

# **BYLAWS FOR ST. ROSE SCHOOL ADVISORY COMMITTEE**

## **ARTICLE I**

The name of this body shall be St. Rose of Lima School Advisory Committee.

## **ARTICLE II**

### **PURPOSES AND FUNCTIONS**

The pastor and the St. Rose Parish Pastoral Council establish the Advisory Committee to assist the pastor and the principal in the governance of the parish school.

The pastor is the canonical administrator of the parish, including the school, and the enactor of local policy. With the assistance of the Department of Catholic Schools, the pastor hires, supervises and evaluates the principal. In addition, the pastor is responsible for the supervision of religious/formation programs, and approves the school's annual budget.

The principal, with the authority delegated as specified in the Conditions of Employment and job description, is responsible for the operation and daily administration of the school. This responsibility includes the employment of staff (after consultation with the pastor), supervision and evaluation of teachers and school employees, the establishment of education programming, and the evaluation and management of student behavior.

The establishment of policy is accomplished through the activity of the committee. The Advisory Committee is composed of the school administrative team (pastor and principal) and the Committee members. When the committee meets and agrees on a policy matter, the recommended policy is forwarded to the pastor for final approval.

The Advisory Committee's responsibilities are in policy matters. The Advisory Committee is not responsible for administration or the details of administration. Administration is the responsibility of the pastor and the principal. The Advisory Committee is consultative in the following sense: The members cannot act apart from the administrative team.

The areas in which the Advisory Committee will be consulted are:

- A. Planning (establishing a mission statement, goals, future plans)
- B. Policy Development (formulating policies that give general direction for administrative action)
- C. Financing (including budgeting and policies for financial management)
- D. Development (including public relations, marketing, and long term school fundraising)
- E. Recommendations for the selection/appointment of the principal through the Search Committee

F. Evaluation of goals and relationship of principal to Advisory Committee

## ARTICLE III

### RELATIONSHIPS WITH OTHER GROUPS

**Section A. Parish Pastoral Council**

The Parish Pastoral Council is responsible for assisting the pastor in establishing parish goals and programming. The School Advisory Committee works in the context of the parish's mission statement, programs, and parish policies as set by the pastor and the parish pastoral council. The Advisory Committee shall regularly report to the St. Rose Parish Pastoral Council.

**Section B. Finance Committee**

The Finance Committee is responsible for assisting the pastor in administering the finances of the parish.

The initial school budget is prepared by the budget subcommittee of the School Advisory Committee and the principal, in conjunction with the pastor and the Finance Committee of the parish or parishes involved.

The finance subcommittee of the School Advisory Committee and Parish Finance Committee meet to plan the financial contribution/subsidy from the parish to the school. The parish budget includes the financial contribution to the school as part of the total parish budget that is approved according to the practice of the parish and the archdiocesan policy.

**Section C. Home and School Association**

The Home and School Association is responsible for fund-raising and is a recognized means of communication between the parents and the school administration and faculty. The Home and School Association shall regularly report to the School Advisory Committee, and an Advisory Committee member shall be named to act as the primary liaison between the Advisory Committee and the Home and School Association.

**Section D. Booster Club**

The Booster Club is responsible for fundraising directed toward athletic programs at St. Rose of Lima and assists the St. Rose athletic director in his/her duties. The Booster Club shall regularly report to the School Advisory Committee, and an Advisory Committee member shall be named to act as the primary liaison between the Advisory Committee and the Booster Club.

## **ARTICLE IV**

### **MEMBERSHIP**

The membership of the School Advisory Committee shall consist of nine voting members. The pastor, principal, a St. Rose Parish Pastoral Council liaison, and the Home and School Association Vice President shall serve on the committee as non-voting ex-officio members. The Parish Pastoral Council, with the approval of the Pastor, shall ask each member of the Advisory Aommittee to serve a term of (three) years, with an option to serve an additional term at the request of the Parish Pastoral Council and the approval of the Pastor. The terms of office shall commence with the August meeting following a discernment process in April and be staggered so that each year three terms of office expire.

#### **Allocation of Voting Members:**

The current School Advisory Committee shall determine the allocation of seats on the Committee between St. Rose of Lima and Corpus Christi, parishes according to the following procedure. St. Rose of Lima parish shall have a minimum of 7 seats on the Committee, and Corpus Christi parish shall have a maximum of two seats. Within the parameters of those minimums, the percentage of seats allotted to each parish shall, as near as possible, reflect the percentage of the student body attending St. Rose that are enrolled members of that parish. In the event that a seat cannot be allotted based on this procedure, the seat shall go first to St. Rose of Lima. The St. Rose Parish Pastoral Council can, at its discretion, amend the procedure for determining the allocation of representatives.

## **ARTICLE V**

### **NOMINATIONS AND ELECTIONS**

#### **Section A. Eligibility Criteria**

To be eligible to serve on the St. Rose School Advisory Committee a person must:

- Be a member of the St. Rose, Corpus Christi or St. Cecelia parishes and/or a parent or guardian of a student currently enrolled in St. Rose of Lima School.
- Have interest in and commitment to Catholic education and support the vision, mission, and philosophy of the parish and school.
- Be a team player, open minded, and willing to move in a forward direction.
- Be available to attend meetings and period in-service programs and to participate in committee work
- Maintain high levels of integrity and confidentiality
- Deal with situations as they relate to the good of the entire school community
- Be a credible witness of the Catholic faith and/or Christian values
- Possess necessary expertise in specific areas as needed (e.g. Planning, Development, Finance)

**Section B. Ineligibility**

Paid employees of the parish who are directly involved in the school program and other paid employees of the parish expected to work more than 10 hours per month, and family members of the same, are not eligible for advisory committee membership.

**Section C. Selection**

Corpus Christi Parish shall determine selection of their representative member in a manner of their choosing. However, the St. Rose Parish Pastoral Council shall retain final authority to accept or reject the representatives put forth by Corpus Christi for good cause.

St. Rose of Lima will fill its open seats using a discernment process. During March, eligible persons are invited to participate in a discernment process. Discernment shall take place in April. The School Advisory Committee members from St. Rose of Lima shall interview the interested candidates and submit a list of recommended candidates to the St. Rose of Lima pastor. The pastor shall then appoint the new St. Rose members to the School Advisory Committee.

All new members are expected to attend the June School Advisory Committee meetings for orientation purposes prior to beginning their term in August. Archdiocesan orientation for Advisory Committee members will take place at the beginning of the school year.

Members who miss three Advisory Committee meetings may lose membership on the Advisory Committee at the discretion of the pastor or principal. The principal shall appoint a replacement for the remainder of the school year.

## **ARTICLE VI**

### **OFFICERS**

**Section A. Officers**

The officers of the Advisory Committee shall consist of the Chairperson, the Vice-Chairperson, and the Secretary. The officers shall be members of the school advisory committee and the School Advisory Committee shall elect its officers every year at its August meeting.

**Section B. Terms of Office**

Officers shall serve one-year terms beginning in August. No officer shall hold the same office for more than two consecutive terms.

**Section C. Duties of Officers**

The duties of the Officers shall be as follows:

1. The Chairperson shall preside at all regular and special meetings of the advisory committee, plan, and oversee the committees' functioning. In addition, the chair shall report to the St. Rose Parish Pastoral Council on a regular basis and in response to any specific request of the St. Rose Parish Pastoral Council.
2. The Vice-Chairperson shall carry out the duties of the Chairperson if the latter is temporarily unable to fulfill the duties by reason of sickness, absence, or otherwise.
3. The Secretary shall record and maintain minutes of all regular and special meetings and perform all duties incident to the office of Secretary.

**ARTICLE VII**

**MEETINGS**

The full Advisory Committee meets every other month beginning in August (August, October, December, February, April, June). The Advisory Committee may choose not to meet during the month of June with approval of the principal and the pastor. Standing committees meet the alternating months of the full SAC meetings (September, November, January, March, May) or as needed. The School Advisory Committee Chair, the St. Rose pastor or the principal can call special Advisory Committee meetings. Non-members are welcome to attend Committee meetings but their participation shall be limited to the participation called for in the meeting agenda. Advance notice should be given to parents when Committee meetings are to be held in executive session. The Committee may go into executive session during any meeting by direction of the pastor or the principal or by the approval of a simple majority of the voting members present. Decisions are made using a consensus process. No meeting may be held without advance knowledge and approval of the pastor and principal.

**ARTICLE VIII**

**STANDING SUBCOMMITTEES**

**Section A. Executive Subcommittee**

Members of the Executive Subcommittee are the pastor, principal, and chairperson of the Advisory Committee. The Executive Subcommittee will meet regularly to plan the agenda for the regular Advisory Committee meetings.

**Section B. Budget Subcommittee**

The general duties of this subcommittee in consultation with the Pastor and the school administrator shall be to:

1. Review the budget
2. Examine the school's financial condition
3. Suggest ways and means of increasing revenues, limiting expenses, investing funds, and providing future resources
4. Monitor income and expenses on a monthly basis
5. Ensure that the school operates within a balanced budget
6. Establish a process for timely budgeting and the formation of the annual school budget

**Section C. Planning Subcommittee**

Update and maintain long-range five year plan to include enrollment, staffing, facilities, finance, and development.

**Section D. Development Subcommittee**

The general duties of this subcommittee shall be to formulate policies for long-range financial development, to suggest funding options, to enlist volunteers, and to monitor and evaluate funding effort. The Development Subcommittee is also responsible for the planning and execution of long-term fundraising designed to secure the financial viability of St. Rose School for future generations.

**Section E. Public Relations (Marketing) Subcommittee**

Public relations include marketing the school within the parishes and the community. This subcommittee is responsible for the marketing of the school to positively impact enrollment.

**Section F. Technology Subcommittee**

This subcommittee shall handle all issues related to computers, telephone systems, and audio/visual systems in the school. These issues include, but are not limited to, the school website, and the identification of and application for public and private aid and grants for technology.

**Section G. Other Standing and Ad Hoc Subcommittees**

The Advisory Committee may establish such subcommittees as needed.

**ARTICLE IX**  
**AMENDMENTS**

These bylaws may be amended by consensus of the St. Rose Parish Pastoral Council and /or by vote of two-thirds of the membership of said Council subject to the approval of the pastor.

**ARTICLE X**  
**OPERATING PROCEDURE**

In order to make the best decisions: the consensus method of decision-making should be used. (When the Committee is unable to reach consensus, a process should be determined to allow for members to continue discussion until a agreement is reached.)

This School Advisory Committee is consultative. A consultative committee is one that cooperates in the policy making process by formulating and adapting, but never enacting policy. To call a group “consultative” does not diminish its importance; rather, it indicates that the body is inserted into the governance structure in a significant way. To enact policies, it must be approved by the pastor and implemented by the school administration.

Adopted: \_\_\_\_\_

Revised: \_\_\_\_\_

Signatures: \_\_\_\_\_