

## St. Paschal Baylon School Advisory Council By-Laws

### Article I. Name

St. Paschal Baylon School Advisory Council (“Advisory Council” or “Council”), replaces the group previously designated as the St. Paschal Baylon Education Sub-commission.

### Article II. Structural Hierarchy

The Advisory Council is a group organized within the St. Paschal Baylon Pastoral Council (“Pastoral Council”) which assists the Pastoral Council by developing plans and policies in the area of education and then recommends these policies to the Pastoral Council. One member of the Advisory Council shall serve as a voting member of the Pastoral Council.

### Article III. Purpose

The purpose of the Advisory Council is to advise the parish pastor and school principal regarding plans and policies related to the School, including School plans that may impact the Parish.

### Article IV. Relationship with School Principal

The Principal’s role includes the daily administration of the School. The Advisory Council is a consultative group and does not involve itself in the administrative operations of the School. This arrangement provides the principal with sufficient autonomy to administer the School without being required to consult the Advisory Council on day-to-day issues. The principal should consult with the Advisory Council prior to making decisions and taking action with regard to those areas delegated to the Advisory Council.

### Article V. Membership

The Advisory Council shall be composed of at least eleven members. The school and parish pastor shall hold two permanent member positions. A third permanent member position will be held by a representative from the school faculty. The pastor, principal, and faculty representative are ex-officio members of the Advisory Council. The remaining, elected members of the Council must be parishioners of the Church and/or parents of children enrolled in the School; at least two-thirds of these members must be parents of children presently enrolled in the School or who will graduate during the member’s term of office.

From time to time, the special needs of the Advisory Council may require the appointment of a new member or the continued service of a past member for a period of time less than a full term. Upon resolution adopted by the Council, the Council may increase the number of members by no more than two additional members per Council term. These members shall be appointed for a limited Special Term as defined in Article VII but shall have the same rights and duties as a regular full-term member.

## Article VI. Selection of Members and Qualifications

1. If possible, at least five of the members shall have training, education, or occupational experience in areas of accounting, business, finance, marketing, education, law, computer technology, engineering or architecture.
2. The selection process for new, non-ex officio members of the Advisory Council is as follows:
  - a. Applications shall be solicited by the principal and Council Chair during the months of March and April from St. Paschal Baylon parishioners and parents of students attending St. Paschal Baylon School to fill the vacancies created by members whose terms will expire in May. Notices may be placed in the Church bulletin and the School weekly newsletter to inform parishioners and parents of the vacancies. An Advisory Council application form is to be completed by each prospective member and submitted to the Advisory Council for review.
  - b. At the April or May meeting, current members of the Advisory Council will discuss and elect new members. Each current member will cast the same number of votes as vacancies needed to be filled (e.g., if there are three vacancies, each current member will have three votes). Voting will take place by a paper ballot upon which all of a single member's votes must be cast. A member cannot cast more than one vote for each applicant. The applicants receiving the highest number of votes will be selected to fill the vacancies.
3. The faculty representative will be selected by the non-ex officio members only.

## Article VII. Term of Office

1. Regular Term: The full term of an elected member shall be three Council years. The Council year begins in August and ends the following May. Any member filling an unexpired term (a term of two Council years or less) is eligible as a candidate to fill a succeeding three-year term of office. Vacant terms of three months or less shall be left unfilled. Typically, upon completing a three-year term, a member is not eligible to serve again until one Council year has passed.
2. Special Term: The special needs of the Council may require the appointment of a member for a period of time less than a full Regular Term. This period shall be called a Special Term and shall last until the earlier of the following: (1) the end of the special need warranting the appointment, (2) the resignation of the member appointed to the Special Term, or (3) the end of current Council year. A member who has completed a full Regular Term may serve a Special Term without need for a formal resolution of the Council waiving the one-year waiting period.

3. Faculty Representative Term: The faculty representative shall serve for a term of three Council years.

#### Article VIII. Quorum and Voting

A majority of members on the Advisory Council then in office shall constitute a quorum for the transaction of business. A quorum being present, any action may be taken at a meeting by the affirmative vote of a majority of the members present or evidenced by vote(s) in absentia registered in writing with the Secretary prior to the meeting.

Votes in absentia may be executed and/or delivered by electronic means.

Except as described in Article VI, each member of the Advisory Council may cast a single vote on all issues presented for action.

#### Article IX. Officers

The officers of the Advisory Council consist of a Chair, Vice Chair, and Secretary.

1. The duties of the Chair are:
  - a. To preside at all regular and special meetings of the Advisory Council.
  - b. To prepare the agenda for the meetings, after consultation with the pastor and principal, and make it available to the members prior to the meeting.
  - c. To call unscheduled meetings of the Advisory Council.
  - d. To do any and all additional things necessary to carry out the intent of the Advisory Council by-laws.
  - e. To inform new members of their appointment to the Advisory Council and inform all other applicants that they were not selected.
  - f. To assign grade level representatives for the School with consideration for avoiding conflicts of interest on the Advisory Council.
  - g. To designate Advisory Council members as representatives for other parish and school organizations.
2. The duties of the Vice Chair are:
  - a. To assume to duties of the Chair when the Chair is absent.
  - b. To assume the responsibilities that the Chair requests, including, but not limited to, the formation of committees.
3. The duties of the Secretary are:
  - a. To prepare minutes of all meetings. The official minutes of each meeting are kept on file and made available upon request.
  - b. To keep an accurate record of attendance at each meeting.

- c. To make the minutes for previous meetings available to the members prior to the next scheduled meeting.
- d. To notify members of any special meetings.

#### Article X. Election of Officers

At the May meeting, new officers are elected for the Advisory Council. No person shall hold the same office for more than two consecutive years. The three outgoing members shall vote at this meeting. The incoming members shall be present but shall not be voting members until the following August.

#### Article XI. Advisory Council Vacancies

If a vacancy occurs through death, resignation, disability, removal, or any other cause, the vacancy is filled by appointment by the pastor with the approval of the Advisory Council and principal. A member with three unexcused absences shall be excused from duties. A member must notify the Chair if they will be absent from a meeting.

#### Article XII. Chief Functions of the Advisory Council

1. The chief functions of the Advisory Council within the context of planning and policy needs of the School are:
  - a. To determine the role of the School within the context of the Parish mission.
  - b. To form a positive relationship between the School and Parish community.
  - c. To foster efforts to extend appreciation to School teachers and staff.
  - d. To advise on academic and religious curriculum needs.
  - e. To assist with evaluation of and advise regarding School technology needs.
  - f. To suggest marketing strategies.
  - g. To aid in development efforts.
  - h. To foster positive alumni relations.
  - i. To explore mergers and consolidations with other schools and restructuring plans for the School.
  - j. To formulate long-range goals and objectives for the school in terms of the Parish mission.
2. To formulate and recommend policies in accordance with diocesan education policies to achieve Parish goals and objectives.
3. To have representation on the Finance Council to review the annual school budget and make practical and pertinent recommendations regarding the budget within the context on the total Parish budget.
4. To communicate with parents, parent organizations, and other Parish groups.

5. To be informed about the Catholic education mission and new educational concepts and the result of ongoing educational research and its application to the operation of the School.

#### Article XIII. Meeting Attendance for Non-Council Members

Members of the Parish, School or community that wish to attend a scheduled Advisory Council meeting will be considered under the following conditions:

1. The interested party contacts the School principal, pastor or Council Chair 72 hours prior to the scheduled meeting. During this time, the Council membership will be afforded the opportunity to review the request and evaluate the relevancy of the request to discuss an issue.
2. Topics related to employment status or personnel will not be aired in this forum.
3. The specific intent of the person's attendance must be made clear, as well as the intended results.
4. Fifteen minutes will be allotted if the non-member wishes to air an issue. This time must be scheduled on the agenda.

#### Article XIV. Amendments to the Bylaws

These By-Laws may be amended, supplemented, or repealed, in whole or in part, by a majority of the Members then in office at any meeting of the Council, or by one or more writings signed by such a majority.

Revised 5/2018