

ST. ELIZABETH ANN SETON
SCHOOL ADVISORY COUNCIL

CONSTITUTION AND BYLAWS

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Article I: Title

The organization shall be known as the St. Elizabeth Ann Seton Catholic School Advisory Council (hereafter referred to as "Council" or "SAC") of St. John the Baptist Catholic Church of the Archdiocese of Oklahoma City.

Article II Purpose and Authority

The Council is established by the Pastor in accordance with the policies of the Archdiocese of Oklahoma City. Members of the Council shall offer advice and make recommendations to the Pastor and School Principal on matters relating to the school. Recommendations made shall be in conformity with Church law, related Church documents and Archdiocesan policy.

Section A. — Areas of Responsibility

The responsibilities of the School Advisory Council are as follows:

- A. Strategic Plan** — develop and update plans for school direction and development.
- B. Policy** — formulate and develop policy in light of the mission of the school and in accordance with Archdiocesan policy and guidelines.
- C. Finances** - develop plans and the means to finance ongoing educational programs; including setting tuition, negotiating subsidy and developing the annual budget.
- D. Selection/Appointment of the Principal** - participate according to the Council's constitution and the policies of the Archdiocese in selecting the principal.
- E. Development, Including Public Relations and Marketing** — maintain and develop an understanding of the school's mission, a commitment to that vision, the involvement of people, the formulation of a plan, the development and presentation to the public, and finally the acquisition of funds to bring the plan to fruition.
- F. Curriculum** – consult with Pastor and Principal regarding substantial changes made to the curriculum and other curricular issues, especially those concerning human sexuality and religious education.
- G. Goals** - establish a set of goals at the beginning of the school year that reflects the areas of responsibility.

Article III: Membership

Section A. - Membership

The Council shall be composed of up to 9 members appointed by the Pastor. Ex-officio and non-voting members may include a Parish Council representative and the PTO president. The Principal and Pastor are ex-officio and non-voting members. However, by Canon Law the Pastor is the administrator of the parish. For that reason, the Pastor's approval is required before any policy adopted by the Council becomes effective.

Section B. — Eligibility Requirements

- Members must be at least 18 years of age, practicing Catholics and in good standing in the Catholic Church.
- They need to be parents or guardians of children enrolled in St. Elizabeth Ann Seton or parishioners of St. John the Baptist Church. A majority of Council members shall be parents of students currently enrolled at St. Elizabeth Ann Seton.
- Paid employees of the school or parish and their immediate relatives are not eligible for council membership.
- Members must be willing to make time commitments for meetings and related council committee work and activities.
- All new members must attend an in-service provided by the Archdiocesan Office of Catholic Education.
- All members are required to maintain a high level of integrity and confidentiality.
- Members must serve without financial compensation.

Section C. — Selection of Membership

The Nominating Committee shall consist of at least three (3) members appointed by the School Advisory Council Chairperson. The Nominating Committee shall submit nominations to the Pastor. A minimum of two (2) nominees must be submitted for each vacancy of the council. The Pastor may appoint members from these proposed nominees or others as he deems appropriate.

Section D. — Terms of Office

The council shall be composed of up to 9 members appointed by the Pastor and shall serve a term of three years. The terms of office are to be staggered so that each year there will be two (2) vacancies to fill. No member shall be eligible to serve more than two consecutive terms or six (6) years.

Terms of office expire at the opening council meeting of the school year in August, at which time any newly appointed members begin their term.

A member's term may also expire upon notice, given at any time, by the Pastor.

Section E. — Vacancy

Any member of the council, other than an ex-officio member, who is absent from more than three meetings during a single academic term shall cease to be a member, unless excused by action of the council.

Members who resign shall submit their resignation in writing to the Council. In the event of a vacancy on the School Advisory Council, the Chairperson, with the approval of two-thirds (2/3) of the members, shall appoint, upon approval of the Pastor, a member to serve the remainder of the regular term. A person replacing the former member shall only complete the term of the member he/she is replacing unless appointed by the Pastor to the Council at the expiration of that term.

Article IV: Officers

Section A. — Officers

The officers of the Council shall consist of Chairperson, Vice-Chairperson and Secretary. These officers shall be elected annually to the Council at the first regular meeting of the year in August and are eligible to succeed themselves for two (2) successive one-year terms. All voting members of the council shall be eligible for office. The Principal is the Executive Officer of the council. Additional appointments shall be made of a Finance Council Member, Parish Council Representative, Parish Property Board Representative, and Parent Teacher Organization Representative.

Section B. —Duties

Duties of the officers are as follows:

- The Chairperson shall preside at all regular and special meetings and executive sessions of the Council. He/she shall prepare an agenda together with the principal of the school, prior to each meeting. He/she shall appoint special committees as needed.
- The Vice-Chairperson shall perform all duties of the Chairperson when requested to assist or the Chairperson is absent or unable to act.
- The Secretary shall maintain a written record of all acts of the Council, preserve all reports and documents committed to the Secretary's care and conduct, and receive and dispose of any correspondence as directed. Also, the Secretary shall send a copy of the minutes to the Council members and Parish Council President.
- The Finance Council Member shall review the monthly budget and report at the monthly meeting. This member shall serve as the liaison to the Parish Finance Committee.
- The appointed Representatives shall act as a liaison between the Council and their respective committees. The representative shall report to the Council the proceedings of their respective committees or organizations and likewise relate any information appropriate information from the Council to those committees or organizations.

Article V: Meetings

Section A. — Meeting Dates

The Council shall hold regular, monthly meetings from August to May. The date and time is to be consistent from month to month and published in the parish calendar and school calendar. The

Pastor, Principal or Chairperson may call special meetings with at least three (3) days' advance notice to each member.

Section B. — Quorum

For the purpose of transacting official business, a majority of the members shall constitute a quorum. An affirmative vote of the majority of the Council members present is required for the passing of any motion.

Section C. — Open Meetings

All meetings of the Council are to be open meetings unless designated as being Executive. Decisions made in executive sessions must be presented and voted on at open sessions before becoming effective. The right of non-members to address the Council shall be limited to those whose petition has been submitted to the Pastor, Principal, or Chairperson three (3) business days in advance of the meeting and approved for the agenda in advance of the meeting.

Section D. — Minutes

A written record of all acts of the Council, maintained by the secretary, shall be made into a permanent record and preserved in the parish archives. Minutes are not made nor kept of Executive sessions.

Section E. — Rules of Procedure

As a Catholic community, the council will endeavor to arrive at consensus in its deliberations. When the council is unable to reach a consensus, a vote shall be taken in accordance with Robert's Rules of Order, Newly Revised.

Article VI: Relationships

The council shall operate consistently within Archdiocesan policies, regulations and guidelines. A member of the School Advisory Council serves as a representative to the Parish Council. Members of the Council may also function as representatives to other school/parish boards, committees, or organizations. The council relates to the school faculty and staff through the Principal. The council members represent the parents and parish community as part of their role. As a Catholic community, the council will endeavor to arrive at consensus in its deliberations. Issues and policies are the focus of discussion at council meetings, rather than individuals or personalities.

Article VII: Committees

Section A. Standing Committees

The following committees shall consist of at least two members, one of whom shall be a member of the council. The chairperson appoints all committee members. The chair and principal are ex-officio members of all committees.

1. Finance Committee
2. Nominating Committee
3. Technology Committee

4. Marketing Committee

Section A — Duties of Committees

The Finance Committee is responsible for working with the Principal on the preparation and presentation of the annual school-operating budget. Members are also responsible for working on the Endowment Fund for the School.

The Nominating Committee is responsible for recommending to the Pastor at least two (2) qualified candidates for each School Advisory Council vacancy. Potential candidates are solicited through the parish bulletin and school newsletter. The slate of nominees is presented to the Pastor who will appoint the council member from among these nominees or other qualified persons. The Pastor notifies the candidates of appointment.

The goal of the Technology Committee is to analyze and address the technology needs of the school. This includes software and hardware as they relate to an administrative and operational standpoint, but does not include evaluation of software for a particular subject or course. It also includes evaluation and recommendations regarding the technological infrastructure of the school including data lines and hardware necessary to allow the technology to operate as efficiently as possible. The committee will make recommendations to the council and administration regarding the needs of the school to insure that we are using available technology to maximize its benefit to the school.

The Marketing Committee is responsible for assisting the School Advisory Council with external communications that position St. John the Baptist within its market. The committee is chaired by the member of the Council designated to be responsible for marketing.

Section C. — Ad Hoc and Special Committees

Ad Hoc and special committees may be appointed by the Chairperson and perform such duties and tasks as directed by the council. The Chairperson of the council shall appoint the chairperson and members of each committee. The Chairperson of the council and the Principal of the school shall serve as ex-officio members of all committees.

Section D. — Committee Proceedings

The chair of each committee is responsible for notifying each committee member as well as the ex-officio members of all dates and times of meetings. The committees have no power to make decisions. Any recommendation of a committee must be presented to the entire Council. The Council determines if a vote is needed before any committee action is implemented. All committee meetings shall be open to School Advisory Council members but closed to outside attendees, unless declared otherwise by the committee chair.

Article VIII: Bylaws

The School Advisory Council shall have the authority to establish, adopt or amend bylaws for this constitution. All changes must have the approval of the Pastor and be submitted to the Archdiocese for approval.

Section A. — Policy

The Pastor, Principal or council members may raise for consideration policy recommendations as new business at any regular meeting without requirement that it have been included on the meeting's agenda. After raised for consideration and before adoption, policy recommendations or revisions shall be added to a meeting's agenda item to be researched and discussed. The policy recommendation or revisions shall be submitted to the council for a vote at a regular meeting. For a policy to be enacted or revised, it shall be passed by a majority vote. In order for any recommendation to become policy, it must be approved by the Pastor.

Section B. — Search for Principal

The search for a principal of the school shall be done in accordance with the guidelines and assistance of the Office of Education of the Archdiocese of Oklahoma City.

Section C. — Conduct of Business

As a Catholic community, the council will endeavor to arrive at consensus in its deliberations. When the council is unable to reach a consensus, a simple majority vote shall be taken in accordance with Robert's Rules of Order, Newly Revised.

Section D. — Amendments to the Constitution

- Amendments to the constitution may be initiated by the council, approved by vote of two-thirds (2/3) of all voting members and must be subject to the policies and regulations that proceed from the Archdiocesan Office of Catholic Education. The Constitution and Bylaws and any amendments thereto shall be presented to the Pastoral Council and Office of Catholic Education of the Archdiocese of Oklahoma City for approval. After approval, they become effective immediately.
- Proposed amendments to the constitution must be presented in writing to the council at least twenty-one (21) days prior to a meeting at which a vote is to be taken.

Article IX: Administration

Section A. — Goals and Self-Evaluation

The first meeting of the school year, the Council shall set goals to accomplish during the upcoming year. During the last regularly scheduled meeting, an evaluation form shall be distributed to the Council members to rate its effectiveness. The results shall be compiled by the Chairperson and discussed with the Council prior to the first meeting of the Council for the next academic year.

Section B. — Recordkeeping

The School shall keep copies of Council minutes, reports and all correspondence for a period of seven (7) years. After this period, the records shall be destroyed in accordance with Parish and/or School retention policies.