



CHRISTIAN BROTHERS
St Francis Xavier Province

"He has sent me to bring the good news to the poor" (Luke 4:18)

BOARD CONSTITUTION

2001

Revised June 2006

PREAMBLE

St Patrick's College is an educational establishment owned and administered by the Christian Brothers, a Religious Congregation of the Catholic Church. The College provides primary and secondary education for boys from years 5 to 12 within the Catholic tradition and in the spirit of the founder, Blessed Edmund Rice. The College is accountable to the Diocesan Bishop for the teaching and practice of Catholic belief. In other matters, the College meets the requirements of educational authorities where appropriate.

This College Constitution enshrines the vision of the Christian Brothers for the ministry of their Colleges in the light of the mission entrusted to them by the Church. The Brothers have been "missioned by the church for the evangelisation of youth, and especially for the education and care of the materially poor". The Colleges provide a privileged opportunity to create centres for the evangelisation to youth.

In honouring our stewardship of this mission, the Brothers now invite partners to share in the Church's mission through the *ministry of governance*. This enables us to maintain the ministry of the Colleges in the charism of Blessed Edmund Rice who set out to bring the good news to the poor through education and service in the name of Jesus.

The invitation to serve in the ministry of governance as a member of a College Board comes with a commitment from the Brothers to ensure the appropriate formation and preparation for lay leadership for College Board members. We wish all to have an understanding of the mission and the purpose of our Colleges. The invitation carries with it a call for a commitment of time, energy, wisdom and skill. It asks members to work collaboratively with others on the College Board and within the College Leadership Team for the holistic development of children.

In issuing this invitation, the Christian Brothers of St Francis Xavier Province seek to implement the principles of collaboration, subsidiarity, and shared responsibility in the policy-making of their Colleges in St Francis Xavier Province.

Through the development of College Boards and the ministry of governance, we seek to enhance the awareness of the role of Colleges in building up the Body of Christ. The College Board mission is to build communities where gospel values and best educational practice are evident.

The College Board is constituted by the act of, and under the hand of the Province Leader of the St Francis Xavier Province of the Congregation of Christian Brothers, exercising his power to lawfully appoint other administrators to act on behalf of the Congregation as prescribed by clause 89 of the Constitutions of the Congregation of Christian Brothers and as ratified by a resolution of a meeting of the Province Leadership Team. Within the limits of canon law, civil law and this Constitution, members of the College Board are appointed to contribute as a Board to the total education and care of each student.

This College Board is constituted by the Province Leader of St Francis Xavier Province, Australia, by formal resolution of the Province Leadership Team, in accordance with the Constitutions of the Congregation of Christian Brothers.



Province Leader
Br Luke W Quinn cfc

4 August 2006

Date



Br Barry Buckley cfc



Br Ted Magee cfc



Br Paul Conn cfc



Br Michael Ryan cfc

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St Patrick's College
Shorncliffe

COLLEGE BOARD CONSTITUTION

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1. CONSTITUTION AND NAME

The College Board is constituted by resolution of the Province Leader of **St Francis Xavier Province** (Queensland and Northern Territory) of the Congregation of Christian Brothers and is to be known as St Patrick's College, Shorncliffe, College Board.

2. DEFINITIONS AND INTERPRETATION

2.1 In this Constitution (including the Preamble) and its interpretation unless inconsistent with the subject matter or context:

2.1.1 "Board" means the College Board.

2.1.2 "College" means St Patrick's College, Shorncliffe as owned and administered by the Trustees of the Christian Brothers (Queensland).

2.1.3 "College Community" means the students, parents, staff, ex-students, Christian Brothers, members of the College Board and any other person who subscribes to the Mission, values and objectives of the College.

2.1.4 "College Leadership Team" means the Principal and the senior leadership of the College.

2.1.5 "Congregation" means the Religious Congregation of Christian Brothers.

2.1.6 "Corporate Management and Development" means the General Manager and such staff employed by the Trustees to assist the General Manager.

2.1.7 "Delegate of the Province Leader" means a person formally appointed by the Province Leader as Delegate of the Province Leader.

2.1.8 "Edmund Rice Education" means the Executive Director and such staff employed by the Trustees to assist the Executive Director in the ministry of oversight of schools and education ministries in the Province.

2.1.9 "Executive Director" means the Executive Director, Edmund Rice Education (Queensland and Northern Territory).

2.1.10 "Ex-student" means a person who has been a student at the College.

2.1.11 "General Manager" means the General Manager, Corporate Management and Development of St Francis Xavier Province.

2.1.12 "Parent" includes any guardian of a student.

2.1.13 "Principal" means the Principal of the College for the time being and includes any Acting Principal.

2.1.14 "Province" means St Francis Xavier Province, Queensland and Northern Territory, of the Religious Congregation of the Christian Brothers.

2.1.15 "Province Leader" means the Leader of the Province for the time being and includes any Acting Province Leader.

2.1.16 "Province Leadership Team" means the Province Leader and the Councillors appointed for the Province for the time being.

2.1.17 "Staff" means all those, other than the Principal, who are engaged by the Trustees of the Christian Brothers (Queensland) to work at the College for a salary or stipend.

2.1.18 "Student" means a student currently enrolled at the College.

2.1.19 "Trustees" means Trustees of the Christian Brothers (Queensland) which is a corporate body constituted pursuant to the provisions of The Religious, Educational and Charitable Institutions Acts 1861 to 1967. The Trustees of the Christian Brothers (Queensland) are the Province Leader and the Province Councillors for the time being.

2.2 Singular words will mean the plural and vice versa.

3. PURPOSE OF THE COLLEGE BOARD

The College Board is an expression of the desire of the Congregation of the Christian Brothers, St Francis Xavier Province, to implement the principles of collaboration, subsidiarity and shared responsibility in the policy making of St Patrick's College, Shorncliffe.

The general aim of the College Board is to promote the welfare of the College through the implementation of principles and Gospel values of Catholic education and in particular, through the fostering of the Edmund Rice tradition, especially Edmund's concern for the poor and marginalised.

4. RESPONSIBILITIES OF THE PROVINCE LEADER

As steward in a canonical sense, the Province Leader is responsible for and will exercise his discretion, in consultation with his leadership team in the following areas.

4.1 Philosophy and Mission

- 4.1.1 Approve the Philosophy and Mission Statement of the College.
- 4.1.2 Ensure provision to College Board Members of pre-service and in-service preparation for lay leadership, formation and development in relation to the philosophy and mission of the College.

4.2 Governance and Management

- 4.2.1 Establish and dissolve the College Board.
- 4.2.2 Appoint College Board Members, including the Chair and Deputy Chair, and remove them at his own discretion.
- 4.2.3 Ensure that College Board Members are given an adequate understanding of the role of the College Board and of their responsibilities as College Board Members.
- 4.2.4 Appoint, appraise and dismiss the Principal. In appraising the performance of the Principal, the Province Leader should obtain and consider the views of the members of the College Board.
- 4.2.5 Appoint, appraise and dismiss members of the College Leadership Team and the College Business Manager, other than those in 4.2.4, with the right to delegate this authority to the Executive Director.
- 4.2.6 Appoint, appraise and dismiss staff other than those in 4.2.4 and 4.2.5, with the right to delegate this authority to the Principal.
- 4.2.7 Review the performance of the College Board.
- 4.2.8 Ensure compliance in all policy matters.

4.3 Finance

Upon receipt of recommendations from the Executive Director and the General Manager:

- 4.3.1 Approve the annual recurrent and capital budgets of the College.
- 4.3.2 Appoint the auditor.
- 4.3.3 Receive an annual audit of the College's accounts
- 4.3.4 Approve joint ventures, long term debts, mortgages, loans, leases, encumbrances and sale or transfer of assets to another entity.
- 4.3.5 Approve policy for the investment of College funds.
- 4.3.6 Approve the limit of expenditure beyond the approved budget for any one year.
- 4.3.7 Approve the write off of aggregates of bad debts, with the right to delegate authority to the College Board to act on behalf of the Province Leader.

- 4.3.8 Communicate to the College the Province support fee to assist the maintenance and development of the works of the Province.

4.4 **Property**

- 4.4.1 Instigate and/or approve acquisition, utilisation and disposal or alienation of land, buildings and other congregational property.
- 4.4.2 Hold covered within the Trustees insurance policies all property and such insurable risks, as are deemed necessary from time to time by the Province Leader.

4.5 **Planning**

- 4.5.1 Approve significant changes in educational direction which impact on the mission of the College.
- 4.5.2 Approve the College's Strategic Plan.
- 4.5.3 Approve the College's Master Plan.
- 4.5.4 Provide to the College Board statements of any Congregational policies or changes that may impact on the College.

4.6 **Legal**

- 4.6.1 Approve the Constitution of the College Board and any amendments.
- 4.6.2 Approve the establishment of subsidiary entities, (if any), in which case the Province Leader shall be solely responsible for the establishment, constitution or incorporation of such sub entities.
- 4.6.3 Enter into contracts, agreements, letters of intent and joint ventures.
- 4.6.4 Instigate or ratify sale or transfer of assets to another entity.
- 4.6.5 Instigate or defend legal proceedings in civil or canon law.
- 4.6.6 Indemnify any person acting in good faith against any liability incurred whilst carrying out duties required of them as a member of the College Board or any committee of the College Board.
- 4.6.7 Delegate relevant powers and authorities to the Principal for the conduct of the College.
- 4.6.8 Approve and from time to time amend Province Policies which apply to the College and to all other Christian Brothers Colleges and Apostolates.

4.7 **Delegates of the Province Leader**

The Province Leader may exercise relevant responsibility through appropriate delegates who may be members of the Province Leadership Team, or the Executive Director, Edmund Rice Education or employees of Edmund Rice Education or the General Manager or employees of the Province, or members of the Province.

5. **RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR, EDMUND RICE EDUCATION**

Pursuant to Section 4.7, the Province Leader will delegate a number of powers, duties and functions to the Executive Director. Edmund Rice Education is established by the Province Leader of St Francis Xavier Province as a means to foster the Edmund Rice charism, to develop policy that will give life to this charism and to exercise a ministry of oversight for schools and other educational ministries of the Province.

The Executive Director plays a key role in relation to the schools and educational ministries within the St Francis Xavier Province of the Christian Brothers. In essence, Edmund Rice Education will be the executive arm in respect of educational ministries in the Province.

Without limiting the discretion of the Province Leader in relation to powers and functions to be delegated to the Executive Director, such powers, duties and functions include the following.

5.1 **Philosophy and Mission**

- 5.1.1 Make recommendations on the Philosophy and Mission Statement of the College to the Province Leader.

- 5.1.2 Oversee the provision of pre-service and in-service preparation to College Board Members for lay leadership, formation and development in relation to the philosophy and mission of the school.

5.2 Governance and Management

- 5.2.1 Make recommendations to the Province Leader on the appointment of College Board Members, including the Chair and Deputy Chair.
- 5.2.2 Ensure that College Board Members are provided with an adequate understanding of the role of the College Board and of their responsibilities as College Board Members.
- 5.2.3 Make recommendations to the Province Leader in relation to appointment of the Principal
- 5.2.4 Appoint, appraise and dismiss members of the College Leadership Team and the Business Manager.
- 5.2.5 Ensure that there is an effective system of performance appraisal for the Principal, College Leadership Team members and the Business Manager.
- 5.2.6 Ensure that there is periodic review of the performance of the College Board.
- 5.2.7 Receive and review the Annual Report of the College.

5.3 Finance

In consultation with the General Manager:

- 5.3.1 Receive and make recommendations to the Province Leader on the interim and final annual recurrent and capital budgets of the College.
- 5.3.2 Receive and make recommendations to the Province Leader on the annual audit of the College's Accounts.
- 5.3.3 Make recommendations to the Province Leader on joint ventures, long term debts, mortgages, loans, leases, encumbrances and sale or transfer of assets to another entity.
- 5.3.4 Recommend a policy for the investment of College funds.
- 5.3.5 Recommend the limit of expenditure beyond the approved budget for any one year.
- 5.3.6 Recommend the write off of aggregates of bad debts

5.4 Property

- 5.4.1 In consultation with the General Manager, recommend the acquisition, construction, utilisation and disposal or alienation of land, buildings and other congregational property and authorise the construction of buildings.

5.5 Planning

- 5.5.1 Make recommendations to the Province Leader on significant changes in educational direction which impact on the mission of the school.
- 5.5.2 Receive, review and make recommendations to the Province Leader on the College's Strategic Plan.
- 5.5.3 Receive, review and make recommendations to the Province Leader on the College's Master Plan.
- 5.5.4 Provide to the College Board statements of any Congregational policies or changes that may impact on the College.

5.6 Legal

- 5.6.1 Make recommendations in relation to changes to the Constitution of the College Board.
- 5.6.2 Recommend to the Province Leader for approval from time to time changes to Province Policies that apply to schools and educational ministries.
- 5.6.3 Develop policies at the direction of the Province Leader for his approval, that will apply to schools and educational ministries.

6. RESPONSIBILITIES OF THE COLLEGE BOARD

Pursuant to these Constitutions, the College Board exercises the following powers, duties and functions.

6.1 Philosophy and Mission

- 6.1.1 Make recommendations to the Province Leader or his delegate regarding the formulation and review from time to time of the College's Mission Statement and any College or Province policies.
- 6.1.2 Ensure that the College policies referred to in 6.2.9 are in accordance with Province Policy and its Edmund Rice philosophy and mission.
- 6.1.3 Support the ministry of governance of College Board Members through the provision of pre-service and in-service formation and relevant preparation for lay leadership.

6.2 Governance

- 6.2.1 Appoint a Secretary to the College Board.
- 6.2.2 Advise the Province Leader, through the Executive Director, the names of potential College Board Members, length of terms for office and the reappointment of any member of the College Board.
- 6.2.3 Establish relevant Committees of the College Board and appoint members to them.
- 6.2.4 Be consulted in the selection or dismissal of the Principal.
- 6.2.5 Ensure there is a periodic review of the quality and effectiveness of the College's programs and services.
- 6.2.6 Ensure there is a periodic review of the quality and effectiveness of the College Board's performance.
- 6.2.7 Provide an annual report to the Province Leader through the Executive Director.
- 6.2.8 Ensure systems and policies, as approved by the Province Leader or his delegate, are in place for compliance with requirements in civil and canon law and Province policy.
- 6.2.9 Ratify, and where appropriate, formulate, College policy not inconsistent with Province Policy and ensure its implementation and review, except in those matters reserved to the Province Leader.

6.3 Finance

The College Board will receive reports and recommendations from the College Board Finance Committee for its consideration, and subsequently will:

- 6.3.1 Recommend the interim and final annual recurrent and capital budgets to the Province Leader for final approval through the Executive Director.
- 6.3.2 Monitor and oversee College finances in accordance with relevant Province policy and Finance Protocols for Boards as recommended to the Province Leader by the General Manager.
- 6.3.3 Review progressive financial reports and ratify budget variations within limits as approved by the Province Leader.
- 6.3.4 Recommend approval of the annual audited accounts for forwarding to the Province Leader, through the Executive Director.
- 6.3.5 Recommend to the Province Leader, through the Executive Director, the undertaking of joint ventures, long term debts, mortgages, loans, encumbrances and sale or transfer of assets to another entity.
- 6.3.6 Monitor the investment of College funds and ensure investment of College funds is in accordance with guidelines recommended by the General Manager to the Province Leader.
- 6.3.7 Approve any expenditure for the Principal within the limit specified from time to time by the Province Leader.
- 6.3.8 Ensure the fee policy in the College is in keeping with the College's philosophy and mission.

6.3.9 Exercise delegated authority to write off any aggregate bad debts.

6.3.10 Recommend the Five Year Financial Plan consistent with the approved Strategic Plan to the Province Leader through the Executive Director.

6.4 Property

6.4.1 Make recommendations to the Province Leader, through the Executive Director, regarding the acquisition, construction, utilisation and disposal or alienation of land, buildings and other Congregational property used by the College consistent with the College Strategic and Master Plans referred to in 6.5.2 and 6.5.3.

6.4.2 Assist and support the Principal in his or her duty referred to in paragraph 7.4.2 to ensure the proper maintenance of the land, buildings and other congregational property used by the College and to ensure that appropriate arrangements are in place for the security of lands, buildings and other congregational property used by the College.

6.5 Planning and Development

6.5.1 Make recommendations to the Province Leader or his delegate regarding significant changes in educational direction.

6.5.2 Develop the Strategic Plan of the College, for submission to the Province Leader, through the Executive Director, for approval.

6.5.3 Develop the Master Plan of the College consistent with the Strategic Plan, for submission to the Province Leader, through the Executive Director, for approval.

6.5.4 Monitor the implementation of the Strategic Plan of the College.

6.5.5 Monitor the implementation of the Master Plan of the College.

6.6 Legal

6.6.1 Make recommendations to the Province Leader, through the Executive Director, regarding legal matters pertaining to the operation of the College.

6.7 Limit of Responsibilities of the Board

6.7.1 Apart from the powers, duties and functions referred to in this Clause 6, the College Board shall not exercise any other power, duty or function.

6.7.2 In particular, apart from the powers, duties and functions referred to in this Clause 6, the Board shall have no power to exercise any of the responsibilities of the Province Leader as set out in Clause 4 or any responsibilities of the Executive Director, as set out in Clause 5 or any of the responsibilities of the Principal as set out in Clause 7.

7. RESPONSIBILITIES OF THE PRINCIPAL

Pursuant to these Constitutions, the Principal will exercise the following powers, duties and functions:

7.1 Philosophy and Mission

7.1.1 Establish educational goals and objectives consistent with the philosophy and Mission Statement of the College.

7.1.2 Develop practices and procedures consistent with the philosophy and Mission Statement of the College.

7.1.3 Assist College Board Members with pre-service and in-service training and formation regarding the impact of current Catholic teaching and practice on educational issues and developments.

7.2 Governance - Leadership and Management

7.2.1 Exercise delegated authority for day to day management of the College.

- 7.2.2 Exercise delegated authority to appoint all staff except those whose appointments are reserved to the Executive Director acting for and on behalf of the Province Leader.
- 7.2.3 Co-ordinate and effect the overall management and development of executive staff and ensure relevant development for all staff.
- 7.2.4 Instigate and/or develop appropriate organisational and management structures for the College.
- 7.2.5 Ensure that College programs and services are delivered to highest quality and professional standards.
- 7.2.6 Develop systems, practices and procedures as approved by the Executive Director for compliance with canon and civil law, Catholic teaching and practice, and in accordance with Province Policy and College Board policy.
- 7.2.7 (i) Develop and recommend College policy to the College Board.
(ii) Implement and review College policy, in consultation with the College Board and other groups as appropriate.
- 7.2.8 On behalf of the College Board, undertake the preparation of the Annual Report of the College for approval by the College Board.

7.3 Finance

The Principal will present and report the following to the College Board Finance Committee for recommendation to the College Board:

- 7.3.1 Manage the preparation of the interim and final annual recurrent and capital budgets for the College.
- 7.3.2 Manage the preparation of progressive financial reports and audited accounts.
- 7.3.3 Recommend as appropriate, the undertaking by the Province Leader of joint ventures, long term debts, mortgages, loans, leases, encumbrances and sale or transfer of assets to another entity.
- 7.3.4 Undertake investment of College funds in accordance with guidelines established by Province policy and the review of specific investments from time to time.
- 7.3.5 Ensure sound financial management of the College within approved budgets.
- 7.3.6 Report at least annually on the level of fee remission.
- 7.3.7 Recommend the write off of aggregates of bad debts.

7.4 Property

- 7.4.1 Provide advice to the College Board regarding the acquisition, construction, utilisation and disposal or alienation of land, buildings and other Congregational property used by the College consistent with the College Strategic and Master Plans referred to in 7.5.2 and 7.5.3.
- 7.4.2 With the assistance and support of the College Board, ensure the proper maintenance of the land, buildings and other congregational property used by the College and further to ensure that appropriate arrangements are in place to ensure the security of the lands, buildings and other congregational property used by the College.

7.5 Planning and Development

- 7.5.1 Make recommendations to the College Board regarding significant changes in educational direction.
- 7.5.2 Implement the approved Strategic Plan of the College.
- 7.5.3 Implement the approved Master Plan of the College.
- 7.5.4 Approve the production of publications and other forms of advertising of the College.

7.6 Legal

- 7.6.1 Make recommendations to the College Board regarding legal matters pertaining to the operation of the College.

7.6.2 Act in accordance with powers or authorities delegated by the Province Leader under paragraph 4.7, or properly delegated by the College Board.

8. MEMBERSHIP OF THE COLLEGE BOARD

8.1 The College Board will consist usually of not more than ten persons duly appointed by the Province Leader. Members of the College Board will consist of persons who have a current or past connection with the College or others who, in the opinion of the Province Leader, are able to contribute to the governance of the College, through their personal areas of expertise and are willing to undertake ongoing formation in the Edmund Rice ethos.

The ex-officio members are the Province Leader or his delegate, the Principal and a person/s nominated by the Province Leader.

8.2 Membership of the College Board shall reflect a wide range of perspectives and expertise to support the mission of the Congregation.

8.3 Any person being considered for membership shall declare any likely conflict of interest. If a matter arises at a College Board meeting, a member shall declare any conflict of interest and not take part in the debate or vote.

8.4 Nominations for Ordinary Members are submitted in writing by a Nominations Committee (comprising the Principal, Chairperson and, where applicable, Nominee of the Province Leader) to the Province Leader, through the Executive Director. This role of the Nominations Committee is not intended to limit the ability of the Province Leader to seek such other advice as he may see fit in relation to the identification and appointment of potential members of the College Board. Except for the Principal and any Christian Brother appointed by the Province Leader, College Board members would not normally be members of the College staff.

8.5 The term of appointment of College Board members will be as follows.

8.5.1 Ex-officio members are members of the College Board for as long as they hold the office that gives membership of the College Board.

8.5.2 Ordinary members, at the discretion of the Province Leader, are normally appointed for three years. The Province Leader maintains the discretion to vary the length of appointment.

8.5.3 In setting the term of appointment of ordinary members, the Province Leader in the exercise of his discretion, ought to consider (particularly in the case of initial appointments) the desirability of there always being some continuity in membership of the College Board.

8.6 Upon completion of their term of office ordinary members of the College Board may be eligible for re-appointment.

8.7 In the absolute discretion of the Province Leader, the Province Leader may fill any vacancy caused by the death, resignation, removal from office, or unapproved absence of any ordinary member of the College Board or may leave such position vacant.

8.8 Any member who wishes to resign will notify the Province Leader, in writing, and will, from the date of such notice, be deemed to be no longer a member of the College Board.

8.9 Any ordinary member will cease to be a member upon receipt of notification in writing from the Province Leader removing such person from membership.

8.10 Any ordinary member who fails to attend three consecutive meetings of the College Board without leave of absence will be deemed to have vacated the position of College Board member and the membership of such person will thereupon lapse.

9. OFFICE BEARERS

9.1 The Chair, who is appointed by the Province Leader and who cannot be the Principal:

9.1.1 holds office for three calendar years and is eligible for reappointment;

9.1.2 will:

9.1.2.1 convene meetings;

- 9.1.2.2 chair meetings;
- 9.1.2.3 confer between meetings with the Principal as necessary;
- 9.1.2.4 maintain liaison with the Province Leader, through the Executive Director;
- 9.1.2.5 maintain an appropriate liaison with the Principal as to the governance and administration, present and future, of the College;
- 9.1.2.6 perform any other duties as necessary for the functioning of the College Board;
- 9.1.2.7 assist with the formation of the College Board and College Board Members;
- 9.1.2.8 present an Annual Report of the College Board's activities to the Province Leader, through the Executive Director;
- 9.1.2.9 in collaboration with the Principal, prepare agenda for College Board meetings;
- 9.1.2.10 ensure the appropriate working of any Committee; and
- 9.1.2.11 in collaboration with the Board, ensure the implementation of Board decisions.

9.2 The Province Leader will appoint a Deputy Chair who will carry out the duties of the Chair when the Chair is absent. The Deputy Chair cannot be the Principal.

10. MEETINGS OF THE COLLEGE BOARD

- 10.1 Meetings will be convened by the Chair. Meetings will be held at least six times each year.
- 10.2 An extraordinary meeting of the College Board will be held when called by the Chair, or the Province Leader, or the Delegate of the Province Leader, or when requested by any three members of the Board.
- 10.3 A quorum for a College Board meeting will be a simple majority of members excluding those who have leave of absence, provided that no quorum will exist if the Chair, Principal, and Delegate of the Province Leader are all absent.
- 10.4 Decisions will be reached by dialogue, sharing wisdom and consensus. In the event that, in the opinion of the Chair, consensus cannot be reached, the Chair may in his or her sole discretion, adjourn the debate to a later meeting or put the question to a vote. Where the votes cast for and against any matter are unequal, the question will be decided by simple majority of the votes cast, but where the votes cast are equal, the motion is declared lost.
- 10.5 College Board members must maintain the confidentiality of the College Board's discussion. Only the Chair and the Principal may speak on behalf of the College Board, unless otherwise decided by the Chair.
- 10.6 Minutes of all meetings of the College Board will be prepared and copies forwarded to the members of the College Board.
- 10.7 The Principal will ensure that a complete set of minutes is kept on file in the College office and that it is not removed from there.
- 10.8 A synopsis of the proceedings of each meeting of the College Board may be prepared by the Secretary and approved by the Chair and the College Principal prior to publication in the College Newsletter. The annual College Finance report to the College Community and any other information about College finances must be approved by the General Manager before publication.
- 10.9 Unless authorised by the College Board at a meeting, written communication will not be sent in the College Board's name without the Chair's consent. All communication directed to the College Board will be drawn to the College Board's attention through the Chair.

11. COMMITTEES

- 11.1 The College Board, at its discretion, may refer any matter to one or more committees each consisting of at least one member of the College Board with such other persons as it thinks fit in order to achieve its purposes. Any committee so formed is to be chaired by a member of the College Board and will in the exercise of its powers as delegated conform to any regulations or conditions that may be imposed upon it by the College Board. Any recommendations of such committees are to be of no effect unless and until ratified by the College Board.

- 11.2 The meetings and proceedings of any committee will be governed by the provisions herein contained for regulation of meetings and proceedings of the College Board so far as the same are applicable thereto.
- 11.3 The College Board will determine the terms of reference of any committee which it establishes.
- 11.4 The Chair shall be responsible for the appropriate formation of the Committee members.
- 11.5 In the event that the College Board shall form a finance committee the Executive Director or his delegate, usually the Senior Finance Officer, Edmund Rice Education, will be an ex officio member of that committee.

12. COMMUNICATION WITH THE PROVINCE LEADER

- 12.1 The College Board will furnish to the Province Leader through the Executive Director:
- 12.1.1 Copy of Annual Accounts;
 - 12.1.2 Copy of proposed and duly ratified Annual Budget and Finance Plan for approval;
 - 12.1.3 Statement of Annual Fees;
 - 12.1.4 Statement of proposed changes to buildings, new buildings, and major renovation and maintenance projects consistent with College Strategic and Master Plans for approval;
 - 12.1.5 Statement of proposed major administrative, curriculum, pastoral and religious changes at the College for approval;
 - 12.1.6 Copy of the Annual Report of the College Board's activities;
 - 12.1.7 Copy of Strategic Plan for approval; and
 - 12.1.8 Copy of Master Plan for approval.
- 12.2 The College Board will provide to the Province Leader, through the Executive Director:
- 12.2.1 Minutes of all College Board and Committee meetings; and
 - 12.2.2 Quarterly financial reports.

13. CHANGE TO CONSTITUTION

- 13.1 This Constitution may be altered by the Province Leader at his absolute discretion.
- 13.2 The Province Leader will consider a request from the College Board for an alteration of the Constitution if the request is supported by two-thirds of the members of the College Board. Notice of any proposed alteration to the Constitution must be given to College Board members in writing fourteen clear days in advance of a meeting called specifically for the purpose of discussing the proposed alteration.