

# **Constitution of the Advisory Council of Montgomery Catholic Preparatory School**

## **ARTICLE I – NAME**

SECTION 1 – The name of the body shall be the Advisory Council of Montgomery Catholic Preparatory School, herein after referred to as “Advisory Council.”

## **ARTICLE II – MISSION STATEMENT**

SECTION 1 – The mission of the Advisory Council is to support the mission of Montgomery Catholic Preparatory School (MCPS) in its ministry of offering education and Catholic formation to young people by advising the Archbishop of Mobile and those designated by him.

MCPS is an integral part of the Catholic Church’s mission to proclaim the gospel of Jesus Christ. As an adult community, we share in the responsibility to prepare students for the future while helping them to grow to become persons of faith, virtue, and wisdom.

## **ARTICLE III – PURPOSE AND FUNCTION**

SECTION 1 – The Archbishop of Mobile establishes this Advisory Council to assist in the purpose of MCPS through offering advice to him and to the person(s) he designates.

SECTION 2 – In accordance with Archdiocesan policy, the Advisory Council shall advise the Archbishop of Mobile by:

- a. Seeking his approval of the philosophy and mission of MCPS;
- b. Seeking his approval for capital improvements, incurring financial obligations, and additions to facilities;
- c. Seeking his approval for the annual budget of MCPS;
- d. Seeking his approval for the hiring and removal of the President of MCPS;
- e. Seeking his ratification for changing of its constitution;

SECTION 3 – All actions of the Advisory Council are to be submitted to the Archbishop of Mobile for ratification.

SECTION 4 – The functions of the Advisory Council are as follows. All are to be submitted to the Archbishop of Mobile for approval.

- a. Establish a long term plan for MCPS.
- b. Develop and formulate general educational, personnel, public relations, and financial policies that will guide the President of MCPS in achieving the objectives of the long range plan;
- c. Submit to the Archbishop of Mobile an evaluation of the effectiveness of the President of MCPS;
- d. Recommend to the Archbishop of Mobile the hiring and salary range of the President, and if deemed necessary, the removal of the President;
- e. Establish an annual budget for MCPS;
- f. Establish tuition rates for MCPS;
- g. Prioritize capital needs for the school and funding for these needs;
- h. Recommend such actions as are responsibly necessary and proper for the efficient operation of MCPS.

#### **ARTICLE IV – ADVISORY COUNCIL MEMBERSHIP**

**SECTION 1** – The Advisory Council shall consist of voting and non-voting members as follows:

- a. One appointed voting member shall be appointed by the pastors of area subsidizing parishes, including, the following parishes: Holy Spirit Parish, Our Lady of Guadalupe Parish, Our Lady Queen of Mercy Parish, Saint Bede the Venerable Parish, Saint Joseph Parish, Saint Jude Parish, Saint Peter Parish, and Saint Vincent de Paul Parish. Also, with the joint approval of the Archbishop for the Military Services and the Archbishop of Mobile, one member shall be appointed by the Catholic chaplain for Holy Family Parish on Maxwell AFB. In addition, one (1) voting member shall be elected from each of the MCPS campuses in the manner set forth in the MCPS by-laws. (\* Saint Jude Parish added October 28, 2021.)
- b. In the event any subsidizing parish ceases making such subsidy payments, the Advisory Council member appointed from such a parish shall be removed from the Advisory Council and shall cease to be a member thereof at the conclusion of the academic year in which payments cease.
- c. The Vicar Forane for the Montgomery Deanery shall be a non-voting, ex-officio member.
- d. The President of MCPS is to attend the meetings of the Advisory Council with the exception off the time when the evaluation of the President is being discussed.

SECTION 2 – The Archbishop of Mobile may remove any member at any time, with or without cause, and may appoint additional voting members at his discretion.

A pastor is free to remove the voting member from his parish, with or without cause, and appoint member to fulfill the term.

SECTION 3 – The term of office for a voting member of the Advisory Council shall be four (4) years with the exception that the term of office of voting members elected from each campus shall be two (2) years. No voting member may serve more than four (4) consecutive years.

SECTION 4 – As a condition for membership on the Advisory Council, an individual must meet the following qualifications and requirements:

- a. Advisory Council members must be available and be willing to dedicate to Council activities such time as its necessary to accomplish the work of the Council;
- b. Advisory Council members must serve on at least one (1) standing committee;
- c. Advisory Council members must be committed to serving the entire term for which such member is elected or appointed;
- d. Advisory Council members elected from the various MCPS campuses must have a child or grandchild or be the legal guardian of a child or grandchild enrolled in MCPS and in the campus from which the member was elected at the time such member takes office;

SECTION 5 – In addition to the qualifications and requirements set forth in Section 4 above, members of the Advisory Council are expected to comply with the following expectations:

- a. To attend all meetings of any and all committee(s) to which the member is appointed;
- b. To comply with all archdiocesan and MCPS policies and procedures;
- c. To support any decision of the Advisory Council when dealing with the members of the MCPS family and the public regardless of how members voted on a particular issue;
- d. To report to his or her appointing pastor, or campus from which elected, on a periodic basis as to the business coming before the Council and of important events, achievements, and issues of the school.

SECTION 6 – The Advisory Council shall maintain a majority of its membership who are members of the Catholic faith in good standing.

## **ARTICLE V – OFFICERS**

SECTION 1 – The officers of the Advisory Council shall include the Chair of the Council, Vice-Chair, and Secretary. The officers shall be elected by a majority vote of the Advisory Council as provided in the MCPS by-laws.

SECTION 2 – The Chair shall preside at all meetings of the Advisory Council. He shall also serve as a member of the Executive Committee. The Chair shall perform all duties incident to the office of Chair and such other duties as may be prescribed by the Advisory Council from time to time.

SECTION 3 – In the absence of the Chair, or in the event of the Chair's death, inability, or refusal to act, the Vice-Chair shall perform the duties of the Chair and, when so acting, shall have all the authority of and be subject to all the restrictions upon the Chair and shall perform all duties incident to the office of the Chair and such other duties as may be prescribed by the Advisory Council from time to time.

SECTION 4 – The Secretary shall keep the minutes of the proceedings of the Advisory Council for that purpose; be custodian of the official records of the Advisory Council, in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the Advisory Council.

## **ARTICLE VI – COMMITTEES**

SECTION 1 – There shall be two (2) standing committees of the Advisory Council, with the following functions:

- a. There shall be a Finance Committee, which shall make recommendations to the Advisory Council on financial issues, including, but not limited to, personnel salary, tuition, and the annual budget.
- b. There shall be a Policy and Planning Committee, which shall make policy recommendations to the Advisory Council.

SECTION 2 – In addition to the standing committee set forth in Section 1, the Advisory Council may establish such other standing or ad hoc committee(s) as it may deem appropriate, such committee(s) being established in the MCPS by-laws.

SECTION 3 – Members of the several committees shall be appointed by the Chair of the Advisory Council, who shall also designate one member of each such committee as the Chair thereof. With the approval of the Advisory Council Chair, a committee chair may invite non-members of the Advisory Council to serve as members of the committee.

SECTION 4 – In addition to the foregoing committees, there shall be an Executive Committee, the members of which are the Advisory Council Chair, Vice- Chair, and the Secretary. The President of MCPS may attend all meetings of the Executive Committee. The Executive Committee shall

- a. Confer at least one (1) week prior to the regular Advisory Council meeting to prepare the agenda. The agenda and written committee reports shall be available to the Advisory Council members at least one week prior to the regularly scheduled Advisory Council meeting.
- b. Task committees of the Advisory Council with specific tasks and time- tables;
- c. Shall include on the agenda of the next regular meeting an item if a written request setting forth the specific agenda item is presented to any member of the Executive Committee signed by at least three (3) members of the Advisory Council at least seven (7) days prior to such meeting, and, upon a vote to the Advisory Council, such matter will be tasked to an appropriate committee.

## **ARTICLE VII – MEETINGS**

SECTION 1 – Regular meetings shall be held at such times and at such places as the Advisory Council shall provide in its by-laws.

SECTION 2 – Special meetings may be called by the Archbishop of Mobile or his designee, by the Advisory Council Chair, or by written request of one-third (1/3) of the voting members of the Advisory Council. Written notice of special meetings must be posted at least five (5) days prior to such meetings, which notice shall include a list of the matters to come before the Advisory Council.

## **ARTICLE VIII – QUORUM**

SECTION 1 – A two-thirds (2/3) majority of the voting members of the Advisory Council present at any meetings shall constitute a quorum for the commencement of any meeting.

## **ARTICLE IX - PARLIAMENTARY AUTHORITY**

SECTION 1 - The latest edition of Robert's Rules of Order shall be the parliamentary authority for the Advisory Committee's operations. The Chair may appoint a parliamentarian to advise the Advisory Committee on parliamentary issues.

## **ARTICLE X – CONSTITUTIONAL AMENDMENTS**

SECTION 1 – This Constitution may be amended only by a vote of two-thirds (2/3) of the total voting membership on the Advisory Council and then approved by the Archbishop of Mobile, except that the Archbishop of Mobile may freely amend this Constitution at his discretion.

The Advisory Council members shall be given written notice of proposed constitutional amendments, along with a written copy of the proposed amendments, no later than two (2) months prior to any vote therein.

SECTION 2 – This Constitution shall be effective upon ratification by the Archbishop of Mobile.

Given this Tenth Day of June, 2013  
And as Amended this Ninth Day of December, 2019

+ *Thomas J. Rodi*

Most Reverend Thomas J. Rodi  
Archbishop of Mobile

- Article IV, Section 1 (a) amended October 28, 2021

+ *Thomas J. Rodi*