

CONSTITUTION AND BY-LAWS
OF THE
LIGHT OF CHRIST ACADEMY ADVISORY BOARD

PREAMBLE

The Bishop of Kalamazoo is, canonically responsible for all activities of the Light of Christ Academy, and holds title to all property, both real and personal.

The Kalamazoo Diocese Office of Schools is dedicated to sustaining and improving the quality of Catholic formation and education in our Diocese. The Office of Schools at the Diocese serves as the administrative structure through which the Bishop directs and moderates the education and catechetical activity in the Diocese.

The Office of Schools enacts Diocese policies, monitors school improvements through accreditation, provides opportunities for orientations, in-services, and workshops and provides administrative assistance to Catholic schools and local consultative advisory bodies, such as the Catholic Community Education Advisory Board.

To assist the Bishop in meeting these responsibilities, he has authorized an organizational structure for governance and management consisting of a Community Education Advisory Board. The Articles and Bylaws of this Constitution define the Education Advisory Board.

ARTICLE 1.

Name. The name of this body shall be The Light of Christ Academy Advisory Board, hereinafter referred to as the “Advisory Board.”

ARTICLE 2.

Appointment, Purpose, Powers and Function.

Section 1. The Pastor appoints the Members of the Advisory Board in accordance with Diocesan policy. The Advisory Board Members function as a consultative body, offering advice, counsel and recommendations to the Pastor and the Administrators.

Decisions of the Advisory Board, which the Pastor has approved, are effective and binding on all.

Section. 2. The Advisory Board shall propose goals for area Catholic Education in accord with the Kalamazoo Diocesan goals; assist the Pastor, and Administrators in formulating policies that will guide the Administrators in fulfilling established goals; review regulations and decisions the Administrators, implement Advisory Board policies, and evaluate the effectiveness of those policies in achieving established goals.

By its nature, the Advisory Board is advisory. It agrees to follow the policies and administrative procedures of the Diocese of Kalamazoo and the Office of Schools. The Advisory Board Members

agree that they will use their talents, gifts and insights for the common good of the community to promote the mission and goals of Catholic education. The Advisory Board Members will defer their personal agendas in order to discern with other Advisory Board Members the issues, concerns and challenges they face in meeting the educational needs of the students.

The Advisory Board Members promote respect between and among each other, acknowledge the various views of each Advisory Board Member, discern with each other in an open and collaborative manner and support the decisions approved by the Advisory Board. The Advisory Board functions only when it is in session. This relieves Advisory Board Members of “being on duty” at social or school events or when they meet other members of the community.

Each Advisory Board Member is a public relations agent of the school. It is a privilege to serve as a Member of the Advisory Board. The Advisory Board Members are valued because of their expertise, the support that they give to Catholic education and their generosity in sharing their talents with other members.

The Advisory Board assists the school in achieving its goals to provide quality Catholic education.

It shall be the mission of the Advisory Board to promote a system of Catholic School education to bring forth Christian virtues by transmitting and integrating gospel teachings in an educative process that, within an excellent program of academics, directs the students toward a conscious choice of living a responsible Catholic life.

To fulfill such mission the Advisory Board shall offer advice, counsel and recommendations to the Pastor, and Administrators, keeping in mind the following general goals:

- A. Train young people to live knowingly and understandingly as children of God through a school environment that proclaims the Good News revealed in Christ, promotes fellowship in Community, and encourages service to others.
- B. Promote in students and adults a deep concern for and skill in peacemaking and the achievement of justice, to help them learn and be sensitive to human needs, to respond positively to such needs through individual and joint action.
- C. Create and maintain in the school a living, conscious, active community of faith where teachers, staff, and Administrators, by work and by integration of faith and their own personal conduct, enable students to live a life in Christ.

- D. Encourage a teaching and learning atmosphere permeated with the Gospel Spirit of freedom and love.
- E. Provide quality education in all areas of a school curriculum without regard to economic, cultural, ethnic or racial background of the student.
- F. Maintain a deep reverence for the uniqueness and giftedness of each student as a person and as a member in the community of families.
- G. Maintain an appreciation of the traditions of each ethnic culture and encouragement for unity and the diversity of these cultures.
- H. Strive to maintain an environment that provides character development and encourages responsible citizenship.

Section 3. The Advisory Board's responsibilities shall include:

- A. Attendance at Advisory Board meetings. If an Advisory Board member is not able to attend a meeting, it is required that the member notify the Advisory Board secretary and/or president prior to the meeting.
- B. Advise the Pastor and Administrators on the educational program and needs of the Light of Christ Academy.
- C. Advise the Pastor and Administrators regarding the establishment, promulgation, definition, implementation and regular review and revision of policies, which the Administrators implement.
- D. Advise the Pastor and Administrators on establishing a long-range plan for the school which shall be subject to timely updating and which shall be designed to meet the special needs and requirements of the Light of Christ Academy.
- E. Provide advice to Administrators for financial management and for resource development.
- F. Advice to the Pastor and Administrators regarding the monitoring and overseeing of the financial aspects of all operations to ensure adherence to budget provisions and the wise use of funds, and to provide counsel and advice concerning the coordination and integration of educational programs.

- G. Give advice concerning qualifications, guidelines and compensation for staff to Administrators.
- H. Give advice, concerning standards for buildings, grounds and equipment to Administrators.
- I. Serve on those committees that may be from time to time established by the Advisory Board.
- J. Provide advice to the Pastor Administrators regarding public relations and marketing schemes for the school system.
- K. Evaluate the effectiveness of Advisory Board policies and whether established goals are being met.

ARTICLE 3.

Membership and Appointment.

Section 1. The Advisory Board shall consist of a total of no fewer than five, no more than seven representatives approved by the Pastor. The majority of which will be parishioners of St. Ann Parish.

Section 2. Upon recommendation of the Advisory Board and the approval of the Pastor, representatives from other Parishes may be admitted.

Section 3. If desired by the Pastor, the immediate Past Chair may continue to serve for one additional year to assist in the transition of leadership.

ARTICLE 4.

Terms of Appointment.

Section 1. Each Advisory Board Member shall serve a term of three (3) years.

Section 2. Each Advisory Board Member may serve a maximum of two (2) consecutive terms. A waiver of this requirement may be granted by the Pastor.

Section 3. Newly appointed Advisory Board Members shall attend the Advisory Board meeting that immediately follows the Advisory Board Member's appointment, and will be seated at the next to last item of business at that meeting. Terms expire for those Advisory Board Members being replaced when the new Advisory Board Members are seated.

Newly appointed Advisory Board Members must attend an in-service (Orientation) sponsored by the Diocese of Kalamazoo.

Section 4. A vacancy on the Advisory Board may be filled by the Pastor.

Section 5. Terms will be effective October 1st through September 30th of each year.

ARTICLE 5.

Code of Ethics.

The Advisory Board shall have a Code of Ethics under which each Advisory Board Member shall agree to operate. This Code of Ethics shall be mindful of the legal, moral and ethical considerations fostered by the Catholic Church through the Ordinary of the Diocese and the Office of Schools as well as applicable Federal, State and Local Laws. Each Advisory Board Member shall agree, through written signature, to adhere to this Code of Ethics.

ARTICLE 6.

Removal.

Section 1. An Advisory Board Member may be removed by a majority vote of the Pastor based on what the Pastor believes to be in the best interest of the school system, in the Pastor's discretion

Section 2. An Advisory Board Member will be removed from their position, as notified by the Pastor, in the event of recurrent absences as follows:

- Member has missed 3 consecutive meetings during the calendar year OR
- Member has missed 5 meetings during the calendar year.

ARTICLE 7.

Officers.

Section 1. Officers of the Advisory Board shall consist of the Chair, Vice-Chair and Secretary. They shall be appointed by the Pastor, annually.

Section 2. All Officer positions shall be limited to two (2) consecutive appointed terms. A waiver of this requirement may be granted by the Pastor.

Section 3. All Members of the Advisory Board are eligible to be Officers.

Duties.

Section 1. Chair . The Chair shall hold all meetings as the executive head of the Advisory Board. The Advisory Board Chair shall have the authority to call such special meetings as in his or her judgment may be necessary. The Advisory Board Chair shall also appoint committee chairpersons. The board elects its Chair.

Section 2. Vice-Chair. The Vice-Chair, in the absence of the Advisory Board Chair or in the event of the Advisory Board Chair's inability (for any reason) to carry out the functions of his or her office, shall assume the duties of the Advisory Board Chair during such period of absence or disability. In addition, the Vice-Chair shall perform such other duties as may be delegated by the Advisory Board Chair.

Section 3. Secretary. The Secretary shall be responsible for the recording of the minutes of all Advisory Board meetings, for preserving them in a permanent form and for sending copies to all Members of the Advisory Board at least one (1) week prior to the next regularly scheduled meeting, along with the agenda for said coming meeting. The Secretary shall report the actions of the Advisory Board to the Bishop of Kalamazoo through the Diocesan Superintendent. The Secretary shall be the custodian of the records of the Advisory Board and shall perform such other duties as from time to time may be assigned by the Chair of the Advisory Board.

Section 4. If neither the Advisory Board Chair nor the Vice-Chair can attend the Advisory Board Meeting, a Chair Pro-Tem will be selected by the Advisory Board.

ARTICLE 8.

Meetings.

Section 1. The Advisory Board shall meet from time to time according to a yearly schedule agreed upon at the first meeting, as it may be amended from time to time. There shall be a minimum of six (6) meetings scheduled each year between the months of September and May. Additional meetings may be called to accomplish committee work.

Section 2. A majority of the entire Advisory Board shall constitute a quorum and actions approved by a simple majority vote shall suffice for the transaction of matters which come before the Advisory Board, subject to approval of the Pastor.

Section 3. All meetings of the Advisory Board are to be open meetings unless a meeting is previously designated as being executive. The right of non-members to address the Advisory Board shall be limited to those whose written Petition has been received at least eight (8) days prior to the meeting date and approved for the agenda by the Advisory Board Chair or the presiding officer, or as otherwise consented to by the Advisory Board Chair.

Section 4. A written record of all acts of the Advisory Board, maintained by the Secretary, shall be preserved.

Section 5. The Advisory Board may fix its own rules of procedure, but in the absence of such Rules, "Roberts Rules of Order, Revised" shall apply.

ARTICLE 9.

Special Meetings.

Special meetings of the Advisory Board may be called at the request of the Advisory Board Chair or at the request of three (3) Members of the Advisory Board on at least three (3) days notice to each Advisory Board Member given personally by telephone or by written notice.

ARTICLE 10.

Committees.

The Advisory Board may appoint standing and ad-hoc Committees as deemed necessary for a specific purpose. Such Committees may be established to investigate and prepare for discussion certain topics and proposals to be treated at a Advisory Board meeting. The functions of these Committees shall ordinarily be fact seeking and advisory. Committee meetings will be announced at Advisory Board meetings and the time and place of the meetings incorporated into the minutes for purposes of public announcement. These Committees are meant to execute the school's Strategic Plan and to bring about wider consultation and involvement of the greater Light of Christ Academy. Standing and ad-hoc committees of the Advisory Board may consist of, but not be limited to, the following:

ARTICLE 11.

Indemnification.

Light of Christ Academy shall indemnify to the full extent permitted by law, defend and hold harmless, any person who is made, or threatened to be made, a party to, or otherwise involved in, any threatened, pending or completed action, suit, or proceeding, whether civil, criminal, administrative, investigative or otherwise, by reason of the fact that the person is or was acting as a member of the Advisory Board or any of its committees. The person shall be indemnified against expenses, including attorney fees, judgments, penalties, fines, and amounts paid in settlement actually and reasonably incurred by the person in connection with the action, suit or proceeding.

ARTICLE 12.

Amending the Constitution and By-Laws.

The Constitution may be amended by the recommendation of the Advisory Board and the approval of the Pastor.

Adopted this day of January 17, 2023

Pastor

Advisory Board President

Advisory Board Secretary

Approved:

Diocese of Kalamazoo, Office of Schools By:

Its: