

School Advisory Council

Bylaws

ARTICLE I

Title

The name of this body shall be the School Advisory Council hereinafter referred to as the Advisory Council.

ARTICLE II

Nature and Function

1. The Purpose of the Advisory Council shall be to provide policy direction for program needs of the school, especially in Planning, Finances and Development; to promote the implementation of said policies; and to insure that all local policies are in accord with the intent and spirit of the policies established for the Catholic schools of the Archdiocese of Portland.

ARTICLE III

Membership of the Council

Section 1. Number and Composition

1. Members of the School Advisory Council shall be the Pastor (ex officio), the School Administrator (ex officio), and elected/appointed representatives.
2. The School Advisory Council shall have an Executive Officer, the School Administrator, responsible to the Advisory Council for carrying out its policies and accountable to the Pastor and to the Department of Catholic Schools through the Archdiocesan Superintendent of Catholic Schools.
3. Said Council is advisory to the Pastor and to the Principal and has no governing and/or regulatory power. The Pastor is the enactor of all school policy.
4. The Council shall consist of between seven and nine members, not including the Principal and Pastor.

Section 2. Tenure of Office

1. Each member shall serve a term of 3 years, with the exception that the original members may serve terms varying from one to three years, to insure stability of the council.
2. Members may serve two consecutive terms, for a total of 6 years.
3. Members who wish to end their term early shall do their best to provide a two month notice.

Section 3. Selection, Vacancies, Removal

1. A selection committee consisting of the Pastor/Canonical Administrator, the Principal, and the Chairperson of the Advisory Council shall seek out and prepare a slate of prospective council member nominees. They will also determine the process by which nominations, elections and appointments will take place. Newly selected members of the Advisory Council shall take office. Retiring members shall leave office at the conclusion of the school year in which they retire.

2. Unexpired terms of Advisory Council members or of Advisory Council members disqualified shall be filled by the Principal through appointment.
3. Any member of the Advisory Council, other than an ex officio member, who is absent from two regular meetings of the Advisory Council during one academic year (August through June) shall, unless excused by action of the Advisory Council, cease to be a member.

ARTICLE IV

Officers

Section 1. Organization

1. The officers of the Advisory Council shall include a Chairperson and a Secretary. The Chairperson and Secretary shall be voting members of the Advisory Council.

Section 2. Election of Officers

1. Officers shall be elected at a meeting of the council. They shall hold office for one year and may be re-elected for one year.
2. All elected/appointed members of the Advisory Council are eligible for any office.

Section 3. Duties of the Officers

1. The Chairperson shall preside at all regular and special meetings of the Advisory Council.
2. The Principal/Pastor shall perform all the duties of the Chairperson when s/he is absent or unable to act.
3. The Secretary shall maintain a written record of all acts of the Advisory Council; conduct, receive, and dispose of all correspondence as directed; and preserve all reports and documents committed to his/her care.

ARTICLE V.

Meetings

Section I. Regular and Special Meetings.

1. The Advisory Council shall meet regularly during the month, at a publicly designated room.
2. Special meetings of the Advisory Council may be called by the Chairperson as needed or by a majority of the voting members. If time permits, notice of special meetings shall be given twenty-four (24) hours in advance stating the nature of the meeting, the time, and the place.
3. Because of the advisory nature of the Council, no meeting will be held without the Pastor and/or Principal in attendance.

Section 2. Quorum

1. For the purpose of transacting official business, it shall be necessary that a majority of the total voting members be present and voting. "Voting members" of the Advisory Council shall mean the elected/appointed representatives.
2. A simple majority of those present and voting shall carry the motion, decision, and/or election unless otherwise specified in the constitution.

Section 3. Open Meetings

1. All meetings of the Advisory Council are to be open meetings unless designated as being closed.
2. Executive Sessions - While meetings are open to the public, some specific instances warrant that some portion of the meeting be conducted in executive session. An executive session is a useful tool for protecting and advancing the best interests of an organization. Executive sessions provide a venue for handling issues that are best discussed in private, for fostering robust discourse, and for strengthening trust and communication. Distinguished by their purpose and participants, executive sessions serve three core functions: (1) they assure confidentiality, (2) they create a mechanism for board independence and oversight, and (3) they enhance relationships among board members and with the chief executive. By the board and for the board, executive sessions enable the board to manage itself. They create an appropriate forum for board members to talk openly about topics that warrant special treatment. In effect, executive sessions are a kind of special meeting-within-a-meeting. Executive sessions may take place before, in the middle, or at the end of a regular board meeting. They are, by definition, exclusive to board members, but others, such as professional advisors, may be invited to join for part or all of the session.

Section 4. Visitors

1. Meetings of the School Advisory Council shall be open. The Advisory Council reserves the right to declare closed sessions whenever confidential matters may be discussed.
2. The right of non-members to address the Advisory Council shall be limited to those whose petition has been approved by the Pastor, School Administrator, and Advisory Council Chairperson.

Section 5. Archives

1. A written record of all acts of the Advisory Council, maintained by the Secretary, shall be preserved in the archives.

Section 6. Rules of Procedure

1. The Advisory Council may fix its own rules of procedure.

Committees

Section 1. Standing Committees

1. The School Advisory Council shall create standing committees as needed. Such committees may include, but are not limited to, Finance, Facilities, Stewardship, and Marketing.

Section 2. Temporary Committees

1. The Advisory Council may, by resolution, provide for such other committees as it deems advisable and may discontinue the same at its pleasure.
2. Each committee shall have such powers and shall perform such duties as may be assigned to it by the Advisory Council and shall be appointed and vacancies filled in the manner determined by the Advisory Council. In the absence of other direction, the principal shall appoint all positions.

ARTICLE VII

Amendments

Section 1. Amendments

1. These bylaws may be amended, supplemented, suspended, or repealed, in whole or in part, by a vote of two-thirds of the total voting membership subject only to regulations of the Archdiocese and the approval of the Pastor.

Section 2. Presentation

1. Amendments must be presented to the Advisory Council in writing at least two weeks prior to one meeting for discussion and voted on at a subsequent meeting.

Section 3. Bylaws

1. Bylaws may be amended by a two-thirds vote of the total members of the Advisory Council providing the amendment has been presented at the previous meeting of the Advisory Council and subject to approval by the Principal and Pastor.