

**BYLAWS FOR
SAINT ROSE SCHOOL ADVISORY COMMITTEE
Updated and approved November 2019**

ARTICLE I

The name of this body shall be Saint Rose of Lima School Advisory Committee

ARTICLE II

PURPOSES AND FUNCTIONS

The pastor and the Saint Rose Parish Council established the Advisory Committee to assist the pastor and the principal in the governance of the parish school. The pastor is the canonical administrator of the parish, including the school, and the enactor of local policy. The pastor hires, supervises and evaluates the principal. In addition, the pastor is responsible for the supervision of religious/formation programs, and approves the school's annual budget.

The principal, with the authority delegated as specified in the Conditions of Employment and job description, is responsible for the operation and daily administration of the school. This responsibility includes the employment of staff (after consultation with the pastor), supervision and evaluation of teachers and school employees, the establishment of education programming, and the evaluation and management of student behavior. The establishment of policy is accomplished through the activity of the committee.

The School Advisory Committee is composed of the school administrative team (pastor and principal) and the Committee members. When the committee meets and agrees on a policy matter, the recommended policy is forwarded to the pastor for final approval.

The School Advisory Committee's responsibilities are in policy matters. The Advisory Committee is not responsible for administration or the details of administration. Administration is the responsibility of the pastor and the principal. The School Advisory Committee is consultative in the following sense: The members cannot act apart from the administrative team.

The areas in which the Advisory Committee will be consulted are:

- A. Planning (establishing a mission statement, goals, future plans)
- B. Policy Development (formulating policies that give general direction for administrative action)
- C. Financing (including budgeting and policies for financial management)
- D. Development (including public relations, marketing, and long term school fundraising)
- E. Recommendations for the selection/appointment of the principal through the Search Committee
- F. Evaluation of goals and relationship of principal to Advisory Committee

ARTICLE III

Relationships with other groups

Section A: Parish Pastoral Council

The Parish Pastoral Council is responsible for assisting the pastor in establishing parish goals and programming. The School Advisory Committee works in the context of the parish's mission statement, programs, and parish policies as set by the pastor and the parish pastoral council. The School Advisory Committee shall report to the Saint Rose Parish Pastoral Council.

Section B: Finance Committee

The Finance Committee is responsible for assisting the pastor in administering the finances of the parish.

The initial school budget is prepared by the, principal, business administrator, School financial coordinator, and any finance subcommittee of the School Advisory Committee. Then the budget is submitted to the Pastor and the Finance Committee of the parish or parishes involved.

The finance subcommittee of the School Advisory Committee and Parish Finance Committee meet to plan the financial contribution/subsidy from the parish to the school. The parish budget includes the financial contribution to the school as part of the total parish budget that is approved according to the practice of the parish and the archdiocesan policy.

Section C: Home and School Association

The Home and School Association is responsible for fund-raising and community building and is a recognized means of communication between the parents and the school administration and faculty. The Home and School Association shall report to the School Advisory Committee via email, phone call, letter or in person. An Advisory Committee member shall be named to act as the primary liaison between the Advisory Committee and the Home and School Association.

Section D: Booster Club

The Booster Club is responsible for fundraising directed toward athletic programs at Saint Rose of Lima and support and help guide the Saint Rose athletic director in his/her duties. The Booster Club shall report to the School Advisory Committee, and an Advisory Committee member shall be named to act as the primary liaison between the Advisory Committee and the Booster Club.

ARTICLE IV

Membership

The membership of the School Advisory Committee shall consist of up to nine voting members. The pastor, principal, a Saint Rose Parish Pastoral Council liaison, and a Home and School Representative shall serve on the committee as non-voting ex-officio members. The Parish Pastoral Council, with the approval of the Principal/Pastor, shall ask each member of the Advisory Committee to serve a term of (three) years, with an option to serve an additional term at the request of the principal and the approval of the Pastor. The terms of office shall commence with the August meeting following a discernment process in April and be staggered so that each year three terms of office expire.

Allocation of Voting Members:

The current School Advisory Committee shall determine the allocation of seats on the Committee between Saint Rose of Lima and Corpus Christi. A maximum of nine (9) voting members will be on the Saint Rose of Lima School Advisory Committee. As best as possible the members will represent the parent population representing both Saint Rose of Lima and Corpus Christi along with parents of students attending Saint Rose of Lima Catholic School. Wherein they meet the Eligibility requirements in Article IV Section A.

ARTICLE IV

Nominations and Elections

Section A: Eligibility Criteria

To be eligible to serve on the Saint Rose School Advisory Committee a person must:

1. Be a member of the Saint Rose, or Corpus Christi parishes and/or a parent or guardian of a student currently enrolled in Saint Rose of Lima School.
2. Have interest in and commitment to Catholic education and support the vision, mission, and philosophy of the parish and school.
3. Be a team player, open minded, and willing to move in a forward direction.
4. Be available to attend meetings and periodic in-service programs and to participate in committee work.
5. Maintain high levels of integrity and confidentiality.

6. Deal with situations as they relate to the good of the entire school community.
7. Be a credible witness of the Catholic faith and/or Christian values.
8. Possess necessary expertise in specific areas as needed (e.g. Planning, Development, Finance)

Section B: Ineligibility

Paid employees of the parish who are directly involved in the school program and other paid employees of the parish expected to work more than 10 hours per month, and family members of the same, are not eligible for advisory committee membership.

Section C: Selection

Saint Rose of Lima will fill its open seats using a discernment process. During March or as necessary, eligible persons are invited to participate in a discernment process. Discernment shall take place thereafter. The School Advisory Committee members from Saint Rose of Lima shall “interview” the interested candidates and submit a list of recommended candidates to the Saint Rose of Lima pastor. The principal and pastor shall then appoint the new Saint Rose members to the School Advisory Committee.

All new members are invited to attend the June School Advisory Committee meetings for orientation purposes prior to beginning their term in August. Archdiocesan orientation for School Advisory Committee members will take place at the beginning of the school year when/if the Archdiocese conducts orientation. Also, a welcome process will be conducted by the administration to assure a smooth transition to the School Advisory Committee

Members who miss three Advisory Committee meetings or do not meet the eligibility requirements laid out in Section A; may lose membership on the Advisory Committee at the discretion of the pastor or principal. The principal shall appoint a replacement for the remainder of the school year.

ARTICLE VI

Officers

Section A: Officers

The officers of the Advisory Committee shall consist of the Chairperson, the Vice-Chairperson, and the Secretary. The officers shall be members of the school advisory committee and the School Advisory Committee shall elect its officers every year at its August meeting.

Section B: Terms of Office

Officers shall serve one-year terms beginning in August. No officer shall hold the same office for more than two consecutive terms.

Section C: Duties of Officers

The duties of the Officers shall be as follows:

1. The Chairperson shall preside at all regular and special meetings of the advisory committee, plan, and oversee the committees' functioning. In addition, the chair shall report to the Saint Rose Parish Pastoral Council on an as needed basis and in response to any specific request of the Saint Rose Parish Pastoral Council.
2. The Vice-Chairperson shall carry out the duties of the Chairperson if the latter is temporarily unable to fulfill the duties by reason of sickness, absence, or otherwise.
3. The Secretary shall record and maintain minutes of all regular and special meetings and perform all duties incident to the office of Secretary.

Article VII

Meetings

The full School Advisory Committee meets on a pre-determined schedule set by the principal and acting Chairperson. Likewise, subcommittee will create a meeting schedule and/or adjust schedules to fit the needs of the subcommittee. The School Advisory Committee Chair, the Saint Rose pastor or the principal can call special Advisory Committee meetings. Non Members are welcome to attend Committee meetings but their participation shall be limited to the participation called for in the meeting agenda.

Advance notice should be given to parents when Committee meetings are to be held in executive session. The Committee may go into executive session during any meeting by direction of the pastor or the principal or by the approval of a simple majority voting members present. Decisions are made using a consensus process. No meeting may be held without advance knowledge and approval of the pastor and principal.

Article VIII

Standing Subcommittees

Section A: Executive Subcommittee

Members of the Executive Subcommittee are the pastor, principal, and chairperson of the Advisory Committee. The Executive Subcommittee will meet to plan the agenda for the regular Advisory Committee meetings.

Section B: Budget Subcommittee

The general duties of this subcommittee in consultation with the Pastor and the school administrator shall be to:

1. Review the budget
2. Examine the school's financial condition
3. Suggest ways and means of increasing revenues, limiting expenses, investing funds, and providing future resources
4. Monitor income and expenses regularly.
5. Ensure that the school operates within a balanced budget
6. Establish a process for timely budgeting and the formation of the annual school budget

Section C: Strategic Planning Subcommittee

Update and maintain long-range five- y e a r plan to include but not limited to enrollment, staffing, facilities, finance, technology and development.

Section D: Development Subcommittee

The general duties of this subcommittee shall be to formulate policies for long-range financial development, to suggest funding options, to enlist volunteers, and to monitor and evaluate funding effort. The Development Subcommittee is also responsible for the planning and execution of long-term fundraising designed to secure the financial viability of Saint Rose School for future generations.

Section E: Enrollment and Marketing Subcommittee

This subcommittee will assist the school office and administration by Marketing the school within the parishes and the community. This subcommittee is responsible for the marketing of the school to positively impact enrollment.

Section G: Other Standing and Ad Hoc Subcommittee

The Advisory Committee may establish such subcommittees as needed.

**Article IX
Amendments**

These bylaws may be amended by consensus of the Saint Rose Parish Council and/or by vote of two-thirds of the membership of said Council subject to the approval of the pastor.

**Article X
Operating Procedure**

In order to make the best decisions: the consensus method of decision-making should be used. (When the Committee is unable to reach consensus, a process should be determined to allow for members to continue discussion until an agreement is reached.)

This School Advisory Committee is consultative. A consultative committee is one that cooperates in the policy making process by formulating and adapting, but never enacting policy. To call a group “Consultative” does not diminish its importance; rather, it indicates that the body is inserted into the governance structure in a significant way. To enact policies, it must be approved by the pastor and implemented by the school administration.

Adopted: _____

Revised: _____

Signatures Parish Council Members:

Name:	Signature:	Date: