

BASED ON NATIONAL BEST PRACTICES, THESE MODEL BYLAWS ARE INTENDED FOR USE AS A TEMPLATE FOR PARISH SCHOOLS TO DEVELOP. IN AREAS LIKE MISSION STATEMENT AND COMMITTEE STRUCTURE, THIS WILL REQUIRE VERY INDIVIDUALIZED CHANGES TO THE TEMPLATE. PLEASE USE RESTRAINT IN MODIFYING OTHER SECTIONS OF THE BYLAWS AS THEY REFLECT NOT ONLY BEST PRACTICE BUT ALSO THE GOVERNANCE MODEL RECOMMENDED FOR ALL PARISH SCHOOLS. ADOPTION OF NEW PARISH SCHOOL ADVISORY COUNCIL BYLAWS IS SUBJECT TO APPROVAL OF THE PARISH BOARD.

**BYLAWS OF THE
SCHOOL ADVISORY COUNCIL
OF ST. JUDE OF THE LAKE**

INTRODUCTION

The School Advisory Council of St. Jude of the Lake is established to assist the Pastor and the Principal in the governance of this parish school. The Pastor is the Canonical Representative of the parish, including the school, and the enactor of local policy. The Pastor hires, supervises, and annually evaluates the Principal, using the assessment tools and guidelines provided by the Office of Catholic Schools. In addition, the Pastor is responsible for the supervision of religious education and formation programs and approves the school's annual budget.

The Pastor entrusts to the Principal the daily operation of the school program, as specified in his/her terms of employment and/or job description. This responsibility includes the general administration of the school's operations, management of the school's financial affairs within the limits of ordinary administration¹, recommendations regarding employment of new staff, supervision and evaluation of teachers and school staff, the establishment of curriculum and other educational programming, and the evaluation and management of student behavior. The Principal shall be responsible to the Council for carrying out its policies and informing the Council of the need or the requirements for policies.

The establishment of policy is accomplished through the activity of the School Advisory Council. The Council is composed of the administrative team (Pastor and Principal) and the other Council members. When the Council (administrative team and members) meets and agrees on a policy matter, it is effective so long as it does not conflict with Archdiocesan mandates or applicable law. The Council's responsibility is solely for policy matters; it has no authority for the school's administration or daily operations, including employment-related matters for school administration, faculty, and staff.

¹ The phrase "within the limits of ordinary administration" refers to canonical limitations on the authority of local parishes. For example, financial transactions in excess of \$25,000 (amount as of 11/1/11) require Archdiocesan approval.

The School Advisory Council's primary purpose is the fostering of faith development and the advancement of the school community, in accordance with these Bylaws and the school's mission statement:

St. Jude of the Lake Catholic School is a Catholic community dedicated to fully preparing children for their future by developing their faith, mind, and character.

ARTICLE I NAME

The name of this body shall be the "School Advisory Council"

ARTICLE II NATURE AND FUNCTION

Section 1. Nature: The School Advisory Council is an advisory council and is consultative to the Pastor and the Principal. The members cannot act apart from the Pastor and the Principal and cannot make decisions binding for the parish school without the approval of the Pastor and the Principal. Consultation also means that decisions by the Pastor or the Principal will not be made in major matters affecting the parish school until and unless the School Advisory Council has been consulted.

Section 2. Function: The School Advisory Council has responsibilities in the following areas:

1. Advancement
 - a. Assist St. Jude of the Lake Marketing & Communication Coordinator with public relations and marketing as needed.
2. Education Programs
 - a. Provide ongoing review of the school's Mission Statement and Philosophy.
 - b. Provide support to the school's administration in the development of the parish school's Catholic Identity and its curriculum.
3. Finance
 - a. Assist the Parish Business Manager & Principal through review of the annual budget for submission to the Parish.
 - b. Actively seek to seat a council member with Financial/Accounting background and experience.
 - c. Finance Council and Parish Pastoral Council.
 - d. Recommend rates of tuition and fees.
 - e. Review fundraising efforts and allocation of those funds.
 - f. Advise on the preparation of and update of five (5) year budget projections.

4. Policy
 - a. Formulate policies for the governance and direction of the parish school consistent with its Mission Statement and the mandates of the Archdiocese.
 - b. Recommend policies for the Parent Student Handbook.

5. Selection of the Principal
 - a. Assist the Pastor in the search process for the Principal. Pastor makes ultimate hiring decision.

6. Strategic Planning
 - a. Establish and review goals of the school, both immediate and long range, in consultation with the Parish Pastoral Council.
 - b. Develop plans for implementation of goals including but not limited to: physical plant, space needs, and technology.
 - c. Communicate and collaborate with the parish's other strategic planning groups.

7. Technology
 - a. Actively seek to seat a council member with Technology background and experience
 - b. Assist the administration in achieving established technology goals.
 - c. Assist in developing the annual technology budget.

**ARTICLE III
ORGANIZATIONAL RELATIONSHIPS**

Section 1. Parish Pastoral Council: The parish pastoral council is a consultative council to the Pastor which advises him on all aspects of parish life. A School Advisory Council liaison will be present at Parish Council meetings 4 times per year or on an as needed basis to provide a summary report of the school's accomplishments and needs. The Liaison may bring to the attention of the parish pastoral council any matters which are broader than the educational programs of the school.²

Section 2. Parish Finance Council: The parish finance council advises the Pastor in administering the temporal goods of the parish. The Business Manager, Principal and Parish Finance Council will meet to plan the financial contribution to the school, from the parish, which should be in accordance with any applicable Archdiocesan mandates. The school income and expenditure budget is prepared by the Parish Business Manager and the Principal. The School Advisory Council will review the school budget and act in an advisory role. The School budget and parish contribution will be reviewed by the parish finance council and parish pastoral council and approved by the Pastor.

² Each parish is encouraged to consider whether the Vice Chair or other member of the School Advisory Council should be invited on a standing basis to attend parish pastoral council meetings in order to ensure good communication and that all of the parish ministries are working together to serve the mission and ministries of the parish. Should a decision be made to make a member of the School Advisory Council an official member of the pastoral council, then changes must be considered to the pastoral council's constitution and will require approval from the Chancery. If a parish does not have a pastoral council, it is encouraged to consider how the establishment of one might be extremely helpful to the faith community.

Section 3. Parent Organization: The Chair of the parent organization is an ex officio voting member of the School Advisory Council. The parent organization is the primary vehicle through which parents can provide service to the school (e.g., volunteers, fund-raising) and parent education programs can be offered. The Council works with the Principal and the officers of the parent organization in order to understand parent needs and concerns and to coordinate overall fund-raising programs of the school.

Section 4. Archdiocese: Local school policies may not conflict with Archdiocesan mandates. The Bylaws of the Schools Advisory Council must be approved by the parish corporate board after review by Archdiocesan staff. The same approval is required for any changes to the bylaws. In addition, the school submits a copy of its annual accreditation report, including progress on the school's strategic plan, to the Archdiocesan Office of Catholic Schools. The school or the Council also may submit recommendations for Archdiocesan-wide mandates, policies, practices, or programs to the Chair of the Archdiocesan Catholic Schools Advisory Council.

ARTICLE IV MEMBERSHIP

Section 1. General Eligibility: Each member of the School Advisory Council shall be:

- at least 18 years of age;
- a registered parishioner who is a fully initiated and actively participating Catholic, a parent of a student(s) in the school, an alumna of the school, or a person active in the business or development community for the geographic area in which the school is located;
- prepared to give time and energy to the advancement of the parish school, including importantly, attendance at Council meetings; competent in at least one of the areas of responsibilities set forth in Article II, Section 2;
- willing to maintain high levels of integrity and confidentiality and to work effectively with others in achieving consensus; and ready to support school/diocesan philosophy and mission.

Except as may be set forth in these Bylaws, salaried parish employees or their spouses, or anyone currently holding elected or appointed parish office, are ineligible to be a member of the Council

³ If the finance council is a standing committee of the pastoral council, then this section can be revised to reflect that fact. Each parish is encouraged to consider inviting the finance chair of the school advisory council on a standing basis to the parish finance council meetings in order to ensure effective and frequent financial communications.

Section 2. Number of Members and Representation: Members of the School Advisory Council shall consist of the Pastor, the Principal, six (6) Pastor-appointed members and three (3) members chosen by a process of spiritual discernment. An officer of the Home & School Association shall be present at each School Advisory Council meeting. Voting members are the six (6) appointed members and the three (3) members chosen by discernment, one of which can be the Chair of the Home & School Association. Non-voting members are the Pastor, the Principal, and the parent organization representative. The Principal shall function as the executive officer of the School Advisory Council. The Principal is responsible for implementing policies formulated by the School Advisory Council and approved by the Pastor, informing the School Advisory Council about the education system, and proposing the adoption of needed policies.

Section 3. Term: Each member shall serve a term of three (3) years and may serve one additional term. The term of office shall run from July 1 to June 30. The members' terms shall be staggered equally over a period of three (3) years to provide for continuity of a majority of the membership from year to year.

Section 4. Appointment: Every year, one (1) voting Council member shall be appointed by the Pastor and one (1) voting Council member shall be appointed by the School Advisory Council, as follows:

- In March of each year, a Nominating Committee consisting of the Chair, two other Council members appointed by the Chair, and a parent/guardian appointed by the Principal shall be formed. This Nominating Committee, acting on behalf of the Council, shall advertise for candidates, publishing the eligibility requirements for Council members.
- A packet of information about the Council is given to each potential candidate, and the Nominating Committee shall confirm that each candidate is willing to expend the appropriate time and energy to participate as a Council member.
- The Nominating Committee will then work with candidates to prepare bio packets for Council review.
- A list of not less than four (4) suggested appointees shall be submitted to the Pastor and the School Advisory Council by the School Nominating Committee for consideration.
- Appointments may be made from the nominees on this list or other persons may be chosen; provided that in all cases such persons meet the eligibility requirements of Article IV, Section 1.
- In making its appointments, the Council will give primary weight to ensuring that the Council members will have a diversity of talent so as to be effective as a whole.

Section 5. Discernment: Every year upon completion of the appointment process described above, one (1) voting Council member shall be chosen by a process of discernment by the Council. Any suggested appointee not selected for appointment shall be included in the discernment process along with all other eligible Council candidates who identified themselves to the Nominating Committee. Calling upon guidance from the Holy Spirit, the new member is chosen from a vessel which has been blessed by the Pastor and prayed over by the Council.

Section 6. Vacancies: With the exception of ex officio members, any vacancy in membership shall be filled by appointment of the then current Council. The Nominating Committee shall provide the Council with a list of recommended candidates from which the appointment shall be made. All appointees must meet the eligibility requirements set forth in Article IV, Section 1 above. The successor member shall serve on the Council for the unexpired term of the vacating member.

Section 7. Resignation: Any member may resign at any time by written notice to the Chair.

Section 8. Removal: A member may be removed by the Pastor with the approval of the Principal and the parish trustees.

ARTICLE V OFFICERS

Section 1. Officers: The Council's officers shall be the Chair, the Vice-Chair, and the Secretary.

Section 2. Chairperson: The Chair shall:

- preside at all meetings of the School Advisory Council;
- plan Council meetings with the Principal;
- make all committee assignments and see that the committees function properly;
- execute all written documents on behalf of the School Advisory Council;
- ensure that Council recommendations are addressed; and
- in general, perform all duties pertaining to the office of the Chair.

Section 3. Vice-Chair: The Vice-Chair, in the absence of the Chair or at his/her request, shall perform the duties and exercise the functions of the Chair and, when so acting, shall have the authority of the Chair and shall perform such other duties as are delegated by the Chair.

Section 4. Secretary: The Secretary shall maintain minutes of all School Advisory Council meetings, provide such minutes to members, notify members of meetings, and, in general, perform all duties pertaining to the office of the Secretary.

Section 5. Election and Term of Office: The Council's officers shall be elected at the annual meeting of the Council for a term of one (1) year, which shall begin on July 1. Nominations of officers shall be presented by the Nominating Committee. Election may be by voice vote or by secret written ballot. The Principal will count the ballots in a written ballot. The officers shall hold office until the next annual election and thereafter, until their successors are duly elected and qualified. No member shall hold the same office for more than two (2) consecutive years. All voting Council members are eligible to serve as an officer, but the Chair must be a registered parishioner who is a fully initiated and actively participating Catholic.

ARTICLE VI MEETINGS

Section 1. Meetings: Regular meetings shall be held *[on the first Tuesday evening of each month]* except in July and August when no meetings are held. Any deviation from this schedule will be decided at the prior month's meeting. Special meetings may be held when requested by the Pastor, the Principal, the Chair, or a majority of the members. The Principal must be present for a meeting to take place.

Section 2. Notice: Written notice stating the date, time, location, and purpose of the meeting shall be given to members at least seven (7) days before the meeting. Such notice shall be mailed to each member, delivered to him or her personally, or given by a form of electronic communication.

Section 3. Conduct of Meetings: The School Advisory Council shall operate in a spirit of collegiality and shall seek consensus. All meetings of the Council are open meetings unless designated as being an executive session. Motions approved in executive session must be presented at an open Council meeting for approval before becoming effective.

Section 4. Quorum: Two-thirds of the voting members of the School Advisory Council shall constitute a quorum for the transaction of business at a meeting, and each such member shall be entitled to one (1) vote, either in person, by proxy, or by remote communication. A majority vote of those present and voting (an abstention is not a vote) shall be sufficient for any recommendation or election, except as set forth in Article IV, Section 8 and Article IX. A member not physically present in person or by proxy at a meeting may, by means of remote communication, participate in a meeting.

Section 5. Annual Meeting: An annual meeting of the School Advisory Council shall be held each January. The meeting shall constitute a planning meeting and shall include on its agenda the election of officers for the ensuing year, the recognition of those members whose terms have expired, and a review of the results of the Council's self-evaluation and plans for the following year.

The subsequent meeting (February) the School Advisory Council meeting will be a planned event. The event will open to the school and parish community to create parent and community interest in participating in the advancement of the school, including actively promoting and recruiting for School Advisory Council membership.

Section 6. Written Authorization Without A Meeting: Any action required or permitted to be taken at a meeting of the members may be taken without a meeting by written action signed by all of the members entitled to vote on that action.

Section 7. Visitors: Visitors wishing to attend or make a presentation at a School Advisory Council meeting must request a place on the meeting agenda by contacting the Principal or the Chair, verbally or in writing, at least forty-eight (48) hours prior to the meeting. Such presentation shall be no longer than ten (10) minutes in length.

ARTICLE VII COMMITTEES

Section 1. Committee Membership: All School Advisory Council members are expected to serve on one (1) or more standing committees. Each standing committee shall have such authority and shall perform such duties as may be assigned to it by the School Advisory Council Chair. The Chair shall assign and appoint committee memberships, including committee chairs, after consultation with the Principal. Committee chairs must be Council members. Committee members may include persons who are not Council members, but who are competent or expert in an area of responsibility of the committee to which they are appointed. Teachers and other staff at the parish school are eligible to serve on committees but are not eligible to serve as Council members. The Council's Finance liaison shall be a non-voting member of the parish's finance council. The Principal and/or his/her designee may attend all committee meetings.

Section 2. Standing Committees: To carry out the functions set forth in Article II, Section 2, review your school's needs and form committees to address your school's needs. It is strongly recommended that all schools have standing Advancement (marketing, development, and student recruitment/retention) and Strategic Planning Committees. You may also find value in standing Education Programs, Finance and Technology Committees.

Section 3. Ad Hoc Committees: The School Advisory Council may appoint such ad hoc committees as it deems advisable and may discontinue the same at its discretion.

Section 4. Committee Work: Committee meetings shall be conducted in a spirit of collegiality, and committee chairs shall seek consensus, striving to reach outcomes that all committee members can support. Committee recommendations shall be forwarded to the Council for a vote or further action.

⁴ This should be an established schedule at a time and day that the Pastor and the Principal can regularly attend.

**ARTICLE VIII
PERIODIC REVIEW OF BYLAWS**

At least once every five (5) years, or more often if determined by the School Advisory Council, a review of the current Bylaws shall take place.

**ARTICLE IX
AMENDMENTS TO BYLAWS**

Subject to the approval of the parish corporate board, these Bylaws may be amended by seven (7) of the voting members present and voting affirmatively at a regular meeting; provided that the amendment was presented in writing at the preceding regular meeting. Publication of the amendment to the school and parish community prior to approval is encouraged.