

St. Mary Parish School Advisory Council

Diocese of San Jose

February 23, 2004

Article I Title:

The name of this body shall be The St. Mary Parish School Advisory Council, hereinafter referred to as the School Advisory Council.

Article II Purpose and Function

Section 1 Purpose

This school advisory Council is an advisory body that assists the Pastor and Principal in formulating educational policies that ensure quality Catholic schools. Policies and procedures established by the school must be in accordance with the *Administrative Handbook* and the *Administrators' Reference Guide* and directives from the Bishop through the Diocesan Superintendent of Schools.

Section 2

The following are some of the duties and functions of the School Advisory Council:

- A. to cooperate with and support the Pastor and Principal in his/her role as defined by Diocesan policies and procedures;
- B. to give advice concerning operation of the school;
- C. to develop and review the school's long range(3-5 year) plan;
- D. to create better understanding and support of Catholic Education, to act as a public relations group in making the work and achievements of the school better known to the entire parish and civic communities, and to assist the school to recruit qualified students;
- E. to analyze the school budget to determine if it realistically reflects the general financial and physical needs/resources of the school;
- F. to assist in an annual maintenance review of school facilities;
- G. to recommend resources for development of educational programs as needed, e.g. technology;
- H. to evaluate its own effectiveness on an annual basis as well as the working relationship between the school principal and the School Advisory Council;
- I. to attend and recruit others to attend all fund-raising and development efforts of the school.

Article III Membership

Section 1

The Board shall consist of the Pastor of St. Mary Parish and the Principal of St. Mary School as ex-officio (non-voting) members. Also included will be five

members appointed from the school and two appointed representatives from the parish and two elected representatives, one each from the St. Mary Men's Club and St. Mary Mothers' Guild as elected by their respective clubs.

Section 2

Each school member (both appointed and elected) shall serve a term of three (3) years.

Each parish representative shall serve a term of two (2) years.

Section 3

No member shall serve more than two consecutive terms.

Section 4

No School Advisory Council member shall have a legal right or authority to represent the School Advisory Council unless so delegated by the Pastor and/or Principal.

Section 5

A faculty member may sit on the School Advisory Council as an ex-officio member.

Section 6

Ex-officio members are non-voting members.

Section 7

If a vacancy occurs in mid-term the Pastor and/or Principal in consultation with the School Advisory Council Chairperson will appoint a member to fulfill the unexpired term.

Section 8

A member absent without cause for three (3) meetings in the course of a year shall cease to be a member and be so notified.

Section 9

New School Advisory Council member may be required to attend the diocesan "New School Board Members' Workshop" as a condition for taking office. Principals/principals' representatives are encouraged to attend the training with the new School Advisory Council members.

Article IV Selection of Members

Section 1

School Advisory Council members will be appointed prior to the last meeting of the school year and will take office at the first meeting of the next school year.

Those representatives elected from the Men's Club and Mother's Guild shall also be elected prior to the last meeting of the year.

Section 2

A nominating committee convened by the Pastor and/or Principal will select a slate of candidates for all School Advisory Council positions.

Section 3

Any interested party may recommend an individual for School Advisory Council membership.

Section 4

The School Advisory Council shall adhere to a schedule that will provide for the selection of the appropriate members each year as per attachment "A".

Section 5

Only one member of a family is eligible for School Advisory Council membership at any one time.

Section 6

Employees of the parish/school or their immediate family members are not ordinarily eligible to be voting members of the board.

Section 7

All parents of the school in good standing are eligible as nominees for the school positions. Parish representative positions qualifications to be determined by the Pastor and Principal.

Section 8

The nominating process will be explained through the school bulletin in January. At that time interested persons may submit their names with a profile of themselves detailing their qualifications. Nominations for members filling the Mothers' Guild and Men's Club representative positions will turn in their nominations at a designated regular club meeting at which they must be present.

Parish Appointment Option: The process will be explained through the parish bulletin in March. At that time interested persons may submit their names with a profile of themselves detailing their qualifications.

Section 9

The completion of school member School Advisory Council tenure must be completed before the youngest child graduates.

Section 10

Each applicant must have attended two School Advisory Council meetings, at least one of which must have been in the current school year and one may have

been in the previous school year. The State of the School address may count as one of the required meetings.

Article V Removal of members

The Pastor and/or Principal, may declare vacant, the office of a Council member on the occurrence of any of the following events:

- a. The member fails to attend three regular meetings of the Council;
- b. Any act or course of conduct that is inconsistent with the mission of the Roman Catholic Church;
- c. The member has been convicted of a felony;
- d. Any conduct that is disruptive to the intimate working relationships of the School Advisory Council or school community.

Article VI Officers

Section 1

The officers of the School Advisory Council shall consist of the chair, the vice-chair and secretary.

Section 2

All officers shall be elected annually by the School Advisory Council membership at the last regular meeting of the school year.

Section 3

No member shall serve as chair for more than two consecutive years nor may any chair serve as vice-chair in the year immediately following his/her chairmanship.

Section 4

No member shall serve as vice-chair for more than two consecutive years.

Section 5

No person may serve as chairperson unless they have previously been a School Advisory Council member within the last five years.

Section 6

Duties may include but are not necessarily limited to:

- A. The chair shall preside at all regular and special meetings of the School Advisory Council. In conjunction, the Principal and the Chair shall plan the agenda, appoint all School Advisory Council Committee members, and ensure that all committees are functioning effectively

- B. The vice-chair, in the absence of the chair, or when the chair desires to introduce, second, or speak to a motion, shall perform all the duties of the chair.
- C. The secretary shall conduct, receive and dispose of all correspondence as directed, including sending the minutes to each member and notifying each member about the agenda for the next meeting. He/she shall prepare and issue all orders of the School Advisory Council. A non-member of the School Advisory Council may be appointed to record the minutes, or a school employee may serve as recording secretary for the Council. All meeting agenda, minutes, and reports should be filed within fourteen (14) days. The school shall serve as the custodian of the School Advisory Council's records and documents.
- D. The school administrator shall be the executive secretary.

Article VII Meetings

Section 1

All School Advisory Council meetings shall be open to the public, unless the Pastor and/or Principal call an executive session.

Section 2

The day and time of the meetings will be set by the resolution of the School Advisory Council. Notice or reminders of the Council meetings and agenda will be published in a bulletin sent home to school parents by the executive secretary at least ten days prior to the meeting.

Section 3

A quorum consisting of a simple majority of the voting members shall be necessary for the transaction of official business.

Section 4

A special meeting may be called by the Pastor and/or Principal or, upon request, by a simple majority or more of the members of the School Advisory Council, by personal notice to each member at least 48 hours in advance of the meeting.

Section 5

A simple majority of School Advisory Council members present and voting shall carry a motion.

Section 6

The right of non-members to address the School Advisory Council shall be limited to those whose petition has been approved for the agenda in advance of the meeting or at the discretion of the chair.

Article VIII Committees

- A. In conjunction, the Principal and the Chair shall appoint all committees.
- B. Each committee shall have the responsibilities and perform such duties as may be assigned to it by the Principal and/or the School Advisory Council.
- C. A School Advisory Council committee may include people who are not School Advisory Council members.
- D. Standing committees should include some of the following:
Finance/Budget; Development; Long-Range Planning; Fundraising/Special events; Public Relations and Marketing; Facilities and Capital Improvements; Nominating; Technology; Public Policy.
- E. Each committee will report to the School Advisory Council regularly and document progress annually in writing.

Article IX Parliamentary Authority

ROBERT’S RULES OF ORDER, newly revised, shall govern all meetings of the School Advisory Council.

Article X Amendments

These by/laws may be amended by a vote of at least two-thirds of the total voting membership of the School Advisory Council with the approval of the Pastor and/or the Principal. The amendment must have been presented in writing at the regular meeting of the School Advisory Council.

Article XI Authorization

The By-laws of the Parish School Advisory Council are to be submitted to the Department of Education for review and approval of the Superintendent. The By-laws become effective only when this approval has been obtained.

Approved:

DEPARTMENT OF EDUCATION
DIOCESE OF SAN JOSE

By: _____

Title: _____

Date: _____