

BY - LAWS
OF
SAINT MARGARET MARY
SCHOOL ADVISORY COUNCIL

ARTICLE I

Name

This organization shall be known as the School Advisory Council of Saint Margaret Mary Catholic School, hereinafter referred to as School Advisory Council or SAC.

ARTICLE II

Purpose

The primary purpose of the SAC shall be to give guidance and advice to the Pastor and Principal. The SAC will consider the interests of all parents, students, and faculty.

The SAC is a consultative group that cooperates in the policy-making process by formulating and adapting, but never enacting, policy. At St. Margaret Mary, the Pastor enacts the policy, and the Principal implements the policy. The SAC members cannot act apart from the Pastor or Principal, and cannot make decisions binding on the parish school without approval of the Pastor or Principal.

Responsibilities

The major responsibilities of the SAC included in this purpose are planning, policy formulation, evaluation, and public relations.

Planning - Planning shall be conducted by the SAC jointly with the professional staff, and the parish; and shall be a continuous process. Planning is also a process through which policies may be formulated.

Policy formulation – The formulation of policy is only accomplished through specific activity of the School Advisory Council. When the SAC meets (administrative team and members) and agrees on a policy matter, the matter is effective and binding on all as long as the local policy is not in conflict with Archdiocesan policy.

Evaluation – The SAC has a responsibility to evaluate its own internal and external performance. Evaluation may be formal or informal. It is recommended that the council formally evaluate itself at least once a year.

Internal – Leadership, membership, level of participation, agenda, preparation for meetings, committee structure.

External – Planning, finance, policy formulation, public relations, relationships with Pastor Principal, parish committees, parents, etc.

Public Relations- This function involves providing direction regarding promoting the school. The SAC will also assist the Principal in marketing the school for success.

ARTICLE III

Membership

Members of the School Advisory Council shall consist of ex-officio members, members, and standing members. Ex officio members include the Pastor Principal and one member of the teaching staff. The SAC will consist of 9 members. All members must be of Catholic faith. The term of office for a School Advisory Council member will be three years with the option to run for a second three-year term. Each year 3 members' terms will expire; 2 new members will be elected from school families and the Pastor will appoint 1 new member from the parish. The SAC members and their voting rights shall be as directed by current applicable directions and guidelines of the Parish Council in their establishment of the SAC.

Ex-Officio Members Responsibilities

Pastor – The Pastor, appointed by the Archbishop of Louisville, has the rights and responsibilities specified by Canon Law of the Catholic Church. The Pastor is the leading administrator of the spiritual and temporal affairs of the parish school. Spiritual affairs consist of the religious education, worship and spiritual welfare of students, as well as insuring the clear and accurate teachings of the Catholic Church. The temporal affairs mainly consist of the administration and financial welfare of the parish school.

The Pastor collaboratively ministers with the Principal. The Pastor supports his/her respective role and responsibilities. The Principal is directly accountable to the Pastor.

Principal – The Principal is responsible for strong religious and instructional leadership while integrating Catholic values and goals into every aspect of the school climate. He/She establishes policies that create an orderly and safe environment. He/She is responsible for financial management as specified by the Pastor. He/She implements all approved policies of the local School Advisory Council, which are in accord with all Archdiocesan policies and directives.

Teaching Staff – The teacher representative works cooperatively with the Pastor and Principal to carry out the educational policies of the Archdiocese and the local school.

In accepting membership on the St. Margaret Mary SAC, individuals accept the responsibility to prepare for meetings, participate regularly in committee and SAC activities, and to participate actively in the work of the SAC. Members also understand that as individuals they have no authority. It is only when the SAC is meeting in formal session that it is authorized to act according with its constitution and bylaws.

Nominations and Elections

The SAC conducts the elections of its members in coordination with the Parish Council. The election will be held the second Friday of March.

Nominations for the SAC will begin the first week of February and conclude Friday of the following week. Nominations must be selected from the parish-at-large and be elected by the school families only, with one ballot per school family. Two and no more than two members may be elected (and/or appointed by the Pastor) from the general parish, i.e. persons with no children in school. If two members of the SAC are from non-school families and will continue their service into the next term, candidates will be accepted only from school families. No school personnel or their spouses may be nominated for or appointed to the SAC. If during a member's term, his/her spouse becomes employed by the school, the member may finish the term. This member is not eligible to be chairperson or vice chairperson of the SAC. If during a member's term, he/she becomes employed by the school, he/she will resign from the SAC and the Pastor will appoint a new member to finish the term

Following the close of nominations, there will be a mandatory meeting for all candidates who have accepted nominations to run. Current SAC members on the advancement sub-committee will discuss the function of the School Advisory Council.

Biographical sketches of those who accept nominations along with a voting ballot will be distributed to all school families the first week of March. All ballots should be returned to the school office where they will be placed in a designated box marked School Advisory Council. Only those ballots returned to the School Office will be valid. All ballots must be received by the date designated on the ballot. There will be one ballot per family.

Results of the election will be given to the current Chair of the Election Committee, who will contact the newly elected members as soon as possible. In case of a tie, there will be a drawing to determine the winner.

In the event a member resigns, the Pastor will appoint a new member to finish the term. Finally, the election of the Chair will be done at the May meeting. The SAC reserves the right to adjust the scheduling of the elections.

Election Committee - The School Advisory Council will form an Election Committee at the January Meeting. This committee will consist of three Council members who are not running for re-election.

The responsibility of this committee will be to conduct all phases of the election. They will be responsible for the conducting of nominations, gathering biographical information, typing of information and ballots, sending the information to school families and the counting of ballots.

All ballots received will remain in the possession of the Chairperson of the Election Committee. Members of the Election Committee may only open sealed envelopes. The Election Committee will meet the following week ending the election for the purpose of counting ballots. Following the election, the results will be in the possession of the SAC Chairperson until next year's election.

ARTICLE IV

Officers

The officers of the SAC shall be Chairperson, Vice-Chairperson, and a Secretary.

A. **The Chairperson** - the Chairperson shall be chosen at the May meeting and shall be a current voting SAC Member having at least one year remaining on his or her term of Council Membership. The Chairperson shall be chosen by majority vote of the eligible SAC Members following the nomination of not more than three eligible members of the current SAC.

Beginning at the following meeting the newly elected Chairperson shall take office for one year (12 months) or until a successor is duly elected.

In the event the currently presiding Chairperson should for any reason be compelled to resign or does otherwise withdraw from such office during his or her term of office, the office will be filled at either a special meeting of the SAC called for this purpose or at the next regular monthly meeting of the SAC. The office shall be filled in a manner identical to that outlined hereinabove for the annual election of Chairperson and the person elected shall serve for the balance of the current term only; provided, however, any person completing such vacated term of office shall not be precluded from subsequently serving a full term of office.

B. **Vice-Chairperson** - Immediately upon the election of the Chairperson for the next 12 months, the SAC will elect any eligible voting SAC member having at least one year remaining on his or her membership to act as Vice-Chairperson.

C. **Secretary** - Immediately upon the election of the Chairperson for the next 12 months, the Chairperson shall appoint a Parish member at large; serve as a non-voting volunteer for the duties of Secretary.

ARTICLE V

Duties of Officers

A. **Chairperson** - The Chairperson shall preside at all regular and special meetings of the SAC and shall conduct such meetings according to the order of business outlined in Article VII. The Chairperson shall keep a list of names, addresses, and telephone numbers of the SAC Members and shall notify all members of regular and called meetings. The Chairperson, along with the Principal, will design the agenda for the next regular meeting. This agenda will be sent to all SAC members at least two days prior to the next regular meeting.

B. **Vice-Chairperson** - The Vice-Chairperson shall preside in the absence of the Chairperson and serve as the Sergeant of Arms at regularly scheduled meetings. In this capacity the Vice-Chairperson will assist the Chairperson by insuring that the SAC operates within the scope of its by-laws. The Vice-Chairperson will also serve as an advisor for procedural matters to allow the Chairperson to focus on the flow of meeting business.

C. **Secretary** - The secretary shall keep a correct record of the proceedings of all meetings and keep a file of these records. The Secretary will be responsible to publish any appropriate decision or information from the SAC. The Secretary will forward the recorded minutes to the current Chairperson within one week of the full council meeting. The Chairperson will forward to the current SAC members for their approval (via e-mail or otherwise) and in-turn the SAC members will have one week to approve these minutes.

ARTICLE VI

Meetings

A. The SAC shall hold six regularly scheduled meetings. A School Advisory Council member shall be deemed unable to serve due to resignation or moving from the parish. In addition, a member who fails to attend three consecutive meetings of the council without valid notification for absence shall be considered for removal from the council.

B. **Special Meetings** - Special Meetings of the SAC or Subcommittees of the SAC may be held at such time as may be ordered by the SAC Chairperson or Subcommittee Chairperson. Notice of said Special Meeting shall be given orally, in writing, or electronically to all SAC Members (or Subcommittee members if applicable) within 24 hours of said Special Meeting. The agenda of any Special Meeting shall solely include those specific items for which the Special Meeting was called.

C. **Executive Session** – The Chairperson, Vice-Chair, Principal, and Pastor may order an executive session meeting. The Pastor, Principal, elected members, and invited guests will attend this meeting.

D. **Quorum** - For the purpose of transacting official business of the SAC it shall be necessary that a majority of the total of all voting members be present. The Chairperson or majority of those present can request a vote on any question before the SAC. Any item requiring a vote must be approved by a majority of SAC voting members. For example, 5 of 9 voting members regardless of members present.

E. **Procedure** - All meetings shall be conducted in accordance with the Roberts Rules of Order, Newly Revised. A copy of the rules shall be obtained and shall be kept by the Chairperson at all meetings.

All regular meetings of the SAC shall be open to all members of the parish, all parents of children attending Saint Margaret Mary Catholic School, and any and all representatives or members of any other parish committee or parish association. Any observers wishing to speak at a council meeting must follow protocol to be added to the agenda prior to the meeting.

ARTICLE VII

Order of Business

Unless amended by a majority of the voting members, the ORDER OF BUSINESS for every SAC meeting shall be in the following order and manner:

- I. Call to Order by Prayer
- II. Recommended Actions
 - A. Routine Matters
 1. Acceptance of Agenda
 2. Acceptance of Minutes
 - B. Old Business
 - C. New Business
- III. Information and Reports
- IV. Comments by Members of the SAC - Future Business
- V. Next SAC - Meeting Date
- VI. Adjourn

The agenda of the next meeting shall be sent to each SAC member at least two days in advance of the meeting outlined under Chairperson duties hereinabove. All policy matters are to be discussed and action taken only in the order outlined hereinabove.

ARTICLE VIII

Responsibilities and Authority

There are a number of areas of responsibilities that the SAC has been authorized to assume and develop policies and directives. The SAC shall insure that each policy is formulated to provide a high quality educational program for the children of Saint Margaret Mary Catholic School. These areas as generally categorized appear to be included as follows:

- I. Policy and Directives
 - A. Initiation of policy (*SAC*)
 - B. Enactment of policy (*Pastor or his designee.*)
 - C. Coordination and Execution (Implementation) of policy (*Principal*)
 - D. Supervision and Evaluation of policy (*Principal*)

Pastor)

- II. Responsibility
 - A. Budget formulation (*Finance Committee and Principal*)
 - B. Public relations policy
 - C. Assistance to the Principal

Assistance to the Principal includes strengthening and supporting his/her authority along with strengthening and supporting his/her endeavors.

All policies and directives developed and defined by the SAC and these by-laws as established or amended, shall not in general be inconsistent with the policies and directives of the Archdiocese of Louisville.

ARTICLE IX

Committees

The School Advisory Council's membership shall be divided into committees with each committee assigned a general subject area of the SAC's responsibility. The standing Committees are as follows:

A. Executive Committee

The members of the Executive Committee are the Pastor, Principal, Chair, and Vice-Chair. The agenda for the Council meetings is the responsibility of the Principal and Chair. The committee shall have the authority to transact all necessary business on behalf of the Council during the interval between Council meetings provided, however, that no action taken by this committee shall conflict in any way with the policies or previous action established by the Council of the Archdiocese.

B. School Improvement Committee

This committee shall create and oversee the implementation of the school's strategic plans. This committee shall review and approve annual action plans submitted by the Administration. Planning initiatives undertaken by the Council can include, but not be limited to such matters as facilities, curriculum, technology and academic enrichment. This committee shall also include the sub-committees of Safety and Finance resource management. They will report on all Safety updates and improvement needs. They will also share the school and parish financials and budget plans as needed.

C. Advancement Committee

This committee shall pursue activities that support and advance the overall mission of the school. Marketing, enrollment, public relations, 8th grade graduation breakfast, PTO communication and election procedures are initiatives that will be under by this committee's purview.

D. Parish/School Relations Committee

This committee shall promote positive and supportive working relations with both the school and the parish. Such initiatives that fall under this committee are Catholic Identity, Formation, Athletics, school calendar, and handbook review. The Welcoming and Diversity Committee will act as a sub-committee to Parish/School Relations.

E. Standing and Ad Hoc Committees

The Chair, at his/her discretion, shall establish such committees according to the needs and requirements of the Council.

Specific subjects to be acted upon or otherwise investigated by a committee shall be assigned to the appropriate committee from time to time at regular SAC meetings by the Chairperson. Said assignments shall be subject to the disapproval and reassignment by a majority vote of the voting SAC members.

It shall be the particular committee's duty as to its area of authority and its particular assignments to meet, investigate, factually report, and make action recommendations to the full membership at

the next regular meeting as part of the meeting agenda. No committee shall be authorized to take any final action without SAC approval.

The committee or committees, when called upon, and not less than once every six months, as part of the agenda of a regular SAC meeting, shall make or include as part of its regular report to the SAC a complete committee activity update report. Such an update shall be as specific or general as the currently assigned task makes appropriate.

When necessary, an ad hoc committee will be established to meet a specific objective as determined by the SAC. For example, a search committee for a new Principal, a nominating committee for SAC members, etc., may require an ad hoc committee.

The said committee will contact the Chairperson prior to the next regular meeting in order to be listed on the agenda for that meeting.

ARTICLE X

General Procedures

The general procedure to be followed in implementing full SAC action on any particular matter shall be as follows:

1. Preliminary and/or final hearing and consideration by the SAC of the facts and recommendations made by the appropriate individual and/or subcommittee concerning the particular matter in question.
2. If deemed necessary, receiving follow-up report or reports from the duly authorized person or Subcommittee as to the result of action taken and the need if any, to take further steps.
3. Adopting the recommendation of the Subcommittee or adopting other plans, policies or course of action all by majority approval.

ARTICLE XI

The Executive Committee shall review these by-laws each year in June. They will present any suggested changes to the SAC in August of that same year.

Amendments

The School Advisory Council, by a quorum qualified vote, shall have the power to amend the bylaws, provided such amendment or amendments do not conflict with any of the norms set forth by the Office of Life Long Formation and Education; and, have been submitted in writing to the SAC at one regular meeting and voted on at the next regular meeting.