

- (e) seek from the Parents and Friends' Association (if any) related to the School, the name of the person nominated by that body for membership to the Board; and
- (f) in the case of a Parish School, seek from the Parish Council (if any) the name of the person nominated by that body for membership to the Board.

9.4 The order of business for the meeting shall be:

- (a) a report by the current Board chairman to the School Community on the operation of the Board during the preceding 12 months. The Board shall ensure that the report will be made available to the School Community;
- (b) a statement of the provisional budget for the ensuing year;
- (c) an announcement of the criteria for Board membership, as stated in Section 8.1 of this Constitution;
- (d) voting for the election of members to the Board; and
- (e) announcement of the names of the new members of the Board.

9.5 Any person eligible to attend the meeting and otherwise eligible to be a member of the Board under this Constitution may, with his/her consent (whether present at the meeting or not), be nominated to be elected to the Board.

9.6 The method of voting shall be by each person indicating, in writing, the candidates of their choice.

9.7 All other points of procedure and order at the meeting shall be decided by the chairman.

10. CATHOLIC ETHOS OF THE BOARD

10.1 The School Board, in representing the Catholic School Community, is to actively promote and support the Catholic ethos of the School.

10.2 The Board shall ensure that an induction ceremony and commissioning of Board members is conducted at the commencement of each school year.

10.3 Board members are required to participate in training and information courses as provided by the CEOWA in their first year of membership.

11. MEETINGS AND PROCEEDINGS OF THE BOARD

11.1 Board members shall elect their own chairman, secretary and treasurer.

11.2 Regular meetings of the Board shall be held normally once every month, with provision being made for School vacations. Special meetings may be held as often as are deemed necessary.

11.3 Special meetings of the Board shall be held when called by the chairman or when requested by an Ex-Officio member or by any three members of the Board or by the Director. No less than three days notice is required.

11.4 No meeting may be held without a Quorum.

11.5 In the absence of the chairman, members shall elect an acting chairman to preside over the meeting.

11.6 All members (including the chairman) shall have equal voting rights. In the case of a voting deadlock the motion will be considered to have been lost.

11.7 Minutes of all meetings of the Board shall be taken by the secretary. One copy of the minutes shall be given to the Principal for insertion in the School file; another shall be inserted in the secretary's file which is passed to his/her successor in office. The Director may request a copy of the minutes of any meeting.

All written communications from the Board shall be made with the knowledge and approval of the Board, and shall be effected through the secretary.

12. COMMITTEES OF THE BOARD

12.1 The Board is empowered to appoint such committees as it deems necessary.

12.2 Each Board shall have a Finance Committee unless local circumstances dictate otherwise (eg. small country Schools). The membership of the committee shall be the Principal, the School Board treasurer, the bursar/administrative officer and others as appropriate (eg. assistant/deputy principal).

12.3 Membership of committees is not confined to members of the Board; however, at least one Board member is required to serve on each committee. Members of the School staff may be invited to serve on a committee.

12.4 The duties of any committee shall be clearly defined by the Board and a specific date shall be set for the completion of the tasks assigned to the committee.

12.5 In all cases except that of the appointment of a Principal (for which special CECWA directives apply), a committee of the Board makes its recommendations to the Board.

12.6 As soon as the committee's specific task is completed, or even earlier if the Board so determines, the committee is dissolved.

13. FINANCIAL MANAGEMENT

13.1 The Board is responsible not only to the local School Community, but also to the CECWA for the financial administration of the School, and as such it is required to account for and administer all income, recurrent and capital, from whatever source, and all expenditure for the School.

13.2 The Board does not have the authority to undertake any financial commitment involving expenditure beyond the limits of its known annual income from all sources.

13.3 No funds may be borrowed without the approval of the Director.

13.4 By the end of November each year, the Board shall prepare and submit to the CEOWA a budget of income and expenditure for the ensuing calendar year.

13.5 No commitment of Parish funds shall be made without prior approval of the Parish priest.