

# ANNUNCIATION SCHOOL

## CONSTITUTION OF THE ANNUNCIATION CATHOLIC SCHOOL ADVISORY COUNCIL

### SCHOOL MISSION STATEMENT

Annunciation School is a Catholic, parish school. We are a united and caring community of students, staff and parents committed to learning based on Christian values within our rich Catholic heritage. We provide our students with an outstanding religious and academic education, addressing the needs of the whole child.

### PREAMBLE

The Annunciation Catholic School Advisory Council has as its primary concern the intellectual and spiritual development of the students of Annunciation School. Its purpose shall be to assist the students in becoming mature, Christian members of our parish family; to aid in the development of talents and provide growth opportunities for the students, faculty and itself. It will achieve these objectives in an advisory role, working in close connection with the Pastor and School Principal to ensure the viability of the school's operations.

Working in close cooperation with the Pastor, Principal and the Parish Council, the Annunciation School Council shall develop policies that will enable the school and larger parish community to reach its agreed upon goals.

### Article I

#### Title

This Council shall be titled the Annunciation Catholic School Advisory Council, hereinafter referred to as the Annunciation School Council or ASC.

### Article II

#### Purpose

The purpose of the Council shall be to develop and define the policies which shall govern the operation of Annunciation School, within the policies defined by the Office for the Mission of Catholic Education, an office within the Archdiocese of St. Paul and Minneapolis. It shall be the voice of the parents of students of Annunciation Church in the operation of the school. It is the duty of the Annunciation School Council to approve the annual school budget and any capital plans and submit those plans to the Parish Finance Council and Parish Council for review and approval.

### Article III

#### Membership

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- Sec. 1 The full membership of the Annunciation School Council shall consist of twelve (12) voting members, the Pastor of Annunciation Church, the vice-president(s) of the Annunciation Parent's Organization and the Parish Leadership Council liaison. All voting members of the Annunciation School Council are entitled to vote on Annunciation School Council business. In no event shall any voting member serve more than two (2) consecutive three year terms. No full-time paid employee of Annunciation School or Church shall be a member of this Annunciation School Council other than the Pastor and school Principal.
- Sec. 2 The Pastor shall be a member of the Annunciation School Council. He reserves the inherent right as chief administrator of the Parish to veto any decision of the Annunciation School Council when he determines that a moral issue is involved and said decision is contrary to Catholic discipline or doctrine.
- Sec. 3 The School Principal is an ex-officio member of the Annunciation School Council and as the chief administrator the School and the faith leader, is responsible to the Annunciation School Council in an advisory capacity in order to provide proper communication in the overall direction of school programs.
- Sec. 4 The officers of the Annunciation School Council shall consist of a chair, a vice chair and a secretary. The chair, as the executive head of the Annunciation School Council, shall preside at all meetings and, subject to the approval of the Annunciation School Council, will appoint all committees necessary to the proper functioning of the Annunciation School Council. The vice chair shall assist the chair in the function of the Annunciation School Council and preside over meetings in the chair's absence. The secretary shall keep the minutes of the meetings of the Annunciation School Council.
- Sec. 5 The officers for any one year shall be selected from the voting members of the Annunciation School Council for that year. They shall serve for one (1) year terms with no member serving more than two (2) consecutive one year terms in the same office.

## **Article IV**

### **Sec. 1**

## **Meetings**

Regular meetings shall be held at a designated time and place each month, to be determined by the Annunciation School Council. In the absence of a majority of the Annunciation School Council any

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regular meeting may be adjourned by the chair. By a majority vote of the Annunciation School Council any meeting may be adjourned from time to time. All regular meetings will be open to any interested member of Annunciation Church or School.

Sec. 2 Special meetings may be called by the chair or upon written request of a majority of the Annunciation School Council membership, addressed to the secretary. Written notice shall be mailed or sent electronically no less than five (5) days prior to the meeting, stating the purpose and time of the meeting.

Sec. 3 Any member of the Annunciation community may, without advance notice, appear at any open Annunciation School Council meeting to present or discuss matters pertaining to the School during an Open Forum that will be held at each such meeting. The Agenda for each open Annunciation School Council meeting shall reserve no less than ten (10) minutes for the Open Forum, which will take place at the beginning of the meeting, following the opening prayer and approval of the prior meeting's minutes. The time for the Open Forum may be extended at the discretion of the chair of the Annunciation School Council or by a simple majority vote of the voting members of the Annunciation School Council. The secretary of the Annunciation School Council shall record the names of the community members speaking at the Open Forum and the matters discussed for inclusion in the Minutes of the Annunciation School Council for that meeting.

Sec. 4 A majority of the full membership of the Annunciation School Council, either in person, electronically or by telephone, shall constitute a quorum. Unless otherwise provided, when a vote is taken upon any measure before the Annunciation School Council, a quorum being present, either in person, electronically or by telephone, a majority of the members voting on the measure shall determine the outcome thereof. The chair votes only in case of a tie. Decisions made and votes taken by the Annunciation School Council, whether in person, electronically or by telephone, shall be reflected in the minutes.

## **Article V**

### **Committees**

Sec. 1

The Annunciation School Council acts as a committee of the whole in its consideration and advisement of educational as well as other school related policies.

Sec. 2

The chair is empowered to appoint special committees to assist the Annunciation School Council. Membership on any committee shall not be limited to members of the Annunciation School

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Council. Such committees shall operate until the duty assigned to them is completed and will be dissolved at that time, or at any earlier date, at the discretion of the chair.

The function of all special committees shall be finding, deliberative, and advisory, but never legislative, regulatory, or administrative. Recommendations by a committee shall be subject to ratification and approval by the Annunciation School Council.

## Article VI

### Amendments

This constitution may be amended by vote of two-thirds of the total membership. All members of the Annunciation School Council shall be presented with a written proposal of any material amendment at least two (2) weeks prior to the meeting at which the voting will take place.