

CONSTITUTION

SAINT ANTHONY SCHOOL ADVISORY COUNCIL

Article I

Introduction and Rationale

The Catholic parochial school is an expression of the educational mission of the parish with which it is associated and of the diocese. Therefore the pastor is responsible to the bishop for the administration of the total parish school. The principal functions as the chief administrator of the school and is a member of the parish staff. Regular and open communication between the pastor and the principal is essential.

Just as the parish council serves with the pastor on behalf of the total parish community, so the School Advisory Council serves with the principal for the good of the school community. Today's Catholic principal, with the many demands which are made, needs assistance from a group of people who are committed to the Catholic school and are willing to work for the good of the school and parish.

Article II

General Statements

Saint Anthony School is an educational institution operated by the Saint Anthony Parish under the ecclesiastical jurisdiction of the Bishop of Victoria. As such, the school is subject to the Canon Law of the Roman Catholic Church and the duly enacted policies and regulations of the Diocese of Victoria, the Diocese School Advisory Council and the Office of Catholic Schools of the Diocese of Victoria.

All acts of Saint Anthony School Advisory Council are subject to the approval of the pastor of Saint Anthony Parish.

Article III

Name of the Organization

The name of the body shall be Saint Anthony School Advisory Council.

Article IV
Purposes and Functions

The School Advisory Council is established by the pastor, in accord with diocesan policy, to assist him and the principal in the governance of Saint Anthony School. When the School Advisory Council meets as pastor, principle and members and agrees on a policy matter, the decision is binding on all. The council is consultative in the following sense: the members cannot act apart from the pastor and principal and cannot make decisions binding on the parish school without the approval of the pastor. Consultation also means that decisions will not be made in major matters before the School Advisory Council has been consulted.

Consultation implies that the administrator(s) will listen to the advice of the properly convened body in certain designated matters prior to a decision being made. The operating principle is that the administrator(s) will not act contrary to the advice which has been given, especially when there is a consensus, unless the administrator(s) has an overriding reason. It is customary for the administrator(s) to communicate this reason to the consultative body.

The areas in which the School Advisory Council has responsibility and well be consulted are:

- 1) Planning;
- 2) Policy development and formulation
- 3) Finances to include budgeting and policies for financial management
- 4) Public relations;
- 5) Selection of the principal
- 6) Evaluation of the principal's relationship with the council;

Article V
Relationships with Other Groups

1. **Parish Pastoral Council**

The School Advisory Council and the pastoral and /or finance councils are consultative to the pastor. Therefore, it is essential that good communication exists between the groups. The relationship which exists is one of information sharing and common planning for the benefit of the total parish community.

2. **Parent Organization**

The president or other official designee of the parent teacher organization is a member of the Saint Anthony School Advisory Council.

3. **Diocese**

The relationship between the Saint Anthony School Advisory Council and the diocese is expressed in the general statement of this document as well as is Diocesan educational policies which are available for local School Advisory Council members.

Article VI
Organization of the School Advisory Council

1. **Membership**

Membership on the School Advisory Council shall be representative of the Catholic community of the parish and /or area that the school serves. It shall be composed of at least 6 but not more than 12 members.

2. **General Eligibility**

Any person who is eighteen years or older and who has shown a deep interest in and commitment to the Catholic school education and shall be willing to give time and energies for the betterment of the Catholic school is eligible to become a member of the council.

3. **Ex-officio Membership**

The pastor, school principal and president or other official designee of the **Parent Teacher Club (PTC)** are ex-officio non-voting members. This membership also includes four representatives from the four parishes it serves. **(St. Roch in Mentz, St. Peter and Paul in Frelesburg, Parish of the Nativity in Eagle Lake, and St. Anthony in Columbus.) March, 2014**

4. **Appointment/Election**

Members of the school advisory council may be appointed by the pastor and/or elected by the school community and/or parish community.

5. **Term of Office**

Term of office for all appointed and/or elected members of the school advisory council shall be three years. The terms of office shall expire May 31st and new terms commence on June 1st. Ordinarily, no one shall serve more than two consecutive terms. Council members having served two consecutive terms may again be candidates for council membership after a lapse of at least one year.

6. **Removal of Members, Vacancies**

A vacancy occurs when a member resigns and or is removed from the school advisory council. Any member, who misses three consecutive meetings of the school advisory council, unless excused by action of the council, shall cease to be a member. In addition, when a member of the school advisory council chooses to withdraw his or her children from the school and subsequently enrolls them in another school, or provides education under an alternative program, he or she ceases to be a member of the school advisory council.

When a vacancy occurs, the pastor will appoint an individual to complete the unexpired term.

7. **Persons Ineligible for Service**

Employees of the school, their spouses and members of their immediate families (father, mother, brother, sister, children) will not be eligible to serve as members of the school advisory council. No student still enrolled in secondary education is eligible.

Article VII
Officers of the School Advisory Council

1. **Designation of Officers**

The officers of the school advisory council shall be the chairperson, vice-chairperson, and the chairperson of finance, whose duties shall be as follows:

- A. The chairperson shall preside at all meetings of the school advisory council; conduct internal elections; call all regular and special meeting; and direct the functions and goals of the school advisory council; enforce the by-laws and perform any and all duties incident to the office of chairperson. The chairperson shall appoint all standing and ad-hoc committees and their chairpersons.
- B. The vice-chairman shall perform all duties of the chairperson in his or her absence.
- C. The chairperson of the finance shall assist the pastor and principal in financial planning. He or she is the chair of the finance committee if one exists.
- D. Special provisions for a secretary may be included in the by-laws of this constitution.

Article VIII
Meetings of the School Advisory Council

1. **Time and Place of Meetings**

Regular meetings of the School Advisory Council shall be held at a public designated place suitable for the orderly conduct of business and attendance by members and non-members. The date and time for regular meetings shall be made public. Special meetings may be called by the pastor, principal, or chairperson (in consultation with the pastor and principal). The principal and/or the pastor must be present at all meetings. All School Advisory Council members will be notified of the date, time, place, and purpose of each special meeting at least twenty-four hours in advance of each such meeting. If School Advisory Council meetings are attended by non-members, the School Advisory Council will be into executive session whenever the issues involve confidential matters.

2. **Presentation by Non-members**

With the exception of the bishop and the superintendent of schools for the Diocese of Victoria, no person or group shall have the right to address a meeting of the School Advisory Council unless prior written approval has been obtained. Any person or group desiring to address a meeting of the School Advisory Council shall notify the president, in writing, of the nature of their request no less than seven (7) calendar days prior to the next meeting of the School Advisory Council. On receipt of such a request, the chairperson shall contact the pastor and the principal. An affirmative vote of two of these three persons shall be required to approve such a request and the approval shall set forth the amount of time and the nature of the presentation to be made. Notice of such presentation shall be given to each Advisory Council member in advance of the meeting at which it is to be made.

If the request to address a meeting is made and the chairperson, pastor, and principal all agree that the request is of an emergency nature, approval of such an emergency request shall be granted no less than forty-eight (48) hours before a School Advisory Council meeting and all members of the School Advisory Council shall be notified of the nature of the request and the presentations. Approval of an emergency request will specifically provide the person or persons to make the presentation, the nature of the presentation and the time allotted. No final action may be taken on any matter presented to the School Advisory Council in accordance with these provisions until the next School Advisory Council meeting following the meeting at which the presentation is made.

3. **Rules of Order**

Ordinarily, decisions regarding policy matter and other major issues are not made at the ‘first reading’ which is for information and clarification. At that time, the council begins its decision-making process.

In order to make the best decisions, the consensus method of decision-making should be used. When the School Advisory Council is unable to reach a consensus, a vote should be taken and the minutes should reflect the different positions and appropriate reasons. In cases involving voting and business procedures, *Robert’s Rules of Order, Revised* should be used.

The decision of the School Advisory Council shall be considered approved and should be implemented when the pastor approves the written recommendation by affixing his signature.

4. **Order of Business**

The ordinary order of the meeting shall be:

- I. Call to Order
- II. Opening Prayer
- III. Routine Matters
 - A. Roll Call
 - B. Approval of Minutes
 - C. Acceptance of Agenda
- IV. Communications
- V. Old Business
- VI. New Business
- VII. Information and Proposals
 - A. Principal’s Report
 - B. Pastor’s Report
 - C. PTO Report
 - D. Committee Reports
- VIII. Future Business
- IX. Adjournment
- X. Closing Prayer

Article IX
Committees of the School Advisory Council

There shall be committees as deemed advisable.

1. **Standing Committees**

Member of standing committees need not be School Advisory Council members. However, the chair of each committee shall be an advisory council member. Standing committees shall meet as needed.

2. **Ad-hoc Committees**

Ad-hoc Committees will be appointed in accordance with the procedures set forth for appointment of committees. The appointment of each *ad-hoc* committee shall state the duration of the committee.

Article X
Amendments

This constitution and by-laws may be amended at any regular or special meeting by consensus of the School Advisory Council or by any affirmative vote of two-thirds of the membership of the advisory council present and provided:

1. The proposed amendments have been presented in writing to the membership two weeks in advance of a meeting to consider the amendments;
2. The membership shall have opportunity to consider and discuss the proposed amendments, reserving final approval of the amendments until the next meeting;
3. The proposed written amendments are approved by the pastor of Saint Anthony Parish by affixing his signature to the written approval;
4. The amended constitution will be sent to the diocesan superintendent of Catholic schools who will present it to the Bishop for Approval.

Adopted _____
Date

Signature of Pastor

Date

APPROVED:

Signature of Bishop

Date

SAINT ANTHONY SCHOOL ADVISORY COUNCIL BY-LAWS

Article I

Purpose and Functions

1. **Finances**

The School Advisory Council is responsible for formulating and maintaining a fiscal policy designed to insure maximum educational opportunity, growth and development in accordance with the following:

- A. **Capital Indebtedness:** The capital indebtedness of Saint Anthony School shall be the obligation of Saint Anthony Parish. All proposals for capital indebtedness shall be made by the School Advisory Council to the pastor of Saint Anthony Parish. In turn, the pastor shall follow diocesan policy concerning procedures in implementing such request, including the bishop's approval when required.
- B. **Budget:** The School Advisory Council shall have responsibility annually to recommend for approval a budget for ordinary operations and maintenance of the school. A preliminary budget should be presented to the School Advisory Council by the January meeting. This budget should include income needed from tuition, parish subsidy and other sources in order to meet the projected expenses. The preliminary budget will be refined based upon enrollment, salary obligations, amount of available subsidies and other available income. The final budget shall be presented in writing to the entire council not later than May previous to the beginning of the new fiscal year beginning August 1, in order that the budget may be recommended for approval.

The budget shall not be recommended for approval until and unless it is a balanced budget which provides for fiscal operations which will allow the school to meet its current obligations.

2. **Selection of the Principal**

The School Advisory Council shall participate in the process for selecting the principal following all regulations issued by the Office of Catholic Schools in this regard and make its recommendations to the pastor and diocesan superintendent of Catholic schools for appointment of the principal.

Article II
Organization of the School Advisory Council

Election and/or appointed of new members will be completed in April. Each Local School Advisory Council will specify procedures for elections and/or appointment of council members in their by-laws. The term of membership commences on June 1st and expires on May 31st.

Members who have three unexcused absences from the meetings in a 12 month period may lose membership by action of the School Advisory Council. The following procedures will apply: the member will be notified by the chairperson or pastor; the member shall be given opportunity to respond; the School Advisory Council may act or not act as the case may indicate. The pastor shall, at his discretion, appoint a replacement for the remainder of the school year.

Article III
Officers of the School Advisory Council

Special Provisions for Secretary

With the approval of the council, the chairperson may appoint a person, not a member of the School Advisory Council, to record the minutes. The secretary shall assure the preparation of typed minutes of each meeting of the School Advisory Council including copies of all written reports presented at meetings. A complete set of minutes shall be sent to the Superintendent of Schools for the Diocese of Victoria. The original minutes shall be contained in the school files and considered official record of the school. Minutes of the School Advisory Council meetings shall be submitted to members prior to the next regularly scheduled meeting.

Article IV
Election of Members

The Nominating Committee will meet during the first week of February to nominate candidates for the School Advisory Council. The Nominating Committee will present a list of the candidates at the School Advisory Council's February meeting. At least two candidates will be nominated for each place that is open on the School Advisory Council. The slate of candidates will be approved at the March meeting. Each candidate will submit a biographical description of less than 200 words, and this will be placed in the parent envelope and the church bulletin the two Sundays prior to Election Sunday.

Elections for School Advisory Council will be held annually on the 2nd Sunday of April (unless that Sunday is Easter Sunday, in which case the elections will be held the 3rd Sunday of April). School parents will return their ballots to the school office prior to Election Sunday. Absentee voting will be held prior to Election Sunday-Monday through Friday-during the parish office hours. Any registered parishioner or SAS parent may vote absentee or on Election Sunday. All persons who vote on Election Sunday must sign a list of voters.

The candidates who receive the highest number of votes will be elected to fill the vacant positions. If two candidates receive the same number of votes and have the highest vote for a position, a run-off election will be held the following Sunday.

Chronology of Process

February (1 st week)	Nomination Committee meets
February (3 rd Tuesday)	Present list of candidates to SAC
March (3 rd Tuesday)	Slate of candidates approved by SAC
March (last Sunday)	Candidates' bios in bulletin & school newsletter
April (1 st Sunday)	Candidates' bios in bulletin & school newsletter
April (2 nd Sunday)	Election after weekend masses in school foyer
April (3 rd Sunday)	Election held if 2 nd Sunday is Easter Sunday

Adopted: _____

Signature of Pastor

Date

APPROVED:

Signature of Bishop

Date

Revised 02/19/08