



**ST. ANDREW**  
CATHOLIC SCHOOL

## **St. Andrew Catholic School School Advisory Council Bylaws**

### **Article One: Purpose of the Council**

The St. Andrew Catholic School Advisory Council (SAC) will assist and offer advice to the pastor and principal of the school. The areas in which the council will offer assistance are:

1. Planning (long range strategic planning)
2. Policy Development (formulating policies that give general direction for administrative action)
3. Financial (including budgeting and financial policy consistent with the parish policy)
4. Development (including public relations, marketing, and fundraising)
5. Program Development (human, spiritual, apostolic and intellectual formation)
6. Facilities (planning and management)

The council is advisory in the sense that its members cannot act apart from or make decisions binding for the school without the approval of the pastor and principal. All decisions will be consistent with the Diocese of Lansing educational philosophy and policy.

### **Article Two: Mission of the Council**

The mission of the School Advisory Council is to further the advancement of quality Catholic education for the students at St. Andrew Catholic School by providing leadership, direction, and support to the pastor and principal of the school.

### **Article Three: Membership of the Council**

#### Section 1. Membership

The council shall consist of no fewer than 5 and no more than 7 members as determined by the needs of the pastor and principal. Members will be appointed by the pastor and principal as well. The principal and pastor will serve as *ex officio* members.

Serving on the St. Andrew Catholic School Advisory Council is a ministry providing a service for the school community. A member who offers to serve needs to be open-minded and team oriented. The member must keep in mind the overall good of the school as the basis upon which to make decisions. A council member has no authority as an individual. Only when the council meets as a



group does the person function as a council member. Members should be motivated for service of the school community rather than for personal agendas.

## Section 2. Eligibility

There are minimum qualifications for serving as a School Advisory Council member. A member must be:

1. a registered member of the parish or parent of a child attending the school
2. at least 21 years of age
3. available to attend regularly scheduled meetings
4. able to serve for two years
5. able to work effectively on a subcommittee
6. willing to maintain a high level of integrity and confidentiality
7. willing to promote school goals of service, academics, prayer and development
8. willing to support and participate in development activities
9. willing to sign and abide by the school/family covenant

In addition to these qualifications, the following restrictions apply to membership:

1. No more than one member of an immediate family may serve on the council at the same time.
2. Salaried employees of the parish and school and their immediate family members are ineligible to serve on the council, excluding *ex officio* members..
3. Current board members or professional educators of another school or school system are ineligible to serve on the council.

## Section 3. Procedure for appointment

Information will be distributed, and an informational session will be held in the spring of each school year. Persons interested in becoming members of the council will submit a letter of intent to the principal, which will be reviewed by the principal and pastor. The principal and pastor will make new appointments before the end of the current school year.

## Section 4. Term

All council members will serve a term of two years. Members may serve an additional consecutive term or a maximum of four years. After a lapse of two years, a former member may be reappointed with the pastor's approval. This section may be amended in the first five years of inception (2023-2028) to avoid excessive turnover.

## Section 5. Resignation



A member may resign from the council at any time. Resignation should be made in writing and submitted to the principal and pastor through the chair of the School Advisory Council.

#### Section 6. Consensus

The council must strive to reach consensus on all issues; therefore, voting should be rare. Consensus does not imply one hundred percent agreement; rather, it is achieved when there is general agreement among the members and all are willing to take ownership of the decision.

#### Section 7. Removal of Members

Grounds for removal include but are not limited to conduct detrimental to the school, lack of cooperation with its objectives, refusal to render reasonable assistance in carrying out the school mission, breach of confidentiality, etc.

Any member who has three absences from regular meetings in an 11-month period will subject the member to removal from the council. Members with two absences shall be notified by the chair that a third absence will result in the member's removal from the council. Removal of a member requires the pastor's approval.

### **Article Four: Officers of the Council**

#### Section 1. Executive Officers

The officers of the council will consist of a chair, vice-chair, and secretary.

#### Section 2. Selection of Officers

The process of the selection of officers will be discerned by the principal and pastor.

#### Section 3. Term of Office

The selection of officers shall take place at the end of the school year. New officers will preside at the beginning of the school year. Officers' terms shall run from June to June of each year. Officers may serve an additional term of one year.

### **Article Five: Duties of the Officers**

#### Section 1. Chair

The chair shall be a person who has served on the council for one year.

The chair shall preside at all regular and special meetings of the council, shall make appointments, with the approval of the principal and pastor, of chairpersons of all standing subcommittees of the council, shall have the authority to create ad hoc subcommittees and with the approval of the principal and pastor, appoint members thereto, shall see the functions of the council subcommittees are being properly performed, shall plan and organize the agendas of the meetings in consultation with the principal and pastor, and shall insure the council recommendations are implemented.



### Section 2. Vice-Chair

At the request of the chair, or in the event of his/her absence or disability, the vice-chair shall perform the duties and possess and exercise the powers of the chair.

### Section 3. Secretary

The secretary shall have charge of such documents and papers as the council may determine. The secretary is responsible for recording and distributing accurate minutes of meetings, handling correspondence, and preserving reports and documents.

## **Article Six: Subcommittees**

### Section 1. Subcommittee Membership

Council members are expected to serve subcommittees as needed.. Each subcommittee 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 subcommittee memberships after consultation with the full council and the principal, and with the approval of the pastor.

### Section 2. Standing Subcommittees

Standing committees may be formed as necessary for the conduct of the business of the council.

### Section 3. Ad Hoc Subcommittees

*Ad Hoc* Subcommittees may be created by the chair with the approval of the School Advisory Council. Examples of subcommittees include facilities, strategic planning, and fundraising.

## **Article Seven: Meetings**

### Section 1. Regular Meetings

Regular meetings shall be held at regular intervals from August through June on a date selected by the council.

### Section 2. Special Meetings

Special meetings may be called at any time by the pastor, principal or council chair.

### Section 3. Executive Session

Any member of the council may request, during any regular or special meeting, that the meeting convene an executive session. At which time, guests will be excused except at the invitation of the member requesting the session or the chair. Anything said in the executive session is confidential and is not subject to disclosure unless required by law. Any breach of confidentiality may result in a member being removed from the council. When the executive session is adjourned, the open



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meeting is then begun anew. The minutes, as recorded by the council's secretary, simply reflect that a discussion was held in an executive session. The specifics are not listed in the minutes.

#### Section 4. Agenda

An agenda prepared by the council chair shall be distributed prior to each meeting. If a person other than a member wishes to present a matter to the council, that person must obtain the approval of the chair prior to the meeting in order to place the matter on the agenda. Only issues that fall within the scope of the council will be placed on the agenda.

#### Section 5. Minutes:

Minutes of all council meetings shall be prepared and forwarded to all members, the principal, and the pastor.

### **Article Eight: Quorum**

A simple majority of the council will constitute a quorum, and shall be required for the transaction of business at all meetings.

### **Article Nine: Amendment to Bylaws**

#### Section 1. Review of Bylaws

At least once every five years, or more often if determined by the council, a review of the current Bylaws by the full council shall take place.

#### Section 2. Procedure for Amendment

These Bylaws may be amended at any regular or special meetings of the council by consensus having at least a quorum present. A copy of the proposed revisions shall be submitted to the principal and pastor for review prior to approval by the council. The proposed amendment(s) shall have been submitted, in writing, to the members of the council prior to the meeting at which it is to be voted upon. Once approved by the council, the amendments will take effect upon approval of the principal and pastor.



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By consensus of the School Advisory Council dated \_\_\_\_\_, the council approves these bylaws.

Advisory Council Member's Signature:

\_\_\_\_\_

Pastor's Signature: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_