

**CONSTITUTION OF THE  
MCGILL-TOOLEN CATHOLIC HIGH SCHOOL  
ADVISORY COUNCIL  
MOBILE, ALABAMA**

**ARTICLE I - NAME**

**SECTION 1.** The name of this body shall be the McGill-Toolen Catholic High School Advisory Council hereinafter referred to as the Council.

**ARTICLE II - PURPOSE AND FUNCTION**

**SECTION 1.** The Archbishop on behalf of the Archdiocese of Mobile establishes the Council to advise in matters of Catholic education for McGill-Toolen Catholic High School.

**SECTION 2.** The Council shall be responsible for advising the administration in matters requiring the approval of the Archbishop.

- a. the philosophy and mission of McGill-Toolen Catholic High School
- b. capital improvements or additions to facilities
- c. the annual budget
- d. before incurring financial obligations to include capital expenditures
- e. changes to the annual tuition
- f. advising the Superintendent of Catholic schools regarding recommendations for the hiring of the President and Principal
- g. seeking his ratification for changing its constitution.

**SECTION 3.** The functions of the Council are to:

- a. oversee development of budget submitted by the President, Principal and Director of Finance
- b. determine a long-range plan for McGill-Toolen Catholic High School
- c. develop, formulate and enact (when appropriate) general, educational and financial policy that will guide the President of the school and its administrative officers in achieving the objectives of the long-range plan
- d. be advised of the rules and decisions made by the President of the school in implementing Council policies
- e. annually evaluate the effectiveness of the Council

- f. monitor the implementation of diocesan educational policy in McGill-Toolen Catholic High
- g. Advise the administration and advancement team regarding public relations and fund development

### **ARTICLE III - MEMBERSHIP**

**SECTION 1.** The Council shall consist of not less than nine (9) persons.

**SECTION 2.** New members of the Council shall be appointed annually in April by the Archbishop in accordance with a nomination process approved by the Archbishop. Terms for new members shall begin July 1.

**SECTION 3.** Council Members shall serve for three-year terms. Members are eligible for reappointment by the Archbishop. No Council Member may be reappointed for more than two consecutive terms.

**SECTION 4.** Any Council Member unable to fulfill his or her term will be replaced by nomination by the Executive Committee and appointment by the Archbishop.

**SECTION 5.** Members shall be appointed from parents, alumni, parents of alumni, and the community at large. At least one Member shall be a pastor of one of the partner parishes. The President of the Parent-Teacher Organization shall be an ex-officio member of the Council with full voting privileges. The Principal of McGill-Toolen Catholic High School shall be an ex-officio member of the Council, without power to vote.

**SECTION 6.** The President of McGill -Toolen Catholic High School shall be the Executive Officer of the Council and responsible for the implementation of Council Policy.

### **ARTICLE IV - OFFICERS**

**SECTION 1.** The Officers of the Council shall include the President, Vice-President and Secretary. They shall be elected by a majority vote of the Council.

**SECTION 2.** The duties of the Council officers shall be as follows:

- a. **PRESIDENT:** shall preside at all meetings.
- b. **VICE-PRESIDENT:** shall preside in the absence of the President or when the President desires to introduce, second or speak to a motion; shall monitor the progress of all Council Committees.
- c. **SECRETARY:** shall be responsible for publishing membership and their terms of office; for keeping accurate minutes; for keeping a record of the appointment of all committees of the Council and for all correspondence. Any of the duties of the Secretary may be performed by an assistant secretary who shall be responsible to and report to the Secretary.

## **ARTICLE V - MEETINGS**

**SECTION 1.** Regular meetings of the Council shall be held at times and places to be announced and published prior to the beginning of the school year.

**SECTION 2.** Special meetings may be called by the Archbishop, the President of the Council or by written request of one-third of the members. Written notice must be postmarked at least five days prior to special meetings.

## **ARTICLE VI - ATTENDANCE**

**SECTION 1.** All Council members are expected to attend all regularly scheduled meetings of the Council, as well as assigned committee meetings.

**SECTION 2.** Any member absent from three consecutive regularly scheduled meetings of the Council will be dismissed from the Council.

## **ARTICLE VII - STANDING AND SPECIAL COMMITTEES**

**SECTION 1.** There shall be five (5) standing committees:

Executive	Finance
Planning/Policy	Advancement
Building and Grounds	

The duties of the standing committees shall be approved annually by the Council. Members of standing committees shall be appointed by the Council President. The President of the Council, the Principal and the President of McGill-Toolen Catholic High School shall be ex-officio members of all standing committees.

**SECTION 2.** Special or ad hoc committees shall be established by the recommendation of the Council.

## **ARTICLE VIII - CONSTITUTIONAL AMENDMENTS**

**SECTION 1.** The Constitution may be amended by a vote of two-thirds of the members of the Council. Council Members must receive written notice about constitutional amendments two months before the vote to amend.

**SECTION 2.** Any constitutional change requires the subsequent ratification of the Archbishop.

## **ARTICLE IX - INDEMNIFICATION**

**SECTION 1.** Each Council Member shall be indemnified against all expenses actually and necessarily incurred in connection with the defense of any action, suit or proceeding to which he or she has been made a party by reason of being or having been a Council Member except in relation to matters in which a Council Member shall be adjudicated in an action, suit or proceeding to be liable for gross negligence or willful misconduct in the performance of duty.

## **RATIFICATION PROCEDURE**

The following is a possible procedure for ratification of actions by the Advisory Council of McGill-Toolen Catholic High School. The following actions will require formal ratification: capital improvements/additions, philosophy and mission for McGill-Toolen Catholic High School, appointment of Council Members, approval for incurring financial obligations, changes in articles and bylaws, hiring of President and Principal, suggested tuition rates, all policy decisions.

### **RATIFICATION SEQUENCE AND TIMELINE**

1. Formal Council action (approved)	Council meeting
2. Document prepared by Council executive officer Summarizing Council action and rationale	3-5 working days
3. Document submitted by Council executive officer to Office of Catholic Schools Superintendent for review and consultation (written or meeting)	5th working day
4. Document submitted to Archbishop with re- commendation from Superintendent (written or meeting)	10-15 working days
5. Document signed (ratification or non- ratification*)	10-40 working days (Within 30 days of receipt)
6. Document returned to Council executive officer (Copy to Diocesan Office)	Up to 40 days
7. Council notified of Archbishop's action	Next Council meeting

\* In cases of non-ratification a rationale shall be attached.

### **BY-LAWS**

1. The term of office for Council officers shall begin July 1 after election in April and continue for one year.
2. The members of the Executive Committee are the, President, Vice President, and Secretary of the Council, the Principal, and the School President.
3. The Executive Committee shall meet at least two weeks prior to the regular Council meeting to prepare the agenda. The agenda and written committee reports will be available to Council Members at least two days prior to the regularly scheduled meeting.
4. A simple majority of the voting members of the Council constitutes a quorum for each meeting.
5. Robert's Rules of Order (latest copyright) shall be the parliamentary authority.

Changes Submitted for Ratification: September 20, 2017  
Ratified by Archbishop Thomas J. Rodi: September 21, 2017