

St. Charles School Advisory Council

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St. Charles School Advisory Council

Charter and Bylaws

ST. CHARLES SCHOOL MISSION STATEMENT

St. Charles Borromeo Catholic School is dedicated to making disciples of Jesus Christ who strive for excellence in faith, virtue, service and academics.

MISSION OF SCHOOL ADVISORY COUNCIL:

- Emphasizes service to the gospel not constituencies.
- Assists the Pastor and Principal in promoting the School's mission to:
 - Foster and reinforce Catholic traditions and Gospel values.
 - Promote academic excellence.
 - Provide an affordable and accessible Catholic education.
- Assist the Pastor and Principal in developing sound educational philosophy and goals, financial stability, and long range planning.

ARTICLE I: NAME

Section 1.1 – Name

The name of this body shall be the School Advisory Council of the Church of St. Charles Borromeo.

ARTICLE II: PURPOSE AND FUNCTION

Section 2.1 - Purpose

The purpose of the School Advisory Council is to advise and consult the Pastor and Principal in the governance of the school. The School Advisory Council cannot act apart from the Pastor and the Principal and cannot make decisions binding for the parish school without the approval of the Pastor. The consultative nature of the School Advisory Council also means that decisions will not be made in major matters until and unless the School Advisory Council has been consulted. The areas in which the School Advisory Council will be consulted are indicated in Section 2.2.

Section 2.2 – Functions and Duties

A. Policy

1. In concert with the Pastor and Principal establish and review the mission statement, annual goals, and long range plans.
2. Review and make recommendations regarding the school's educational philosophy and goals.
3. Advise on the implementation of the policies and recommendations of the Archbishop and the office of Catholic Education and Formation Ministries as it relates to Canon law.
4. Advise on and recommend policies relating to the planning, operation, and maintenance of the facilities and equipment of the school.
5. Assist in the marketing process to the families of the larger parish community as part of the mission of evangelization.

B. Finance

1. Advise on and recommend tuition and admission policies.
2. Advise on the annual budget for the school. To this end, the School Advisory Council shall:

- i. Recommend for approval by the Pastor, and/or the Parish Finance Council, an annual budget;
 - ii. Advise the Principal as to the expenditures of monies, and review reports on income and expenditures for the school;
 - iii. Advise on and recommend aides to non-public education from such non-parish sources as may be available.
 - 3. Advise on long range planning and recommendations regarding policy development, alternative funding sources, financial stability and evaluation.
- C. Staffing of St. Charles School
- 1. Advise on and recommend minimum standards regarding teacher qualifications.
 - 2. Advise on and recommend personnel policies for teachers, to include salary, retirement, fringe benefits, and termination policies.
 - 3. Assist the Pastor in the search for a Principal.
- D. Evaluation
- 1. The School Advisory Council shall be receptive to suggestions and comments of members of the parish and broader community.
 - 2. Review results and outcomes to ensure their alignment to the educational program's philosophy and goals.

ARTICLE III: MEMBERSHIP

Section 3.1 – Membership

The members of the School Advisory Council shall consist of the Pastor, Principal, and Business Administrator as ex-officio members and nine (9) members who are registered members of the parish.

Section 3.2 – Member Appointment and Term

Up to three (3) new advisory council members will be appointed each year. The term of a School Advisory Council member is for three (3) years. Members may serve two (2) consecutive terms for a total of six (6) consecutive years after which they must sit out at least one (1) term. The Pastor, may at his discretion reappoint members for more than two (2) consecutive terms.

Section 3.3 – Member Nomination

- A. A nominating committee consisting of the Pastor, Principal, and advisory council officers shall meet no later than 30 days before the annual May meeting.
- B. The nominating committee will review the needs of the School Advisory Council and make recommendations to the Pastor. Candidates must be registered members of the parish.
- C. The Pastor shall interview the candidates, and make final recommendations from among those who agree to serve. (Principal & Chairs)
- D. At the May meeting the names of the newly appointed members are to be formally approved by the advisory council.
- E. The new School Advisory Council members will assume their duties at the August executive session of the School Advisory Council.
- F. School Advisory Council membership will be published in parish and school publications.

Section 3.4 – Membership Representation

In making nominations for membership on the School Advisory Council, due consideration should be given to representation from the total parish. School Advisory Council membership can be drawn from the entire St. Charles Borromeo parish community.

Section 3.5 – Vacant Position

- A. If a vacancy should occur on the School Advisory Council the Pastor will make an appointment to the School Advisory Council. He may or may not consult with the current School Advisory Council members at a regularly scheduled meeting, at an executive session called by the Pastor or on an individual basis.
1. The person appointed by the Pastor will serve until the vacating member's term of office would have expired. In addition, at the end of that term, this School Advisory Council member may be appointed to a new term of office.

Section 3.6 – Membership Forfeiture

Any School Advisory Council member who is absent from four (4) consecutive meetings without justifiable cause shall forfeit his/her membership on the School Advisory Council.

ARTICLE IV: OFFICERS

Section 4.1 – Size and Composition

The officers of the School Advisory Council shall consist of the Chairperson and the Vice-Chairperson. They shall be elected annually by the School Advisory Council membership at the August executive session. The position of secretary will rotate on a monthly basis and be appointed by the chair.

Section 4.2 – Offices

Any members of the School Advisory Council shall be eligible for any office.

Section 4.3 – Duties of the Officers

- A. The Chairperson shall preside at all regular and special meetings of the School Advisory Council.
- B. The Chairperson shall be a member of the St. Charles School Endowment Committee.
- C. The Vice-Chairperson shall perform all the duties of the Chairperson when the Chairperson is absent or unable to act, and further shall perform all duties as shall be prescribed by the Chairperson of the School Advisory Council.
- D. The Secretary shall be responsible for a written report of all acts of the School Advisory Council; shall conduct, receive, and dispose of all correspondence as directed; shall further preserve all reports and documents committed to his or her care; and shall perform such other duties as the School Advisory Council shall direct.

ARTICLE V: MEETING

Section 5.1 – Meetings

- A. The School Advisory Council shall meet during the school year and at such other times as may be necessary.
- B. Open School Advisory Council meetings shall be held at least three (3) times during the school year.
- C. Special open School Advisory Council meetings may be called upon the request of the majority of School Advisory Council members.
- D. The School Advisory Council, in executive session, shall meet monthly during the school year.
- E. The regular meeting schedule for each year shall be established at the first Executive session autumn meeting.
- F. Additional Executive sessions may be called by the Pastor, by the Chairperson, and/or the School Principal.

Section 5.2 – Annual Report

An annual report will be presented at the open School Advisory Council meeting in May or June of each year. Annual written reports to the parish shall be prepared and distributed by the School Advisory Council and/or Principal at such annual meetings.

Section 5.3 – Voting

A simple majority of those present and voting at any School Advisory Council meeting, assuming the presence of a quorum (five of nine members), shall carry a motion unless otherwise specified in the charter.

Section 5.4 – Written Record

A written record of all actions taken by the School Advisory Council, as maintained by the Secretary, shall be preserved in the appropriate school offices and shall be available to all members of the parish.

ARTICLE VI: CONDUCT OF MEETINGS,

Section 6.1 – Conduct of Meeting

The rules of parliamentary procedure based on Robert’s Rules of Order, most current revision, shall govern all meeting of the St. Charles School Advisory Council.

ARTICLE VII: COMMITTEES

Section 7.1 – Committees

The Chairperson of the School Advisory Council shall appoint such committees as shall be deemed necessary to aid in the conduct of the business of the School Advisory Council. School Advisory Council members may serve on such committees, as may members of the parish, or non-members, when there is need for particular competencies and services.

ARTICLE VIII: CHARTER AND AMENDMENTS

Section 8.1 – Charter Amendments

- A. This Charter may be amended by an affirmative vote of Six (6) of the Nine (9) elected members of the School Advisory Council at any regular meeting, provided that written notice of the proposed amendment has been given to all members of the School Advisory Council.
- B. Proposals for amending the Charter may only be made by a current School Advisory Council member and by (ex-officio) members, Pastor, Principal, and/or Business Administrator.