

Constitution
St. Margaret Catholic School Local Consultative/Advisory Board

Article I

Title

The name of the body shall be: St. Margaret Catholic School Local Consultative/Advisory Board.

Article II

Nature and Function

Section 1.

This board is a local consultative/advisory body (hereafter, LCAB) providing advice and assistance to the pastor and principal of St. Margaret's School, Otsego, Michigan, and is bound by regulations and policies proceeding from the diocesan offices of the Diocese of Kalamazoo (Office of Schools, Office of Religious Education).

Section 2.

The LCAB may recommend to the pastor and school administrator. It must insure all recommendations are completely compatible with current diocesan policies established by the diocesan offices and commissions. The LCAB's most important obligation as a consultative/advisory body is to provide, at the local level, consultation and advice that is subject to and in alignment with the Catholic Faith as a whole, and with the policies of the Diocese of Kalamazoo in particular. A partial list of the possible activities the LCAB may undertake follows:

1. Recommend policies applying to the school to the pastor and school administrator.
2. Seeking a better understanding and wider support of Catholic Education within the local community.
3. Providing advice relating to the planning, operating and maintenance of facilities and equipment.
4. Reviewing the annual budget, established by the school administrator, at regular intervals for the purpose of maintaining transparency, accountability, and providing advice and recommendations.
5. Carrying out the annual assessment of the school administration, following the process outlined by the Diocese of Kalamazoo.

Article III

Authority

Section 1.

St. Margaret Parish LCAB is bound by the policies of the Diocese of Kalamazoo.

The LCAB's authority is limited to consultation and advice. It may recommend policies and actions, but it has no authority to instantiate policies or undertake actions pertaining to the school of its own accord. All final decisions in these matters fall to the pastor and school administrator.

Article IV
Membership

Section 1.

Members of the parish LCAB shall be a minimum of 5 and a maximum of 7 elected or appointed representatives from the community they serve. Each member of the LCAB shall be a member in good standing of the Roman Catholic Church.

Section 2.

The pastor and associate priests and deacons of the parish shall serve as *ex-officio* members.

Section 3.

Special representatives may be appointed by the LCAB.

Section 4.

Each lay member shall serve a term of three years. Ideally, the term of office of each member will be determined by rotation of one-third of the LCAB.

Section 5.

Nominations for new LCAB members shall take place prior to the April meeting of each year. Elections of new members to the LCAB shall be conducted at the May meeting each year. Potential nominees shall be solicited from St. Margaret parish and they may also be solicited from the parish(es) that are members of the same diocesan collaborative as St. Margaret Parish. Current members will evaluate and vote on the nominees, with new members decided upon by a simple majority of the vote, by secret written ballot. The term of office commences in June of the same year. If no one is nominated or elected, the president may appoint subject to the stipulations of Article IV, Section 6.

Section 6.

All vacancies on the LCAB shall be filled through appointment by the president based on the recommendation of the LCAB. If this is not possible, a search committee shall recommend a new member with the approval of the LCAB.

Section 7.

If possible, one of the seven elected/appointed members of the LCAB shall be a registered member, in good standing, of Blessed Sacrament Parish in Allegan.

Article V
Meetings

Section 1.

The LCAB shall meet regularly as specified in the by-laws and in accordance with the policies of the Diocese of Kalamazoo.

Section 2.

All LCAB board meetings shall be open to the public. The right of non-members, visitors, etc. to address the LCAB board shall be established by the LCAB in such a way that maintains an orderly and timely meeting and may be subject to periodic review and improvement.

Section 3.

In such cases as the president or principal deems it necessary to call an executive or closed meeting, attended exclusively by the LCAB members, the public will not be informed.

Article VI
Committees

Section 1.

The LCAB shall provide for such committees as it deems necessary and advisable and may discontinue same as needed. Each committee shall have such powers and shall perform such duties as may be designated by the LCAB.

Article VII
Amendments

Section 1.

This constitution may be amended when a proposed amendment is passed by a two-thirds majority of the voting members at a regular meeting, the amendment having been presented in writing at the previous regular meeting.