



## **SCHOOL ADVISORY COMMITTEE BY LAWS**

### **I. MISSION STATEMENT:**

The St. Joseph Parish School Advisory Committee will assist in the development of an educational system that will lead our children to a greater knowledge of and reverence for God while fostering academic excellence. The Committee will help develop, define, promote, and evaluate policies that will aid St. Joseph Parish School in attaining its determined goals. The Committee will contribute to and promote the Catholic identity of the school in order to draw our students to a deeper communion with Jesus Christ and His Church.

### **II. RESPONSIBILITIES:**

- A. Develop and define policies that govern the operation of the parish school.
- B. Promote and monitor the implementation of those policies consistent with the policies and directives of the Archdiocesan Office for Schools, Child and Youth Ministry.
- C. Assist in the development of long-range plans for the school and actively seek opportunities for collaboration.
- D. Participate in the continuous evaluation of the school and its programs, including a formal annual parent survey.
- E. Conduct a formal self-evaluation of the School Advisory Committee and attainment of internal goals.
- F. Review and evaluate the school budget in conjunction with the School Administrator/Principal. Provide advisory feedback on prioritization and evaluation of school budget.
- G. Seek and obtain approval of the Pastoral Council to explore third sources of revenue for the school to raise additional funds for the school.
- H. Communicate and promote school programs to the parish and local community.
- I. Participate in the search and selection process for a new School Administrator/Principal when requested.
- J. Assist in maintaining the compliance of the school with all state and federal mandates and programs applicable to religious and independent schools.

### **III. MEMBERSHIP**

#### A. At large:

1. Five to nine members selected through a process of discernment.
2. Must be at least 18 years of age and a registered member of St. Joseph Parish or the parent of a St. Joseph's Parish School student.

#### B. Ex-officio:

1. Pastor (non-voting)
2. Principal (non-voting)
3. Pastoral Council liaison (non-voting)
4. Invited Home & School member (non-voting)
5. Invited Staff member (non-voting)

### **IV. DISCERNMENT OF MEMBERS:**

A. Discernment of new members shall take place annually in June, using the Discernment of School Committee Members process.

B. All interested in membership shall submit their name in writing to the St. Joseph Parish School Advisory Committee two weeks in advance of the May Committee meeting.

C. Installation of new members will take place at the June meeting.

D. A process of consensus within the Committee shall select the Chairperson.

E. Each member shall serve a Committee term of three years and serve no more than two consecutive terms.

F. If a member misses three meetings without excuse, the Committee shall remove him or her from office then the Chairperson shall then facilitate a discernment process to appoint a replacement.

### **V. OFFICERS**

#### A. Discernment:

There shall be three officers on the School Committee. These are Chairperson, Vice-Chairperson and Secretary. Each year, at the June meeting of the school year, as a final item of new business, all three new officers will be nominated and then discerned by prospective and current Committee members. A quorum must be present at discernment. Newly installed members are eligible to be nominated for the position of Vice-Chairperson and Secretary only.

#### B. Mid-term Vacancies:

Mid-term vacancies in officer positions on the School Committee shall be filled in the same manner in which officers were discerned at the end of the school year. These replacement officers must meet the requirements for officers as set forth in this document and shall serve only for the remainder of the term of the officers they replace.

### C. Terms of Offices and Succession:

The term of office for all officers shall be one year extending from the meeting immediately following their discernment until the meeting of the year in which new officers are discerned. Officers may succeed themselves in any one officer position as long as they are willing to serve, and as long as the members of the board discern them in.

### D. The duties of the officers shall be as follows:

1. Chairperson:
  - a. Preside at all regular and special meetings of the School Committee.
  - b. Determine the agenda in cooperation with the Principal and the other Committee members, providing ample opportunity for consideration by the School Committee before the meeting.
  - c. Notify members of the date and time of meetings.
  - d. Publish and distribute the agenda prior to the meeting date.
  - e. Assign additional duties and responsibilities to individual School Committee members with Committee approval.
  - f. Appoint ad hoc Committees.
  
2. Vice-Chairperson:
  - a. Perform all duties of the Chairperson, in his or her absence.
  - b. Facilitate meeting process.
  
3. Secretary:
  - a. Maintain a written record of all acts of the School Committee.
  - b. Preserve all reports and documents committed to the Secretary's care within the Advisory School Committee internal drive.
  - c. Post approved minutes for public reading to the Lancer Times and school website.
  - d. Provide internal drive document access to the Pastoral Council Liaison in order to submit a written report of each meeting to Pastoral Council.

## VI. MEETINGS

- A. All decisions will be reached through consensus, resorting to majority vote only when necessary.
- B. Meetings will be held monthly during the school year. A schedule of the coming year's Committee meetings shall be presented at the September meeting.
- C. Special meetings can be requested by the school Committee Chairperson or by a combination of three or more school Committee members.
- D. 2/3 of voting members shall constitute a quorum.
- E. A written report of each meeting will be submitted to the Pastoral Council.

- F. All meetings of the Committee shall be open to members of the parish except when meeting in executive session. An executive session may be called by the Chairperson or by a majority of the Committee when sensitive personnel issues are to be discussed.
- G. Persons other than Committee members may participate in Committee meetings if:
1. They are invited by the Chairperson to do so.
  2. They make a request to be placed on the agenda at least one week prior to the scheduled meeting and the Chairperson approves the request.

## **VII. AD HOC COMMITTEES**

- A. The function of all ad hoc Committees shall be fact-finding and advisory, not legislative or administrative.
- B. Membership on any ad hoc Committee shall not be limited to members of the School Committee.
- C. Recommendations by any ad hoc Committee shall be subject to consensus of the School Committee.
- D. Such special Committees shall operate until the duty assigned to them is completed.

## **VIII: AMENDMENTS**

Proposals to amend this Charter may be initiated by consensus or by a two-thirds vote of the full School Committee or by any member of the parish presenting any such proposal in specific written form signed by any twenty-five members of the parish. The Pastoral Council shall take amendments so proposed under advisement for approval.

## **IX: EVALUATION**

The School Committee will evaluate this Charter annually.