoming year shall be established;
  - 2. The Quorum number shall be established; One more than half of the voting lay membership of the Board shall constitute a quorum to conduct business. The Quorum number may be adjusted as necessary when board positions are vacated and/or filled throughout the year in accordance with this Constitution.
  - 3. The outgoing Secretary of the Board shall distribute contact information (name, address, phone number, e-mail address, term limit date) of all members of the Board for the upcoming year;
  - 4. Nomination and election of officers of the Board for the upcoming year shall be held;
  - 5. Establishment of ex-officio membership of the Board. Ex-officio members may be added and/or subtracted with a majority vote of the Board at an Official Meeting and the approval of the President/Principal;
  - 6. A copy of the current William V. Fisher Catholic High School Advisory Board Constitution shall be distributed to all members.

- G. Special Meetings of the Board may be called by the President of the Board and/or the President/Principal of the school or by the written request of two or more voting members to the President. The President shall provide a minimum of three days written notice to all Board members of the time and place of all Special Meetings. Written notice shall be considered as notification by U.S. Mail, overnight courier, facsimile or email.
- H. Official Meetings of the Board may only be conducted when a quorum is present and members of the Board have been adequately notified of the meeting date, location and time. Adequate notice is considered to be given when Official Meetings are held on the dates and times established during Organizational Meeting or as per Special Meeting requirements specified in paragraph "E", above.
- I. Individual members of the Board shall attend all Official Monthly Board meetings and Special Board meetings. If a Board member cannot attend a meeting he/she shall provide notice to the President of the Board. Failure to do so shall be considered an unexcused absence.
- J. A vacancy on the Board may be caused by resignation or by more than three unexcused absences of a lay member from meetings of the Board in a year. In the case of unexcused absences of voting parish members, the Board President and the President/Principal should review the situation with the Pastor. After doing so they may make a recommendation to the Board for removal. A vacancy on the Board shall be filled in a manner determined by the parish, organization or committee represented by the vacating member. The replacement shall serve until the term of the vacating member has expired.
- K. Lay representative positions on the Board (voting and ex-officio) not filled at the time of the Organizational Meeting shall remain unfilled until a written nomination is submitted to the Board President and to the President/Principal by the parish, organization or committee that person will be representing. The term of the nominated person shall begin at the next regularly scheduled Board meeting. The term of mid-year nominations shall be considered to have started at the beginning of the school year when considering that person's term (no term shall begin or end in the middle of the school year).
- L. Establishment of standing and 'ad hoc' committees shall be recommended by the President/Principal and approved by the Board. A committee may be dissolved by the Board with a simple majority vote of the members present at a regular meeting of the Board provided that notice of this action is presented at the previous meeting of the Board. Furthermore, committees shall be established and operate under the following parameters:
  - 1. The Board and the President/Principal shall establish in writing a concise mission of the committee prior to the establishment of the committee.
  - 2. Each committee shall have co-chairs or an elected panel of officers. These positions shall be nominated by the President/Principal and approved by the Board at the time of inception and elected by the committee members thereafter. No person, at the same time, shall serve in the capacity as a

- chairperson or as an officer of more than one committee or other organizations affiliated with the School.
3. For 'ad hoc' committees, the period of time the committee shall operate shall be determined prior to the establishment of the committee. Generally, 'ad hoc' committees should not operate for periods greater than twelve months.
  4. Standing committees shall establish a set of bylaws as their first order of business. The bylaws shall follow this Constitution and the policies of the Diocesan School Board. A copy of the current committee bylaws shall be kept on file with the Recording Secretary of the Board.
  5. Committees are not authorized to spend funds or to raise funds outside of the approved school budget, without prior express consent from the Board and the President/Principal.
  6. Each committee shall nominate a person to serve as an ex-officio member of the Board.
  7. Each committee shall provide written updates to the Recording Secretary on activities of their committees prior to each Board meeting.
  8. The membership of committees shall be drawn from the entire school community to ensure broad representation.
- M. All meetings of the Board are open to members of the School community. The right of non-Board members to address the Board shall be limited to those whose petitions have been submitted and approved by the President a minimum of 24-hours in advance of the meeting. The time to address the Board shall be limited to ten (10) minutes. In the event that there are several people with the same concern, the group shall be asked to select a spokesperson for the group.
- N. Decisions of the Board that affect the general student population, including their family and/or guardians, shall be immediately made available on the school website. All decisions shall be identified (i.e., by academic year and item number such as 2008-09-01 would be for the academic year 2008-09 and refer to item number 1 passed that year), compiled by the Recording Secretary and included in the next edition of the annual Student Handbook.
- O. The Board shall attempt to reach decisions by consensus. If needed, the rules of parliamentary procedure, as contained in Robert's Rules of Order, Revised Edition may be used to conduct meetings of the Board.

## ARTICLE IV

### Amendments

- A. This constitution may be amended by the approval of the President/Principal and with affirmative vote of two-thirds of the voting members present at a Regular Meeting of the Board, provided a quorum is present and that the proposed amendment was presented at least one Regular Meeting prior to voting on the amendment.
- B. The By-laws of the Board may be added, revoked or amended by a simple majority of the members present at a Regular Meeting, provided there is a quorum present and providing the amendment was presented at least one Regular Meeting prior to the vote on the By-law amendment.
- C. The William V. Fisher Catholic High School Advisory Board Constitution shall be reviewed on a five-year cycle. The 'ad hoc' Constitution Committee shall be chaired by the Vice President.

### BY LAWS

#### **Laws Governing Organization:**

The William V. Fisher Catholic High School Advisory Board, City of Lancaster, County of Fairfield, State of Ohio, shall be governed by the laws of the State of Ohio where applicable, the school policies and the regulations of The Diocese of Columbus and the provisions of these rules and regulations.

### Section 1. Officers

- A. The officers of the Board shall consist of the President, the Vice-President, and Secretary. They shall be elected during the August Organizational meeting.
- B. At any one time, no person shall serve as the chairperson or officer for two or more School affiliated committees or organizations, including the Board.
- C. Any voting member of the Board shall be eligible for an office of the Board after their first year of their first term on the Board.
- D. No person shall serve more than two (2) years in one officer position nor serve more than three (3) consecutive years in any combination of officer positions.
- E. Duties of the President, Vice-President, and Secretary shall be as prescribed below:

**Duties of President:**

1. It shall be the duty of the President to preside over all sessions of the Board, maintain order, and enforce the rules and by-laws of this constitution.
2. The President shall vote upon all questions, and may take part in the discussion.
3. The President shall be a member ex-officio of all committees with the power to vote, shall keep informed as the business of the various committees, and retain a general oversight of their work.
4. The President shall co-sign for capital expenditures of the School in excess of \$5,000 (or such amount as may be modified from time to time by the School Board of the Diocese) with approval of a simple majority of the Board, except in cases of emergency. In the case of emergency, the President shall inform the Board of the emergency measure at the next Official Meeting of the Board.
5. The President shall prepare the agenda for the Board Meeting in conjunction with the President/Principal.
6. The Board President from the preceding academic year shall oversee the annual August Organizational Meeting. In the event the term of the Board President from the preceding year has expired, that person shall have no voting rights at the organizational meeting.

**Duties of the Vice-President:**

1. The vice-president shall succeed to the presidency on the death or resignation of the president and in the absence of the president.
2. The vice-president shall serve as chairman of the 'ad hoc' Constitution Committee, which convenes on a five-year cycle.

**Duties of the Secretary:**

1. The Secretary shall work with the Recording Secretary to maintain a written record of all acts of the Board; present meeting minutes to the Board for approval and conduct, receive and dispose of all correspondence as directed; preserve all reports and documents. All papers and documents entrusted to the secretary shall be available to the Board for inspection.