

**BYLAWS OF THE
SCHOOL ADVISORY COUNCIL
ST. MICHAEL CATHOLIC CHURCH – PRIOR LAKE, MINNESOTA**

INTRODUCTION

The School Advisory Council (the Council) of St. Michael Catholic Church 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. 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.

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:

Dedicated to spiritual growth, academic excellence and social development, the mission of Saint Michael Catholic School is to prepare our students to live the Gospel message in an ever- changing diverse world.

**ARTICLE I
NAME**

The name of this body shall be the St. Michael Catholic School Advisory Council ("School Advisory Council" or "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. represent and communicate the work of the parish school with all segments of the school, parish, alumni, and broader community.

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 Principal in developing the annual budget for submission to the Parish Finance Council and Parish Pastoral Council. Help the Principal prepare and update three (3) year budget projections

b. prepare and submit for approval an annual budget for Council initiatives and activities

c. recommend rates of tuition and fees. Approval by Pastor after consulting SAC and Finance.

d. review fundraising efforts and allocation of those funds.

4. Formulate policies for the governance and direction of the parish school consistent with its Mission Statement and the mandates of the Archdiocese.

a. 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. with the Principal establish and review goals of the school, both immediate and long range, in consultation with the Parish Pastor

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. establish immediate and long range technology goals for the school.

b. assist the administration in achieving established technology goals.

c. assist in developing the annual technology budget.

8. Committee Oversight

a. with the principal approve the mission and goals of School committee's including Parent Connections, Finance, Marketing , Technology, Buildings and Grounds, Athletics and Fundraising.

b. provide oversight and approval of Committee initiatives and budgets

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 member of the Parish Council will be selected annually as liaison to School Advisory Council and attend SAC meetings in order to inform the council of the school's accomplishments and needs and may bring to the attention of the parish pastoral council any matters which are broader than the educational programs of the school.

Section 2. Parish Finance Council: The parish finance council advises the Pastor in administering the temporal goods of the parish. The parish administrator and principal shall facilitate discussion between the School Advisory Council and the

parish finance council 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 business administrator, School Advisory Council and the Principal and is subject to final approval. The SAC liaison to the parish finance council will regularly attend the parish finance council meetings in order to assure effective and frequent financial communications.

Section 3. Archdiocese: Local school policies may not conflict with Archdiocesan policy. The Bylaws of the Schools Advisory Council must be approved by the parish Pastor and School principal and are subject to review by the Diocesan Office for the mission of Catholic Education. 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:

- a. at least 18 years of age;
- b. fully initiated and actively participating Catholic and a parent of a student(s) in the school.
- c. prepared to give time and energy to the advancement of the parish school, including importantly, attendance at Council meetings.
- c. 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.

Section 2. Number of Members and Representation: Members of the School Advisory Council shall consist of the Pastor, the Principal, nine (9) members chosen through discernment by current Advisory Council members, Pastor and Principal. 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. Nomination: In March of each year, the Council Chair acting on behalf of the Council, shall advertise for candidates, publishing the eligibility requirements for Council members.

Information about the Council is given to each potential candidate, and the Advisory Council shall confirm that each candidate is willing to expend the appropriate time and energy to participate as a Council member.

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.

Section 5. Discernment: Every year upon the completion of the nomination process, the Council will select three (3) members by discernment at its May meeting. Potential members will have the opportunity to speak at the meeting before discernment. Council members will then through discussion and prayer choose the new members from nominees who seem to best meet the needs of the Council at that time. If the Council cannot come to a consensus on the appointment of one or more nominees, the names of those best suited will be placed in a vessel and names will be drawn to fill the remaining open positions.

In making its appointments, the Council will give primary weight to ensuring that Council members will have a diversity of talent so as to be effective as a whole.

Section 6. Vacancies: With the exception of ex officio members, any vacancy in membership shall be filled by appointment of the then current Council. 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 6. Resignation: Any member may resign at any time by written notice to the Chair.

Section 7. 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:

- a. preside at all meetings of the School Advisory Council;
- b. plan Council meetings with the Principal;
- c. make all committee assignments and see that the committees function properly;
- d. execute all written documents on behalf of the School Advisory Council;
- e. ensure that Council recommendations are addressed;
- f. performs all duties required of 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. Election conducted by a voice vote and 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

ARTICLE VI

MEETINGS

Section 1. Meetings: Regular meetings shall be held on the second Thursday evening of each month except in July 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. This should be an established schedule at a time and day that the Pastor and the Principal can regularly attend.

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 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.

Section 5. Annual Meeting: An annual meeting of the School Advisory Council shall be held each year. 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.

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. Electronic messages may constitute written affirmation.

Section 7. Visitors: Visitors wishing to 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. Council members provide standing committee updates from the committees in which they are assigned to the Advisory Council. The Chair of the Council's Finance Committee shall also 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.

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.

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.