

**CATHEDRAL OF CHRIST THE KING**  
**FIRST AMENDED SCHOOL COUNCIL CONSTITUTION**

**ARTICLE I**

**TITLE**

The name of this body shall be the Cathedral of Christ the King School Council, hereinafter referred to as the School Council.

**ARTICLE II**

**NATURE AND FUNCTION**

The purpose of the School Council shall be to provide policy direction for the educational programs of the school, to promote the implementation of said policies, and to insure that all local policies are in accord with the intent and spirit of the policies established for the school system by the Lexington Diocesan Council of Education.

**ARTICLE III**

**MEMBERSHIP OF THE COUNCIL**

**Section 1. Number and Composition.**

- a. Members of the School Council shall be the rector (*ex officio*), the school principal (*ex officio*), and five parishioners elected from the parish at large, and 3 parishioners appointed by the rector. It is a goal that the membership of the School Council be composed equally between parents of children currently enrolled in the school and parishioners without children currently enrolled in the school.
- b. The School Council shall have an Executive Committee composed of the President, Vice President, Secretary, and Principal (the Principal shall serve in an *ex officio* capacity), which Executive Committee is responsible to the Council for carrying out its policies and responsible administratively to the Bishop through the Diocesan Superintendent of the Schools.

**Section 2. Tenure of Office**

The council members shall serve a term of three years, with the exception of the original members who shall serve terms varying from two to four years, with approximately one-third serving a two year term, on-third serving a three year term and one-third serving a four year term, to be determined by lot or other means.

**Section 3. Election, Vacancies, Removal**

- a. Appointments/elections for new council members shall take place in April of the year in which the withdrawing/retiring council member vacates the position. Newly appointed/elected members of the council shall take office the first day of July of each year. Withdrawing/retiring council members shall leave office on the last day of June of each year.
- b. Incomplete terms of Council members or terms of Council members disqualified shall be filled by the rector through appointment.
- c. Any member of the Council who is absent from two regular meetings of the Council during one academic year (July through and including June) shall, unless excused by action of the Council, cease to be a member. This does not apply to *ex officio* members.
- d. Council members are not limited in the number of terms they may serve; however, Council members may not serve more than two terms in a consecutive fashion.

**ARTICLE IV**

**OFFICERS**

**Section 1. Organization**

The officers of the Council shall include a President, a Vice-President, and a Secretary. The President, Vice-President, Secretary and Principal (*ex officio*) shall compose the Executive Committee of the Council. The President, Vice-President, and Secretary shall be voting members of the Council.

**Section 2. Election of Officers**

- a. The President, Vice-President, and Secretary shall be determined annually through the process of prayerful discernment by the voting members of the Council prior to the first regular Council meeting in June.
- b. All appointed/elected members of the Council are eligible for any office.

**Section 3. Duties of the Officers**

- a. The President shall preside at all regular and special meetings of the Council.
- b. The Vice-President shall perform all the duties of the President when s/he is absent or unable to act.

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

## **ARTICLE V**

### **MEETINGS**

#### **Section 1. Regular and Special Meetings.**

- a. The Council shall meet regularly on the fourth (4<sup>th</sup>) Wednesday of the month, at a publicly designated room.
- b. Special meeting of the Council may be called by the President as needed or by a majority of the voting members. If time permits, notice of special meetings shall be given twenty-four (24) hours in advance, stating the nature of the meeting, the time, and the place.
- c. Because of the consultative nature of the parish school council, no meeting will be held without notice to the rector and/or school principal.

#### **Section 2. Quorum.**

- a. For the purpose of transacting official business, it shall be necessary that a majority of the total-voting members be present and voting. "Voting members" of the Council shall mean the appointed and elected representatives.
- b. A simple majority of those present and voting shall carry the motion, decision, and/or election unless otherwise specified in the constitution.

#### **Section 3. Open Meetings.**

- a. All meetings of the Council are to be open meetings unless designated as being closed. The Council will provide a 15 minute "Open Comment" period for non-Council members at the beginning of each regular meeting.

#### **Section 4. Visitors.**

- a. Meetings of the School Council shall be open. The Council reserves the right to declare closed sessions.
- b. The right of non-members to address the Council shall be limited to those who give notice to the Council of their inquiry seven (7) days

in advance of the meeting, unless determined otherwise by the Executive Committee.

**Section 5. Archives.**

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

**Section 6. Rules of Procedure.**

Ordinarily, the Council shall decide matters through a process of consensus, culminating and a vote pursuant to Article V, Section 2(b).

**ARTICLE VI**

**COMMITTEES**

**Section 1. Standing Committees.**

The Standing Committees for the Cathedral of Christ the King School Council shall be: Catholic identity/school policy and life, marketing/enrollment/development and finance.

**Section 2. Temporary Committees.**

- a. The Council may, by resolution, provide for such other committees, as it deems advisable, and may discontinue the same at its pleasure.
- b. Each committee shall have such powers and shall perform such duties as may be assigned to it by the Council and shall be appointed and vacancies filled in the manner determined by the Council. In the absence of other direction, the President shall appoint all committees.

**ARTICLE VII**

**AMENDMENTS**

**Section 1. Amendments.**

This Constitution may be amended, supplemented, suspended, or appealed, in whole or in part, by a vote of two-thirds of the total voting membership subject only to regulations of the Diocesan Board of Education.

**Section 2. Presentation.**

Amendments must be presented to the Council in writing at least two weeks prior to the meeting for discussion and voted on at a subsequent meeting.

**Section 3. Bylaws.**

Bylaws may be amended by a two-thirds vote of the total voting members of the Council providing the amendment has been presented at the previous meeting of the Council.

This Amended Constitution of The Cathedral of Christ the King School Council has been adopted on this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_ as indicated by the signatures of the following eight voting Council members, followed by the signatures of the Very Reverend Mark Dreves, Rector, and Karen Thomas, School Principal, both *ex officio*, non-voting members of the Council.

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This **AMENDED** Constitution is effective as of the date of its adoption.

**CATHEDRAL OF CHRIST THE KING**  
**FIRST AMENDED SCHOOL BOARD BYLAWS**

**1. ORGANIZATION**

a. Jurisdiction

The Cathedral of Christ the King School Council shall provide policy direction for the educational program of the school, shall promote the implementation of said policies, and shall insure that all local policies are in accord with the intent and spirit of the policies established for the school system by the Lexington Diocesan Council of Education.

b. Number and Terms of Members

The Council shall consist of eight (8) voting members, the rector of the parish, and the school principal. The rector and the school principal shall constitute *ex officio*, but non-voting members of the Council. Each appointed/elected member shall hold office for three (3) years. The present and future members shall hold office until the last day of June of the year their term expires, unless they resign or are disqualified by unexcused absences from two board meetings during one academic year or are disqualified by any policy promulgated by the Diocesan Council of Education. Newly elected members shall take office on the first day of July of each year.

c. Membership

Members of the Cathedral of Christ the King School Council shall be elected in the following manner. In those years in which an elected member of the school council's term expires, a public notice shall be made to the parish in March of that year soliciting nominations to fill the vacancy. Members of the parish shall vote on the nominated candidates in April of the year to fill any such vacancies of elected school council members. In those years in which an appointed school council member's term expires, the rector shall appoint a person to fill that vacancy in April of that year.

The rector through appointment shall fill unexpired terms of Council members who resign or are disqualified.

d. Officers

The Council shall determine and select its own officers in prayerful discernment at the regular Council meeting held in June. The officers shall include a President, Vice-President, and a Secretary. The President, the Vice-President, and the Secretary are to be voting members of the Council. All elected/appointed members of the Council are eligible for any office.

e. School Principal

The school principal shall be an *ex officio* member of the Executive Committee of the School Council. The school principal shall not be a voting member, s/he shall,

however, participate in the deliberations of the Council. The school principal shall have the responsibility of implementing policies and shall have discretionary authority to make administrative decisions.

f. Temporary Council Committees

The Council may, by resolution, provide for ad hoc committees drawn from the community to prepare studies and bodies of information permitting the Council to make informed judgments. The Council may discontinue such committees at its pleasure and, in any event, each ad hoc committee will be considered dismissed with thanks at the completion of its task. Each entity shall have such powers and shall perform such duties as may be assigned to by the Council and shall be appointed and vacancies filled in the manner determined by the Council. In the absence of other direction, the President shall appoint all committees.

g. Standing Council Committees

The Council may, by resolution, provide for such other committees, as it deems advisable and may discontinue the same at its pleasure. Each committee shall have such powers and shall perform such duties as may be assigned to it by the Council and shall be appointed and vacancies filled in the manner determined by the Council. In the absence of other direction, the President shall appoint all committees.

The Standing Committees of the Cathedral of Christ the King School Council are (1) Catholic Identity/School Policy and Life, (2) Marketing / Enrollment /Development, and (3) Finance.

**2. DUTIES FO OFFICERS/MEMBERS**

a. President

The President shall preside at all regular and special meeting of the Council; appoint all committees unless otherwise specified by the Council; execute on behalf of the Council all written instruments, except as otherwise directed by the Council and, in general, perform all duties incident to the office of President and such other duties as from time to time may be assigned to him/her by the Council.

b. Vice-President

The Vice-President shall be an aide to the President, and in the case of the absence or disability of the President, shall temporarily assume and perform the duties of the President.

c. Secretary

The Secretary shall keep the minutes of the meetings of the Council, be they open or closed; submit a copy of the minutes within a reasonable time to the Council for editing and mailing; see that all notices are fully given in accordance with the provisions of the constitution; be the custodian of the records of the Council and

provide the school principal with copies of same for the school office/archives; and, in general, perform all duties incident to the office of the Secretary of the Council and such other duties as from time to time may be assigned by the Council and such other duties as from time to time may be assigned by the President; in the absence of the President or Vice-President, the Secretary shall chair the meetings of the Council.

d. Individual Members

Council members have authority only when acting as a Council officially in session. The Council shall not be bound by any statement or action on the part of any individual member of the Council, except when such statement or action is in pursuance of specific instruction of the Council.

3. METHOD OF OPERATION

a. Adoption/Amendment of Policies and Bylaws

Any proposed new policy or bylaw of the Council must be submitted in writing and read at a regular meeting of the Council and must lie over until the next regular meeting. A two-thirds vote of the Council shall be necessary for its adoption.

Bylaws of the Council may be amended by a two-thirds vote of the total members of the Council providing the amendment has been presented at the previous meeting of the Council.

b. Meetings (Regular, Special)

The Council shall meet monthly on the fourth (4<sup>th</sup>) Wednesday, subject to change by the Council itself or to postponement by the President, rector or school principal. Special or additional meetings may be held whenever called by the President or the majority of the Council. School Council meetings shall not be held without notice to the rector and school principal.

c. Time, Place and Nature

All meetings may be held at such times and places as fixed by the President or by a voting majority of the Council upon not less than five (5) days notice. All meetings of the Council are to be open meetings unless designated as being closed.

d. Public Hearings

Upon agreement of the majority of the Council, the Council, or its duly authorized committee, may hold public hearings. The Council shall decide the time, place, date or dates, the subject matter to be discussed, and the manner in which public hearings will be conducted in each instance.



e. Construction of Agenda

The school principal with the Executive Committee shall be responsible for preparing the agenda. Individual Council members desiring an item to be included on the agenda shall notify the President or school principal at least seven (7) days in advance of the regular meeting. Any non-member desiring to place an item on the agenda must deliver the request in writing to the Council President or principal at least seven (7) days prior to any regular meeting.

f. Advance Delivery of Meeting Materials

Each Council member shall receive notice and a copy of the agenda and supporting materials at least five (5) days prior to the meeting.

g. Quorum

A majority of the voting members of the School Council is necessary for the transaction of any business.

h. Meeting Conduct

1. Order of Business

A. Call to Order and Opening Prayer

B. Recommended Actions

1. Routine Matters

a. Approval of Minutes

b. Acceptance of Agenda

2. Old Business

3. New Business

C. Information/Communications/Reports

1. Official Delegations

2. Non-Staff Communications and Reports

3. Principal

4. Council Members

- D. Future Business/Events
  - 1. Meeting Dates
  - 2. Preview of Topics for Future Agendas
  - 3. General Discussion to Guide Future Recommendations
- E. Executive Session (if one is held)
- F. Adjournment and Closing Prayer

i. Length of Meeting

The goal of the Cathedral of Christ the King School Council shall be to conduct its meetings with a two (2) hour time limit.

j. Parliamentary Procedure

The Council may fix its own rules of procedure to be followed at meetings, but in the absence of such rules, Robert's Rules of Order shall apply. In matters of importance, a process of discernment is used and the Council tries to reach consensus rather than just using a parliamentary voting procedure.

k. Minutes of Meetings

The Secretary shall send the minutes of each meeting to the rector, school principal, and the individual Council members with the agenda packet for each meeting. Council minutes are also sent to the Superintendent of Schools at the Catholic Schools Office.

These First Amended Bylaws of The Cathedral of Christ the King School council have been adopted on this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ as indicated by the signatures of the following eight voting Council members, followed by the signatures of Very Reverend Mark Dreves, Rector, and Karen Thomas, School Principal, both *ex officio*, non-voting members of the Council.

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These **AMENDED** Bylaws are effective as of the date of their adoption.