

St. Augustine Catholic School Advisory Committee By-Laws

ARTICLE I - NAME

The name of this body shall be the *St. Augustine Catholic School Advisory Committee*.

ARTICLE II - NATURE AND FUNCTION

SECTION A.

The St. Augustine Catholic School Advisory Committee (hereby “committee”) seeks to be an avenue of communication among students, parents, and the administration. It will counsel, confer with, and support the pastor and school administrator and consistently foster the positive response that will help promote the excellence in education for which we are all striving.

SECTION B.

The school Committee's concern is always the welfare of the school as a whole. The Committee gives an added Christian dimension to the existing Parish structure in that it represents parents and school-related organizations interested in the success of the school program.

The committee is responsible for the following:

1. The primary role of the committee is to advise in developing policy relating to students and financial management.
2. To advise on items of income and expense in regard to the school budget.
3. To advise on itemized budgets and year-end financial statements from all school-related organizations.
4. To make recommendations in the hiring of the Principal in accordance with Archdiocesan School Policies.
5. To assist the school administrator and staff in discerning the educational needs of the school.
6. To make a yearly tour of the school to determine the condition of the building(s).
7. To establish and periodically review a uniform dress code for students.
8. To review and submit to the Parish Finance Council for the purpose and organizational details of any proposed fundraiser that will be conducted by and/or involve the students, parents, or staff of the school.
9. To establish committees on a standing or ad hoc basis according to need.
10. To advocate the work of Catholic Education, and the Catholic Faith.
11. To review and make recommendations regarding the school calendar for the following year.

SECTION C.

The School Advisory Committee is a standing committee of the Parish Education Commission and is responsible to inform the Education Commission of the committee proceedings.

ARTICLE III - MEMBERSHIP

SECTION A.

1. Ex Officio (non-voting) members of the committee shall be the pastor and the school administrator. The pastor may also appoint up to three non-voting members to the committee to serve as advisors on specific issues based on their expertise.
2. The committee shall consist of nine elected members, with a minimum number of six elected members. Elected committee members will be a parents or guardian of a child currently enrolled at St. Augustine Catholic School. If a child of an elected member graduates from the school before completion of their parent's or guardian's term on the committee, such member may, at their discretion, complete their term on the committee.
3. The administrator, at their discretion, may appoint up to three voting members to the committee. Appointed committee members may be representative of any segment of the parish community, provided they are 21 years of age and are registered members of the parish. No more than three administrator appointees may serve on the committee at any given time.
4. Each newly elected/appointed member of the committee shall receive a copy of this constitution and the *Code of Ethics for Catholic School Board Members* of the National Catholic Education Association. All committee members will be expected to abide by this code of ethics (See Appendix, Section I).
5. If any member of the committee fails to abide by the code of ethics they will be subject to sanctions including a reprimand, dismissal from a meeting, or expulsion from the committee. Dismissal from the committee will require a two-thirds majority of all members, voting by a secret ballot, at a scheduled meeting.

SECTION B.

1. Term of office for both elected and appointed members is three years. A service year on the committee extends from the October meeting of the current school year through September of the following year.
2. A member is not permitted to serve more than two (2) consecutive terms on the committee for a maximum of six (6) years; unless the member is filling a one-year partial term, then the new member may serve two full consecutive terms after fulfilling the one-year partial term. This is the only instance that would allow a member to serve more than the above mentioned six (6) year terms and they could be on the committee for seven (7) years.
3. The service terms of elected members shall be staggered in order to prevent the term limiting of too many members in a single year.
4. In the event a member of the committee has been absent for three scheduled meetings, the remaining members of the Committee may, at their discretion, determine and declare that a vacancy

exists. A two-thirds majority of all remaining committee members, voting by secret ballot at a scheduled meeting, is required for expulsion of said member from the committee.

SECTION C.

A person is ineligible for membership on the committee if:

1. They do not accept the teaching of the Church and the role and importance of a catholic education.
2. They are an employee of the St. Augustine Catholic School or Parish.
3. They are a living in the same household as an active School Advisory Committee member.
4. They are simultaneously a member of the St. Augustine Parish Council or its substructure.
5. They have other conflicts of interest.

SECTION D.

1. Solicitation of nominations for committee membership shall be announced in the school newsletter in September, and the election will take place in October at St. Augustine Catholic School.
2. Each parent or guardian of children currently enrolled in St. Augustine School is eligible for committee membership, can nominate themselves and/or any other eligible person, and is eligible to vote in the election. A maximum of two votes will be allowed per family.
3. Nominees for committee membership will be contacted by the president for their willingness to serve on the committee.
4. A list of candidates is to be published in the school newsletter at least one week preceding the election and the election shall be completed no later than one week prior to the October meeting of the committee.
5. Ballots listing all nominees will be sent home with students and sealed, anonymously completed (no names on the ballot), ballots will be returned to the school office no later than one week after they are distributed.
6. The sealed ballots will be opened and counted by at least two impartial volunteers appointed by the school administration.
7. If the number of nominees is less than or equal to the number of vacancies on the committee, then an election need not be held, and the nominees shall automatically become members of the committee.

SECTION E.

Vacancies for unexpired terms of elected committee members shall be filled by unelected candidates in the order of finish of the previous election, and member(s) so chosen shall serve the remainder of the unexpired term. If there are no remaining unelected candidates from the previous election, such vacancies shall be filled by appointment of the committee from volunteer parents or guardians of school children willing to serve on the committee. Any member so chosen will serve only for the remainder of the current school year. If no unelected or volunteer candidates are available, then the vacancies shall continue until the next election. At that time, newly elected members will be chosen to fill the existing committee vacancy(s) by order of election.

ARTICLE IV - OFFICERS

SECTION A.

The officers of the committee shall consist of a president, vice president, and a secretary; all of whom shall be elected annually by the committee at the first regular meeting of the year. Election of officers shall take place by secret ballot, with the school administrator or pastor serving to tally the votes and announce the results. The results will be recorded in the meeting minutes. The term of office of committee officers extends from the second meeting of the current school year until the committee is convened at the initial meeting of the subsequent school year.

SECTION B.

1. Newly elected or appointed committee members are ineligible for an officer position until he/she has completed one year (or portion thereof) of service on the committee for a given term.
2. Only voting committee members are eligible to be nominated.
3. Eligible members will be nominated by a voting member, and seconded by any member, to be put on the ballot for that position. The current committee president will confirm the nominated member's willingness to serve in that position.
4. Committee members are ineligible to hold an officer position on the SAC if their spouse holds an officer or elected position on any other St. Augustine School board or committee.
5. If there is only one eligible, nominated, and willing member for a position, there is no need to hold an election for that officer position.
6. If there are not enough eligible and willing members to fill officer positions, the president, in conference with the pastor, will decide on a course of action.
7. In the event that an officer leaves the committee, or is unable to perform the duties of their position, the nomination and voting procedures for that position will be followed and the officer replaced.

SECTION C.

The duties of the officers shall be as follows:

1. The president shall:
 - a. Preside at all meetings of the committee;
 - b. Together with the school administrator prepare an agenda for the meetings;
 - c. Form ad hoc committees and appoint committee chairpersons as necessary;
 - d. Call any special meetings as necessary.
2. The president, or a committee member designated by the president, will be the representative from the committee to, and will automatically become a member of, the Parish Education Commission.
3. The vice-president shall perform all the duties of the president at the request of, or absence of, the president.
4. The secretary shall:
 - a. Maintain a written record of all the proceedings of the committee.
 - b. Supply a copy of the unapproved minutes of any preceding meeting(s) to the committee members, prior to the next scheduled meeting.

- c. Supply a copy of the approved minutes of all open meetings to the school administrator for posting on the school website. Due to their confidential nature, copies of executive/administrative sessions will only be distributed to the pastor, school administrator, and members of the School Advisory Committee.
- d. Attend to any and all correspondence as directed by the president.

SECTION D.

Officers of the School Committee and are prohibited from holding an officer or elected position in any other St Augustine Catholic School connected organization.

ARTICLE V - MEETINGS

SECTION A.

- 1. Regular (open) committee meetings shall be held on the school premises monthly, September through May. The meeting times for regular meetings shall not be prior to 5:30pm EST.
- 2. Special (open or closed) committee meetings can be called by the pastor, the school administrator or the SAC president.
- 3. Basic parliamentary procedures shall govern meetings of the committee.
- 4. The ordinary order of business shall be:

A. Opening Prayer	G. President’s Report
B. Mission Statement	H. Reports of Committees/Organizations
C. Roll Call	I. Communications
D. Approval of Minutes	J. Unfinished Business
E. Pastoral Report	K. New Business
F. Administrator’s Report	L. Adjournment and Closing Prayer

SECTION B.

A quorum necessary to transact official business shall consist of the number of voting members on the Committee minus two.

SECTION C.

All official school business shall be transacted at regular (open) monthly meeting.

SECTION D.

1. All regular meetings are open unless designated as being executive or administrative sessions. Executive or administrative sessions are called when the need arises, and are normally closed sessions. Deliberations in executive or administrative sessions are privileged and private, and information discussed at such meetings must not be carried to others outside of the committee. Administrative decisions, since they deal solely with matters relating to governance of the committee, need not be presented at an open meeting before being enacted.
2. The right of non-members to address the committee will be limited to those whose petition has been approved for the agenda in advance of the meeting. Petitions should be communicated to the school administrator or the president no less than one week prior to the meeting at which time the item(s) in question will be presented and discussed. The amount of time allotted a non-member for presentation may, of necessity, be limited at the discretion of the president.
3. The normal procedure by which a parent or guardian may take issue with committee is outlined in Section II of the Appendix.

ARTICLE VI - RULES AND POLICIES

SECTION A.

All school rules and policies formulated by the Committee shall be committed to writing, be kept in the secretary's log, and will become enacted upon the approval and signature of the pastor. The school administrator is responsible for implementing and enforcing these rules and policies.

ARTICLE VII - AMENDMENTS

SECTION A.

This constitution may be amended by a vote of two-thirds of the total membership, subject only to the regulations and policies of the Ordinary of the Diocese or his appointed representative.

SECTION B.

Amendments to this constitution must be presented to the committee at the previous scheduled meeting, prior to their adoption at the next regular (open) meeting.

APPENDIX

SECTION I - Code of Ethics for Catholic School Board/Committee Members

As a member of a catholic school committee, I:

- acknowledge that schools are a significant expression of the teaching mission of the Catholic Church and function within its structure;
- will become more knowledgeable about the mission of catholic education, as expressed in this school, and sincerely promote it to the various publics with whom I have influence;
- will recognize the need for continuing education about my responsibilities and know that I will not represent the committee officially unless explicitly authorized to do so;
- will be fully and carefully prepared for each meeting by doing the required readings and completing necessary tasks for committee work and reports;
- support the school administrator in authorized functions and avoid intruding in administrative details unless requested to do so;
- will be loyal to board/committee decisions even though personally opposed to the final recommendations and decision;
- will be alert to alternate solutions to problems by keeping an open mind;
- will recuse myself from discussion and vote on an issue where there is a conflict of interest with my family or business interests or if the outcome will grant me any pecuniary or material benefits; and
- pray often for other members of the board committee, this catholic school, and the community it serves.

ADOPTED: ## 12-01-
2020##

SECTION II - Procedure for Parent/Guardian Interaction with the School Committee

1. Initially, the issue should be directed to the primary levels of authority (ie teacher, principal) before being brought before the School committee. Only matters relating to school policy are considered appropriate for presentation to the committee.
2. Presentation of the issue should last no longer than ten minutes.
3. The committee will listen intently to the issue and ask questions to clarify parent or guardian's position.
4. A discussion/debate with parent(s) guardian(s) will not be held.
5. After listening to the issue, the School Committee will discuss the matter in the executive session and will make appropriate recommendations to the school administrator. The school administrator then makes a decision, taking into consideration the recommendations of the Committee.
6. Written response by the school administrator or the committee president is to be given within one week of presentation of the issue.
7. Further appeal can be brought before the pastor and then finally before the Archdiocese, if applicable. Under Section# 2450 of the Archdiocesan Policy Manual, if a complaint is not resolved at the school or parish level, it can be formalized as a grievance and appealed to the Archdiocese. A grievance, however, is defined as a major wrong or injustice "affect employment of the employee or enrollment of the student". Even though a person may appeal a local decision to the Archdiocese would not formally hear the matter if it did not affect employment or enrollment.