

9/1/2017

St. Mary's Catholic School
Mansfield, Massachusetts
Diocese of Fall River

School Advisory Council

CONSTITUTION

PREAMBLE

St. Mary's Catholic School ("the School") is operated by St. Mary's Parish under the auspices of the Diocese of Fall River ("the Diocese"). The School exists to fulfill the teaching ministry of the Catholic Church. Accordingly, the religious, academic, and social programs of the School shall at all times conform to the laws and teachings of the Roman Catholic Church.

The School Advisory Council ("the Council") is established as an "Advisory Board" as defined in *A Primer on Educational Governance in the Catholic Church*, published by the National Catholic Education Association in 2009.

The Council is established by the Pastor to assist him and the administration in the governance of the School, with an exclusive commitment to the ministry of Catholic school education. As such, the spiritual, intellectual, emotional, social, and physical development of the students guides its endeavors. The Council provides advice through its consultative capacity to the School administration and the Pastor, with regards to formulating, adapting, and recommending policies that will allow the School to carry out its Mission Statement. Any and all votes made by the Council are consultative in nature. Such policies will necessarily be in conformity with any broader policies as identified in the *Diocese of Fall River Department of Education Personnel Policy Manual* and the *Students and School Policy Manual* and with the goals of the Diocese of Fall River.

ARTICLE I - TITLE

This body shall be known as the "School Advisory Council."

ARTICLE II - RESPONSIBILITY AND FUNCTION

The Council shall provide effective advice and counsel primarily in the following areas:

1. Policy Formulation and Evaluation
2. Strategic Planning
3. Financial Planning and Management
4. School Advancement
5. Communications & Marketing and Mission Enhancement

ARTICLE III - RELATIONSHIP WITH THE DIOCESE AND OTHER GROUPS

1. The Diocese

Information from the Diocese concerning Diocesan policies impacting Catholic elementary education shall be provided by the School administration to the Council. The administration shall implement Diocesan policies formulated by the Diocesan Department of Catholic Schools, approved by the Bishop and promulgated by the Superintendent.

2. School Parent Association

The relationship between the Council and the School Parent Association ("SPA") shall be characterized by a common vision, clarity of responsibilities, communication, and collaboration. Members of SPA may serve on the Council or Committees of the Council, as specified by the Pastor and Principal.

3. Faculty

Members of the faculty may serve on Committees of the Council, as specified by the Pastor and Principal. The Council shall have no role in hiring, evaluating, terminating, or renewing professional or support staff.

ARTICLE IV - OFFICERS

1. Titles

The officers of the Council shall be: Chairperson, Vice-Chairperson, and Secretary. Each shall be elected annually by the Council. The aforementioned officers, as well as the Pastor and Principal, shall serve as the Executive Committee of the Council.

2. Election of Officers

The election of officers shall take place at the Annual Meeting in June.

3. Duties

The duties of the officers described herein shall be:

- a. Chairperson - The Chairperson shall preside at all meetings of the Council and of the Executive Committee described in Article VII. The Chairperson, with the approval of the Council, shall appoint chairpersons to standing and ad hoc committees, with the exception of the Finance Committee. No person shall be eligible for the office of Chairperson who has not served on the Council for two (2) full years as of the date of election, excluding the inaugural chairperson.
- b. Vice-Chairperson - In absence of the Chairperson, the Vice-Chairperson shall perform all the duties of the Chairperson.
- c. Secretary - The Secretary shall be responsible for maintaining: accurate minutes of all Council and Executive Committee meetings, as well as all records and minutes pertaining to the Council.

4. Terms of Officers

Officers elected by the Council shall serve for a term of one (1) year, concluding at such time when a successor is elected. Officers shall not serve more than two (2) consecutive terms in the same office.

5. Vacancies of Officers

In the event that an elected office becomes vacant, the Council shall elect a replacement at the next regular Council meeting. An officer so elected shall serve until the regular election of officers in June. Such service shall not disqualify the officer from serving two (2) consecutive one (1) year terms in the same office.

ARTICLE V - MEMBERSHIP

The Council, exclusive of ex-officio members, shall consist of no fewer than nine (9) and no more than fifteen (15) members, approved by the Principal and appointed by the Pastor. Two members shall come from the Parish Finance Council.

1. Description of Membership

The Membership of the Council shall be as follows:

- a. Parents/Guardians (no more than thirty three (33)% of membership),
- b. Alumni/Parents of Alumni,
- c. Civic, business, and professional community leaders,
- d. Area educators,
- e. Clergy

The Council shall establish an internal policy to determine the appropriate ratios for the membership description defined above to ensure a suitable distribution of members by constituents.

2. Ex-Officio Members

- a. The Principal shall serve as an ex-officio member of the Council.
- b. The Pastor shall serve as an ex-officio member of the Council.
- c. Ex-officio members of the Council shall serve without voting rights.

3. Nominations

The Council may suggest to the Principal names for consideration for membership on the Council. The Principal will then inform the Pastor of those suggested for membership and the Pastor will appoint members. Council members will typically serve three year terms, renewable for additional three year terms.

4. Exclusions

Employees of the School and their spouses shall not be eligible for membership on the Council. The sole exception is that of the Principal. The Principal's spouse is not eligible for membership on the Council.

5. Appointments and Terms

Council members appointed by the Pastor shall serve for no more than two (2) consecutive terms of three (3) years.

6. Resignation and Removal of Council Members

A Council member may resign at any time by giving written notice to the Pastor. Such resignation shall take effect at the time specified therein.

A Council member may be removed by the Pastor at any time. The Council, by a two-thirds (2/3) vote may recommend to the Pastor that a Council member be removed for reasons deemed worthy by the Council.

Any Council member who is absent from two (2) consecutive regular Council meetings or three (3) Council meetings in a calendar year shall be deemed to have resigned as a Council member, unless such absences are excused by the Pastor.

7. Vacancy

In the event of a vacancy, the Principal and chairperson of the Council may recommend a replacement for appointment to the Pastor. The replacement shall serve the unexpired portion of the term of the vacated position.

Such service shall not disqualify the replacement from serving two (2) consecutive three (3) year terms on the Council.

ARTICLE VI - MEETINGS

1. Regular Meetings

The Council shall hold no fewer than five (5) Regular Meetings each calendar year.

2. Special Meetings

Special meetings may be called by the Pastor, the Principal, or the Chairperson. Notification must be received or, in case of e-mail, transmitted at least five (5) days prior to the meeting.

3. Annual Meetings

The Annual Meeting each year shall be in June and shall be the occasion of the election of officers for the forthcoming year.

4. Parliamentary Rules

When deemed necessary by the Chairperson or by vote of a majority of the Council, parliamentary rules shall be employed using Robert's Rules of Order.

5. Quorum

In order for the Council to meet, 2/3 (two thirds) of the members of the Council must be present. The Council shall take no vote in the absence of a quorum. Council members must be present in order to vote on any matter.

ARTICLE VII - COMMITTEES

1. Standing Committees

The Standing Committees of the Council shall be:

- a. Executive Committee
- b. Finance Committee
- c. Facilities Committee
- d. Advancement Committee
- e. Marketing/Student Recruitment Committee
- f. Strategic Planning Committee (may be integrated with other designated committees)

Committee chairpersons must be members of the Council. The Council may suggest to the Principal names for committee membership. The Principal will inform the Pastor, who will then appoint the committee members. Members of the standing committees need not be members of the Council. The Chairperson of the Council, the Principal, and the Pastor shall be ex-officio members of all standing committees, without voting authority.

The Pastor, after conferring with the Principal, will appoint the chairperson of each committee. The Principal may designate a member of the faculty or staff to be a liaison for each standing committee.

Each standing committee shall report on its activities at every Council meeting.

2. Executive Committee

The Executive Committee shall consist of the Chairperson, Vice-Chairperson, Secretary, the Pastor, and the Principal. Meetings of the Executive Committee may be called by the Chairperson, the Pastor, or the Principal.

The Executive Committee shall confer in advance of each Council meeting to prepare the agenda for such meeting and to identify such supporting materials as will assist the members of the Council in their consideration of each agenda item.

3. Finance Committee

The Finance Committee exists to assist the school in developing and implementing an annual budget, in reviewing the finances of the school throughout the year, and in recommending any changes in financial policies and procedures.

4. Strategic Planning Committee

The Strategic Planning Committee exists to institute and monitor the implementation of the School's long-range Strategic Plan, to insure the School is fulfilling its mission, and to recommend modifications to the Strategic Plan whenever appropriate.

5. Facilities Committee

The Facilities Committee exists to provide assistance in planning for long-term facilities maintenance and capital improvements, to monitor operational maintenance activities, to assist in developing security and emergency management programs, and to monitor the implementation and periodic testing of such programs.

6. Advancement/Development Committee

The Advancement/Development Committee is responsible to assist in developing policies and plans for community outreach to foster public awareness of the Mission of the School in order to attract new students and enlist families as informal public-relations representatives for the School. The committee also exists to provide leadership in the development, implementation, and evaluation of all fund-raising activities of the School. The committee is responsible to identify potential financial supporters, both individuals and entities, and to cultivate those relationships.

7. Marketing/Student Recruitment Committee

The Marketing/Student Recruitment Committee exists to assist the School in communicating its Mission and ensuring a program for outreach to prospective students and families with the goal of increasing enrollment.

8. Ad Hoc Committees

Ad hoc committees may be established by the Council at any time and for any purpose. The Council shall determine purpose, membership, and chairperson of such committee. Ad hoc committees shall report to the Council as required by the Council.

ARTICLE VIII - COUNCIL EVALUATION AND EFFECTIVENESS

The Council shall establish and maintain a self-evaluation process to measure the Council's effectiveness, as it pertains to the aforementioned responsibilities, and whether the School's and Council's plans are being met. The Council is not responsible for the evaluation of individuals except as contributors to evaluation processes established by the Pastor and/or the Diocese of Fall River Catholic Education Center.

ARTICLE IX - COMPENSATION

Council members shall not receive compensation for their services, but may receive reimbursement for bona fide expenses authorized by the Council.

ARTICLE X - CONFLICT OF INTEREST

For purposes of this Article, a member shall be deemed to have an interest in a contract or other transaction if he or she is a party contracting or transacting with the School, or is a director, partner, officer, or employee of an entity contracting or transacting with the School, or is a spouse of a director, partner, officer, or employee of such entity, or otherwise has a significant financial interest in such entity.

Any conflict of interest that arises shall be brought to the attention of the Chairperson and the Principal and brought to the Pastor for determination.

ARTICLE XI - AMENDMENTS

These bylaws may be amended by the vote of two-thirds (2/3) of the members present at any meeting of the Council, thereafter approved by the Principal, and ratified by the Pastor.

These bylaws go into effect as of 9/1/17.