

CONSTITUTION
OF
ALL SAINTS CATHOLIC SCHOOL ADVISORY COUNCIL

MISSION STATEMENT

All Saints Catholic School Advisory Council exists to assist the Administration of All Saints Catholic School, a Tulsa Diocesan Regional School, to provide students a total educational experience which emphasizes academic excellence and personal responsibility within a Catholic faith community.

ARTICLE I

Title

This organization shall be known as the All Saints Catholic Advisor Council, hereinafter referred to as the "Council".

ARTICLE II

Authority

The Council shall be governed by this Constitution and the By-Laws, and any Amendments thereto.

ARTICLE III

Purpose and Function

- 3.1 The purpose of the Council shall be to further the Vision and Mission of All Saints Catholic School, hereinafter referred to as the "School," by serving as the overall consultative body for School and Administration. The Council is established to assist the Pastor and Principle of All Saints Catholic School in the governance of the educational program at the School. The Council is advisory to the Pastor and Principle of the School in that the Council cannot act apart from, nor make decisions that are binding without the approval from the Pastor and Principle of the School.

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- 3.2 A partial list of the duties and functions of the Council shall be:
- 3.2.1 To promote a better understanding and support of Catholic education.
 - 3.2.2 To consult with and support the Pastor and Principle in the implementation and evaluation of the educational program of the School.
 - 3.2.3 To ensure that Diocesan educational and religious policies are properly implemented.
 - 3.2.4 To determine policies relating to planning, operating, and maintaining the School.
 - 3.2.5 To recommend fiscal policies and budgetary controls for the School.
 - 3.2.6 To recommend procedures for fair and expeditious handling of complaints and grievances filed by students, parents, and employees.
 - 3.2.7 To recommend fees, tuition rates, and salary guidelines
 - 3.2.8 To plan, publish and review the annual School budget and securing adherence to the budget.
 - 3.2.9 To establish and promote such other policies as may be necessary for the maintenance and operation of the School.
- 3.3 The Council is responsible for and will be consulted regarding the following areas:
- 3.3.1 Planning
 - 3.3.2 Policy Development and compliance
 - 3.3.3 Finances
 - 3.3.4 Development.

ARTICLE IV

Membership

Membership on the Council shall include, but not limited to the Pastor (appointed by the Diocesan Bishop), the Principle and/or Vice Principle of the School, selected parishioners from supporting parishes, and parents of children attending the School. No voting member shall be a paid employee

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of the School. The membership of the Council shall be prescribed in the By-Laws.

ARTICLE V

Officers

- 5.1 The Officers of the Council shall consist of the Chair, Vice-Chair, Recording Secretary whose duties shall be outlined in the By-Laws.
- 5.2 The Officers of the Council shall be elected annually by the Council and approved by the Pastor at the regular meeting in May. The shall begin their terms on the July 1.
- 5.3 All voting members of the Council that have served for one or two years are eligible for any office.

ARTICLE VI

Meetings

- 6.1 Regular meetings.

All meetings will be held at the School once a month at a regular time and day to be established by the Council

- 6.2 Special meetings.

Special meetings may be called by the Chair or by agreement of a majority of the Council to include at least one officer as defined by Article VI, Section 5.1. Three (3) days' notice shall be given to each member of the Council prior to the date of the meeting unless a majority can be summoned earlier.

- 6.3 Notice of Meetings.

Notice of Meetings may be in writing and sent to the members by the Secretary/Recorder or designee by email, and/or be notified by telephone/text.

- 6.4 Quorum.

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For the purpose of transacting any business, it shall be necessary that a majority of the total members of the Council be present and voting.

ARTICLE VII

Role of Pastor

- 7.1 The Pastor is the spiritual and administrative of the parish, an ex-officio member of the Council. His most important contribution to the Council will be in the areas of theology and religious education, worship, and spiritual formation. He also brings to the Council his overall knowledge, his pastoral judgment, and his administrative experience.
- 7.2 The Pastor, under the Bishop, is personally responsible for the administration of school, so the vote of the Council is subject to pastoral approval. As such, therefore, the Council is a consultative body. That is to say the Pastor may, for good reasons, make a decision which is contrary to the majority vote. Such an action, however, would not be expected to be frequent, for the presumption is creating a Council is that those who have been asked to share in the decision-making process are worthy of the trust placed in them.
- 7.3 Thus the Pastor's non-approval seldom happens, but when it does, Council members must recognize the ultimate responsibility of the Pastor. The Pastor should give the Council a written statement of his reasons for not approving the Council's decision.

ARTICLE VIII

Amendments

- 8.1 This Constitution may be amended by three-fourths (3/4) vote of the total voting members of the Council.
- 8.2 Amendments must be presented to the Council at least one meeting prior to voting on such.

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ARTICLE IX

Interpretation

- 9.1 The Council shall be recognized as having full power in case of dispute, to interpret, to declare, and to state fully the meaning of any section, clause or word within the framework of this constitution, subject to the approval the Pastor.
- 9.2 The Constitution shall take effect on the date is approved by the Council, as evidenced by its Chair's signature, together with all other required signatures.

Father Gary Kastl
Pastor of All Saints Catholic School

Date

Anne Scalet
Principle of All Saints Catholic School

Date

Jenny Herman
Chair of All Saints Catholic School
Advisory Council

Date