



St. Anthony of Padua Catholic School  
**School Advisory Committee**  
A committee of the Parish Education Council

**Bylaws**

**ARTICLE ONE  
PURPOSE OF THE COMMITTEE**

The Saint Anthony of Padua Catholic School Advisory Committee, hereinafter referred to as the “Committee” shall render advice and assistance to the Pastor and Principal of the school. The areas in which the Committee will offer advisement are:

- a. Planning (long range strategic planning)
- b. Policy Development (formulating policies that give general direction for administrative action)
- c. Financial (including budgeting and general financial policy)
- d. Development (including public relations, marketing, and fundraising)
- e. Program Development (spiritual, academic, physical, and social)
- f. Facilities (planning and management)

The Committee is advisory in the following sense: its members cannot act apart from or make decisions binding for the school without the approval of the Pastor and Principal. All Committee decisions will be consistent with Archdiocesan educational philosophy and policy.

**ARTICLE TWO  
MISSION OF THE COMMITTEE**

In conjunction with the parish Education Council, the mission of the School Advisory Committee is to further the advancement of quality Catholic education for the students of St. Anthony of Padua Catholic School by providing leadership, direction, and support to the Pastor and Principal of the school.

**ARTICLE THREE**  
**MEMBERSHIP OF THE COMMITTEE**

Section 1. Membership

The Committee shall consist of no less than 5 and no more than 11 members as determined by the needs of the Committee. Members will be appointed by the Education Council. At least one member of the Education Council will serve on the Committee. The Principal, Assistant Principal(s), Pastor, and the Chair of the Education Council will serve as *ex officio* members.

Serving on the St. Anthony of Padua School Advisory Committee is a ministry providing a service for the school community. A member who offers to serve needs to be open-minded, and use data to make informed decisions. The member must keep in mind the overall good of the school as the basis upon which to make decisions. A committee member has no authority as an individual. Only when the committee meets as a group does the person function as a committee member. Committee members do not serve as conduits to the Pastor or Principal for parents/guardians who have questions, complaints and/or concerns. Committee members must always refer such calls to the appropriate person. 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 Committee member. A member must be:

- a. a registered member of the parish or parent of a child attending the school
- b. at least 21 years of age
- c. available to attend monthly School Advisory Committee meetings
- d. able to serve for three years
- e. able to work effectively on a subcommittee
- f. willing to maintain a high level of integrity and confidentiality
- g. willing to promote school goals of service, welcome, academics, prayer and development
- h. willing to support and participate in development activities

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

- a. Committee members may not concurrently serve as an officer of a school parent organization such as, but not limited to, the PTO or Booster Club.
- b. No more than one member of an immediate family may serve on the Committee at the same time.

- c. Salaried employees of the parish and school and their immediate family members are ineligible to serve on the Committee.
- d. Board members or professional educators of another school or school system are ineligible to serve on the Committee.

### 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 appointment to the Committee will submit a Letter of Intent to the pastor, which will be reviewed by the Pastor, Principal, and Education Council. In consultation with the Pastor and Principal, the Education Council will make new appointments in May of each year. The pastor will approve all Committee appointments.

### Section 4. Term

All Committee members will serve a term of three (3) years. Members may serve an additional consecutive term or a maximum of six (6) years. After a lapse of two (2) years, a former member may be reappointed with the pastor's approval.

### Section 5. Resignation

A member may resign from the Committee at any time. Resignation should be made in writing and submitted to the principal and pastor through the Chair of the Education Council.

### Section 6. Consensus

The Committee must strive to reach consensus on all issues, and voting should not occur. However, healthy discussion on issues can and should take place. Consensus does not imply one hundred percent agreement, instead consensus means that all members will support the decision reached by the Committee as a whole. When consensus is attained, everyone agrees to the decision and is willing to take ownership of that decision. Consensus is achieved when there is general agreement or accord among the members of the Committee. This is an approach to group decision-making. It presents an opportunity for all to be heard and avoids a "win/lose" posture that voting promotes. Consensus results in growth and is instrumental in building community within a group.

## Section 7. Removal of Members

Grounds for removal include conduct detrimental to the school, lack of sympathy with its objectives or refusal to render reasonable assistance in carrying out the school mission.

Any member who has three (3) absences from regular meetings in an eleven (11) month period will result in the member's automatic removal from the Committee. Members with two absences shall be notified by the Chair that a third absence will result in the member's automatic removal from the Committee by the Education Council with the pastor's approval.

## **ARTICLE FOUR OFFICERS OF THE COMMITTEE**

### Section 1. Executive Officers

The officers of the Committee will be the Chair, Vice-Chair, and Secretary.

### Section 2. Selection of Officers

The process of discernment is recommended for the selection of officers.

### Section 3. Term of Office

The selection of officers shall take place at the June meeting of the Committee. New officers will preside at the August meeting. 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 Committee for one year.

The Chair shall preside at all regular and special meetings of the Committee, shall make appointments, with the approval of the pastor, of chairpersons of all standing subcommittees of the Committee, shall have the authority to create ad hoc subcommittees and with the approval of

the pastor, appoint members thereto, shall see the functions of the Committee subcommittees are being properly preformed, shall plan and organize the agendas of the Committee meetings in consultation with the principal and pastor, and shall insure the Committee 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 Committee 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

All Committee members are expected to serve on a standing subcommittee. Each standing subcommittee shall have such authority and shall perform such duties as may be assigned to it by the School Advisory Committee Chair. The Chair shall assign subcommittee memberships after consultation with the full Committee and the principal, and with the approval of the pastor.

## Section 2. Standing Subcommittees

There shall be such standing subcommittees as are necessary for the conduct of the business of the Committee, including but not limited to the following:

### a. Executive Subcommittee

The Executive Subcommittee shall consist of the Chair, the Vice-Chair, and the Secretary. It shall prepare the agenda for the meetings in consultation with the principal and review all subcommittee reports before distribution to the Committee. It will also facilitate Committee

self-evaluation and the development of plans for improvement and the establishment of goals for the following year.

b. Finance Subcommittee

The Finance Subcommittee shall consist of school parents, parishioners, and any outside representative deemed necessary by the Committee. At least one member of the School Advisory Committee shall serve on the Finance Subcommittee. The school bookkeeper and the Principal shall serve as *ex officio* members.

c. Marketing & Development Subcommittee

The Marketing & Development Subcommittee shall consist of parents and any outside representative deemed necessary by the Committee. At least one member of the School Advisory Committee shall serve on the Marketing & Development Subcommittee. The Director of Development and the principal shall serve as *ex officio* members.

Section 3. Ad Hoc Subcommittees

*Ad Hoc* Subcommittees may be created by the Chair with the approval of the Education Council. Examples of subcommittees include Facilities, Strategic Planning, and Nominating.

**ARTICLE SEVEN  
MEETINGS**

Section 1. Regular Meetings

Regular meetings shall be held at monthly intervals from August through June on a date selected by the Committee. Regular meeting dates, time and place shall be determined and publicized each year.

Section 2. Special Meetings

Special meetings of the Committee may be called at any time by the pastor, principal, Education Council Chair, or Committee Chair.

### Section 3. Executive Session

Any member of the Committee may request during the conduct of 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 Committee. When the executive session is adjourned, the open meeting is then begun anew. The minutes, as recorded by the Committee'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 Committee Chair shall be distributed seven (7) to ten (10) days prior to each meeting. If a person other than a member wishes to present a matter to the Committee, that person must obtain the approval of the Chair prior to the meeting in order to place the matter on the agenda. The request for inclusion of a matter on the agenda must be submitted in writing and accompanied by an explanation of the item. Only issues that fall within the scope of the Committee will be placed on the agenda. No agenda items will address discipline or personnel issues.

### Section 5. Minutes:

Minutes of all Committee meetings shall be prepared and forwarded to all Committee members, the principal, and the Chair of the Education Council. A signed copy of all meeting minutes will be kept in the school office. A recording secretary may be appointed by the Executive Committee to keep the minutes of the meetings.

## **ARTICLE EIGHT QUORUM**

A simple majority of the current membership of the Committee shall constitute a quorum, and shall be required for the transaction of business at all meetings. At least one member of the Education Council must also be present at all meetings of the Committee

**ARTICLE NINE  
AMENDMENTS TO BYLAWS**

Section 1. Review of Bylaws

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

Section 2. Procedure for Amendment

These Bylaws may be amended at any regular or special meeting of the Committee by consensus having at least a quorum present. The proposed amendment(s) shall have been submitted, in writing, to the Members of the Committee at least two weeks prior to the meeting at which it is to be voted upon. A copy of the proposed revisions shall be submitted to the Archdiocesan Catholic Schools Office for review prior to approval by the Council. The amendments will take effect upon approval of the pastor, principal, and Education Council.

By consensus of the Education Council dated \_\_\_\_\_, the Council approves these bylaws.

EDUCATION COUNCIL

CHAIR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PASTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINCIPAL'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_