

SCHOOL ADVISORY COUNCIL CONSTITUTION

ARTICLE I

NAME OF THE ORGANIZATION

The name of this body shall be
OUR LADY OF PEACE SCHOOL ADVISORY COUNCIL

ARTICLE II

INTRODUCTION

SECTION 1: THE ROLE OF THE PASTOR IN THE CATHOLIC SCHOOL

The Catholic School is an expression of the religious and educational mission of the Parish with which it is associated. Therefore, the Pastor is responsible for the administration of the Parish School.

SECTION 2: ROLE OF THE PRINCIPAL

The Principal functions as the Chief Administrator of the Parish School and is a member of the Parish Staff.

SECTION 3: ROLE OF THE SCHOOL ADVISORY COUNCIL

The School Advisory Council serves with the Principal for the good of the school community and is advisory to the Pastor and the Principal. The Catholic School Principal benefits from the assistance of a group of individuals who are committed to the Catholic School and its mission.

ARTICLE III

PURPOSE AND FUNCTION

SECTION 1: PURPOSE

The School Advisory Council is established by the Pastor to assist him and the Principal in achieving the mission of the school.

SECTION 2: FUNCTION

Para 1: The School Advisory Council is advisory in the following sense: the Council makes recommendations to the Pastor and the Principal on matters pertaining to the School and cannot act apart from the Pastor and Principal.

Para 2: Recommendations of the School Advisory Council will not become policy unless approved by the Pastor after consultation with the Principal.

SECTION 3: SCOPE OF INVOLVEMENT

The scope of involvement is determined by the Pastor. Suggested areas for School Advisory Council involvement are:

- A. Planning;
- B. Formulating and Recommending Policy;
- C. Financing;
- D. Marketing, Public Relations and Development;
- E. Assisting as part of an Interviewing or Search Committee for the new Principal unless a religious congregation appoints;
- F. Evaluating the Principal's relationship with the School Advisory Council;
- G. Evaluating the School Advisory Council's own effectiveness.

ARTICLE IV

RELATIONSHIP WITH OTHER GROUPS

SECTION 1: RELATIONSHIP WITH PASTORAL COUNCIL

The School Advisory Council and the Pastoral Council are both advisory to the Pastor. The relationship that exists is one of information sharing and common planning.

SECTION 2: RELATIONSHIP WITH FINANCE COUNCIL

The Finance Committee of the School Advisory Council and the Parish Finance Council meet to plan the financial contribution/subsidy from the Parish to the School. The Parish Finance Council recommends the financial contribution to the School as part of the total Parish budget. All recommendations must meet Archdiocesan guidelines.

SECTION 3: RELATIONSHIP WITH ARCHDIOCESE

The relationship between the Parish School Advisory Council and the Archdiocese of Newark is defined by ecclesial law.

ARTICLE V

MEMBERSHIP

SECTION 1: COMPOSITION

The School Advisory Council shall consist of not less than nine (9) nor more than twelve (12) members.

SECTION 2: EX-OFFICIO MEMBERS

The Pastor, the Principal and the President of the Home and School Association are ex-officio, non-voting members of the School Advisory Council. The Pastor and the Principal participate actively in discussion and consensus building.

SECTION 3: ROLE AND RELATIONSHIP OF THE PRINCIPAL

Para 1: The Principal is the Chief Executive Officer (CEO) of the School Advisory Council.

Para 2: As CEO the Principal assists the Pastor and the President of the School Advisory Council in preparing the agenda, serves as the primary contact point for information on the school, and serves as chief liaison between the school community and the Council.

Para 3: The Principal is directly responsible to the Pastor for the administration of the School.

Para 4: The Principal consults with the Pastor regarding acceptance or non-acceptance of Council recommendations.

Para 5: The Principal is accountable to the Pastor for implementation of Policy.

SECTION 4: QUALIFICATIONS

Any person who is eighteen (18) years or older and who has shown a deep interest in and commitment to Catholic education and who is willing to give time and energy for the advancement of Catholic education is eligible to become a member of the Council.

SECTION 5: DISQUALIFICATION

Ordinarily, school employees, including spouses, parents and children of employees, are not eligible for School Advisory Council membership.

ARTICLE VI

NOMINATIONS, APPOINTMENTS, AND TENURE

SECTION 1: NOMINATIONS

The Nominating Committee shall seek out and prepare a list of prospective Council members who meet the qualifications outlined in items A-F below. Any prospective member identified by the Nominating Committee will remain on an active roster for a period of one year.

- A. Meet the eligibility criteria stated in Article V, Section 4 and Section 5;
- B. Have an interest in and commitment to the educational philosophy and mission of Our Lady of Peace School;
- C. Be available to attend meetings, in-service programs and to participate in committee work;
- D. Maintain a high level of integrity and confidentiality;
- E. Be capable of dealing with issues objectively and make decisions which are in the best interest of the entire School Community;
- F. Be a credible witness to the values of the Catholic Faith, to the School Community and beyond.

SECTION 2: APPOINTMENTS

The members of the School Advisory Council shall be appointed by the Pastor. The selections will be made from the Nominating Committees

roster after its approval by the full Council. Nominations for new members shall take place before the April meeting of the School Advisory Council and appointment shall be made before July 1.

SECTION 3: TENURE

Members of the School Advisory Council will serve for a term of three (3) years with the possibility of reappointment. In the initial year one third of the Council will serve a one-year term; one third of the Council will serve a two-year term; and one third of the Council will serve a three-year term, such that one-third of the Council will be appointed each year.

SECTION 4: REMOVAL

Para 1: Grounds Removal

Any member of the School Advisory Council, other than an ex-officio member, who is absent from two (2) unexcused consecutive regular meetings or a total of four (4) unexcused regular meetings in the course of one year shall be recommended for removal from the Council.

Para 2: Excused Absences

The Secretary of the Council with the concurrence of the Executive Committee may grant excused absences to Council members.

Para 3: Removal

The Executive Committee after deliberation may recommend a member of the School Advisory Council for removal in accord with the provisions of **Article VI, Section 4, Para 1**. A two-thirds affirmative vote, by Council members in attendance must concur with the Executive Committee's recommendation. Final approval by the Pastor is necessary for removal.

ARTICLE VII

OFFICERS

SECTION 1: TENURE FOR OFFICER

Officers of the School Advisory Council shall be elected annually at the May meeting of the School Advisory Council, also known as the Annual Meeting. Officers shall hold office until the next annual election and thereafter until their successors are fully elected. Election shall be by absolute majority of the total membership of the School Advisory Council present at the Annual Meeting. The term of office for each officer will begin on July 1 and ends on June 30.

SECTION 2: THE PRESIDENT

The President shall act as the Chairperson of the School Advisory Council and of the Executive Committee; shall be Executive Head of the School Advisory Council in that he/she shall appoint all committees in consultation with the Pastor and Principal; shall be responsible with the Principal and Pastor for the Agenda of meetings; and, shall perform all duties of the Office of President.

SECTION 3: THE VICE PRESIDENT

The Vice President, in the absence of, or at the request of the President, shall perform the duties and exercise the functions of the President and when so acting, shall have the power of the President and shall perform such other duties as delegated by the President.

SECTION 4: THE SECRETARY

The Secretary shall conduct a roll call at the beginning of all meetings, maintain records of attendance, keep accurate minutes of all regular meetings, executive sessions and executive committee meetings, record all votes of the School Advisory Council and shall perform such other duties as delegated by the President.

ARTICLE VIII

STANDING COMMITTEES

SECTION 1: EXECUTIVE COMMITTEE

Para 1: Composition

The Executive Committee of the School Advisory Council shall consist of the President, Vice President, and Secretary. The Principal and the Pastor shall be ex – officio members of the Executive Committee.

Para 2: Function

The Executive Committee meets regularly to plan the Agenda for the regular Council meetings. The Agenda and written Committee Reports should be available to the Executive Committee in order to monitor the activities of the Standing Committees. The Executive Committee shall also communicate to the members of the full Council the reports of the Standing Committee.

SECTION 2: FINANCE COMMITTEE

Para 1: Composition

The Finance Committee shall consist of the Pastor, the Principal, a representative from the Parish Finance Committee and the President of the School Advisory Council. At the discretion of the President and with the approval of the Pastor, additional members may be added based on need.

Para 2: Function

The Finance Committee, working closely with the Principal, is concerned with the financial aspects of the budgetary process. The Finance Committee makes appropriate recommendations regarding the School's budget, polices for

financial management, financial aid system, and management of the School's operating and capital funds.

SECTION 3: NOMINATING COMMITTEE

The Nominating Committee solicits nominees for the Council and make recommendations for appointment to the Council and to the Pastor. This committee also presents a slate of officers for election by the full Council at the Annual Meeting.

SECTION 4: OTHER SUGGESTED COMMITTEES

Para 1: Development Committee

The Development Committee is responsible for long-range planning that involves enrollment projections, recruitment and retention, plant facilities, and the creation of an endowment fund.

Para 2: Public Relations / Marketing Committee

The Public Relations Committee is responsible for insuring that the local school community and the community at large are informed about the philosophy and goals of the School. In conjunction with the Principal, this committee ensures that a positive image is maintained in the community and is responsible for all public relations. The School's Marketing Committee may function as part of this committee.

Para 3: Building and Grounds Committee

The function of this committee is to assist in developing and monitoring a maintenance and improvement plan for the School's building and grounds. All recommendations shall be coordinated with the Pastoral Council, Finance Council and Pastor.

ARTICLE IX

MEETINGS

SECTION 1: THE ANNUAL MEETING

The regular meeting held in the month of May in each year shall be designated the Annual Meeting for the purpose of election of officers and any annual report.

SECTION 2: REGULAR AND SPECIAL BUSINESS MEETINGS

Para 1: Time and Place of Meetings

The School Advisory Council shall meet regularly at a time and place specified in its Bylaws. Special meetings may be called by the President as needed, or by a simple majority of the members of the Council. Standing Committees meet as needed.

Para 2: Notification of Meetings

Notice of the place, day and hour of all meetings must be sent to each member and published in the Parish not less than five (5) days prior to the time of the meeting.

SECTION 3: QUORUM

A majority of the current membership of the School Advisory Council is necessary for transaction of business at meetings; a simple majority vote of those present constituting a quorum shall be sufficient for any recommendation, except as otherwise stated in the Constitution or By-Laws.

SECTION 4: EXECUTIVE SESSIONS

Para 1: Designation of Executive Sessions and Recommendations

All meetings of the School Advisory Council are to be open meetings unless designated as Executive Sessions. Recommendations made in Executive Sessions must be presented and officially voted upon by Council Members at the next open sessions.

Para 2: Grounds for Executive Sessions

The School Advisory Council will go into Executive Session whenever the issues involve personnel, legal or other confidential matters.

SECTION 5: NON-COUNCIL MEMBER PETITIONS

The right of non-Council members to address the School Advisory Council shall be limited to those whose petition has been pre-approved for the Agenda by the President or the Principal in consultation with the Pastor and President.

SECTION 6: RECORDS AND MINUTES

The Secretary's written record, of all acts of the School Advisory Council, as well as the minutes of all open regular meetings, executive sessions and executive committee meetings, shall be preserved in the archives.

ARTICLE X

CONDUCT OF MEETINGS

SECTION 1: RULES OF PROCEDURE

The School Advisory Council may decide for itself on the rules of procedure that will govern its meetings, but in the absence of such rules, Robert's Rules of Order shall apply.

SECTION 2: ORDER OF AGENDA FOR REGULAR MEETINGS

The ordinary order of meetings shall be followed as described in Attachment A of this document.

ARTICLE XI

BYLAWS

SECTION 1: ADOPTION OF NEW BY-LAWS

By-Laws in accord with this Constitution may be developed to further specify the internal operation of the local School Advisory Council.

SECTION 2: AMENDING BY-LAWS

By-Laws may be developed and amended by a vote of one more than a simple majority at any regular meeting with a quorum present.

ARTICLE XII

AMENDMENTS OF CONSTITUTION

The Constitution may be amended in whole or in part. Any amendment, supplement, or repeal must have been presented at the previous meeting, properly recorded in the minutes, and those who were absent must have been given these minutes at least ten (10) calendar days before the regular meeting at which there will be a vote on the proposed change. The proposal will pass with an affirmative vote of two-thirds of all members of the School Advisory Council, regardless of the actual number in attendance at the meeting. The amendment, supplement or repeal must have the approval of the Pastor to become effective.

Official Signatures

(Pastor)

(Principal)

(President of the School Advisory Council)

(Vice President of the School Advisory Council)

(Secretary of the School Advisory Council)

(Dated)

A copy of this Constitution is to be kept on file in the Office of the Superintendent of Schools of the Archdiocese of Newark.

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Our Lady of Peace School
School Advisory Council Constitution
Final document approved by Archdiocese
8/28/2007

Attachment A

SUGGESTED ORDER OF BUSINESS FOR REGULAR MEETINGS

SAMPLE

A. CALL TO ORDER AND PRAYER

B. ROUTINE MATTERS

1. Roll Call for Attendance
2. Approval of Previous Meeting Minutes
3. Old Business - Reports from Committees

C. INFORMATION AND PROPOSALS

1. From Delegations with Petitions (Constitution for Local Advisory Councils Article IX, (Section 5)
2. The Principal's Report
3. Agenda items and Opportunity for Discussion and Questions by Members of the School Advisory Council

D. FUTURE BUSINESS

1. Meeting Times and Places
2. Topics for Future Agenda

E. COMMENTS FROM NON-SCHOOL ADVISORY COUNCIL MEMBERS

F. PRAYER AND ADJOURNMENT

PREFERRED STEPS FOR FORMULATING POLICY

1. Determine the need
2. Identify the issues involved and facts surrounding them
3. Gather relevant data
4. Draft the policy; attach anticipated consequences for those affected by it and a rationale for the position taken
5. First reading (presentation, clarification)
6. Consultation if/as appropriate
7. Second reading (discussion and vote) acceptance, amendment and acceptance, table it, defeat it, or send it back for reworking
8. Approval by Pastor
9. Promulgate
10. Follow-up