

**EPIPHANY CATHOLIC SCHOOL**  
*An Inter-parish school serving Culpeper, Madison,  
Orange and Rappahannock County*

## **Epiphany Advisory Council Constitution**

### **PREAMBLE**

Epiphany Catholic School, an inter-parish school, has been founded to carry out the education mission of the parishes of Precious Blood in Culpeper, Our Lady of the Blue Ridge in Madison, St. Isidore the Farmer in Orange and St. Peter's Mission in Washington, VA. The prime responsibility for the administration of the school rests with the four pastors, who in turn are responsible to the Bishop of the Diocese of Arlington. The principal of Epiphany School is the chief administrator of that school, and assures the efficient day-by-day operation of the learning center. It is essential that the principal seek the pastors' approval prior to any major decisions.

### **ARTICLE I.           NAME OF THE ORGANIZATION**

The name of the school shall be Epiphany Catholic School. The organization shall be called the Epiphany Catholic School Advisory Council, herein referred to as "the Council".

### **ARTICLE II.           COMPOSITION, PURPOSE AND FUNCTION**

#### **Section A.    Composition**

The council is an advisory group to the pastors and the school administrator. Its regular membership shall be composed of the following:

1. A member from each of the four participating parishes to be appointed by the respective pastor. At least one of the appointed members shall be a parishioner without children in the school
2. A President of the Advisory Council to be selected by a consensus of the Pastors.
3. The principal of the school (a non-voting member).
4. Two teachers from Epiphany School to be selected by his/her peers. One is to represent the grade school and the other is to represent the preschool.
5. Two parents to be selected by the PTO.

***Ex-Officio Members:***

*It may be reasonable to add to the voting membership a financial professional or an educational professional not directly related to the school.*

## **Section B. Purpose**

The purpose of the advisory council is to lend the experience and advice of the individual members to the principal and pastors of Epiphany Catholic School. Although their role is advisory in nature, their input is critical to the success of the inter-parish school.

The council will advise in the areas of planning, school assessment, policy development, financing, public relations, and curriculum changes.

The council will refrain from addressing personal matters concerning students or faculty.

## **Section C. Function**

In May or June, the pastors shall select a president from the council membership, and the council shall elect Vice-President, Development Chairperson and Secretary. They shall serve two year, renewable terms.

- 1. President:** The President shall preside at all meetings, and perform all those duties customarily reserved for this office.
- 2. Vice-President:** The Vice-President shall preside in the absence of the President or in the event that the president decides to speak for or against a motion. The Vice-President shall assist the President in carrying out the latter's duties.
- 3. Development Chairperson:** The Development Chairperson shall preside over the Development Committee.
- 4. Secretary:** The Secretary shall maintain a current roster of the council meetings, take attendance, keep accurate minutes of the meetings, and circulate these minutes to all members at least 7 days prior to the next scheduled meeting.

## **ARTICLE III. TERM OF OFFICE, ELIGIBILITY, REMOVAL OF MEMBERS**

### **Term of Office**

Membership on the Council shall be for a period of two years, renewable by the pastors. In the event a member vacates prior to the completion of his/her term, the pastor shall reappoint a replacement. Original terms for parish representatives shall be extended in order to stagger the parish representative terms.

## **Eligibility**

Council members shall meet the following criteria:

- Parish members or parent/guardian of Epiphany student (Ex-officio members may be exempted from this criteria.)
- Have an interest in and commitment to Catholic education and to Epiphany Catholic School's mission and philosophy.
- Available to attend meetings and periodic in-service programs.
- Maintain high levels of integrity and confidentiality

## **Removal of Members**

Members who have three unexcused absences from Council meetings may lose membership by action of the Council. The following procedure shall apply:

- The member will be notified by the President and Principal.
- The member shall be given the opportunity to respond.
- If the Council decides on action, a recommendation for removal will be forwarded to the Pastors and Principal.
- The Pastors shall appoint a replacement if the Council decides that this individual no longer fills the needs of the Council.

## **ARTICLE IV. MEETINGS**

Regular meetings of the Council shall occur 4 times per year: the first Tuesdays in September, December, March and June. The President, the Pastors and/or the Principal may call a special meeting of the Council if necessary.

## **ARTICLE V. COMMITTEES**

### **Section A. Development Committee**

The Development Committee shall be responsible for organizing and executing school development activities that have the approval of the Pastors and the Principal. These activities must be appropriate to the philosophy of the school, and carried out in such a fashion that the school program is not interrupted.

The Chairman of the Development Committee will be a member of the Advisory Council.

### **Section B. Other Committees**

Other committees shall be established as the need arises.

ARTICLE VI. AMENDMENTS

This constitution shall become effective upon the approval of the participating pastors. Subsequent amendments shall become effective upon approval of two-thirds of the Council, and the approval of the Pastors.

ARTICLE VII. PARLIAMENTARY RULES

Robert's Rules of Order shall be used as the basis for all actions of the Council.

*The undersigned hereby approve the Advisory Council Constitution  
of Epiphany Catholic School:*

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Reverend Leo Zonneveld, C.I.C.M.

Date

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Reverend George J. Griffin

Date

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Reverend Michael T. Orlowsky

Date

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Reverend Robert. J. DeMartino

Date