

Holy Family School Advisory Council

Constitution and Bylaws

School Advisory Council Constitution

ARTICLE I

TITLE

The name of this body shall be the Holy Family School Advisory Council, hereinafter referred to as the Advisory Council

ARTICLE II

NATURE AND FUNCTION

The Purpose of the Advisory Council shall be to provide policy direction for program needs of the school, especially in Planning, Finances and Advancement: to promote the implementation of said policies; and to insure that all local policies are in accord with the interest and spirit of the policies established for the Catholic Schools of the Archdiocese of Portland.

ARTICLE III

MEMBERSHIP OF THE COUNCIL

Section 1. Number and Composition

a) Members of the School Advisory Council shall be the pastor (ex officio), the principal (ex officio), and elected and appointed members. The number of elected and appointed members shall be set in the Bylaws.

b) The School Advisory Council shall have an executive officer, the principal, responsible to the Advisory Council for carrying out its policies and accountable to the pastor and to the Department of Catholic Schools through the archdiocesan superintendent of schools.

c) The Advisory Council is advisory to the pastor and to the principal and has no governing and/or regulatory power. The pastor is the enactor of all school policy.

Section 2. Tenure of Office

Each elected and appointed member shall serve a term of three years, with the exception that (1) the original members may serve terms varying from one to three years, to insure stability of the council, and (2) a member serving as representative of the Parent Teacher Organization may serve a shorter term, as provided in the Bylaws.

Section 3. Nomination, Appointment, Vacancies, Removal

a) As to member selected by election, a Nominating Committee consisting of the pastor, the principal, the chairperson and the Advisory Council, and two other members of the Advisory Council, shall conduct the nomination of Advisory Council members, according to procedures set forth in the Bylaws.

b) As to members selected by appointment, one member shall be appointed by the PTO and the remaining members shall be appointed by the pastor.

c) Newly elected and appointed members of the Advisory Council shall take office on July 1 of the year in which their terms start. Retiring members shall leave office on June 30 of the year in which their terms

Holy Family School Advisory Council

Constitution and Bylaws

end. Unexpired terms of Advisory Council members who resign or are disqualified shall be filled by the pastor through appointment. The new member of the Advisory Council shall maintain the “elected” or “appointed” status of the outgoing member. The new member will serve the remainder of the year in which appointed, plus two additional years.

d) Any member of the Advisory Council, other than an ex officio member, who is absent from two regular meetings of the Advisory Council during one academic year (September through and including June) shall, unless excused by action of the Advisory Council, cease to be a member.

ARTICLE IV

OFFICERS

Section 1. Organization

The officers of the Advisory Council shall include a Chairperson, an Assistant Chairperson, and a Secretary. The Chairperson, Assistant Chairperson, and Secretary shall be voting members of the Advisory Council.

Section 2. Election of Officers

a) Officers shall be elected at the June meeting of the council. They shall hold office for one year and may be re-elected for one year. Voting is done by secret ballot.

b) All appointed or elected members of the Advisory Council are eligible for any office.

Section 3. Duties of the Officers

a) The Chairperson shall preside at all regular and special meetings of the Advisory Council.

b) The Assistant Chairperson shall perform all the duties of the Chairperson when s/he is absent or unable to act.

c) The Secretary shall be responsible for maintaining a written record of all acts of the Advisory Council: conduct, receive, and dispose of all correspondence as directed; and preserve all reports and documents committed to his/her care.

ARTICLE V.

MEETINGS

Section 1. Regular and Special Meetings.

a) The Advisory Council shall meet regularly on the second Thursday of the month during the school year, or at such other time as set by the chairperson and principal, at a publicly designated room.

b) Special meetings of the Advisory Council, including retreats at the start of the school year, may be called by the Chairperson as needed or by a majority of the voting members. If time permits, notice of special meetings shall be given twenty-four (24) hours in advance stating the nature of the meeting, the time and the place.

c) Because of the advisory nature of the Council, no meeting will be held without the pastor, principal, or vice principal in attendance.

Section 2. Quorum

Holy Family School Advisory Council

Constitution and Bylaws

a) For the purpose of transacting official business, it shall be necessary that a majority of the total voting members be present and voting. "Voting members" of the Advisory Council shall mean those appointed and elected members and one PTO representative.

b) A simple majority of those present and voting shall carry the motion, decision, and/or election unless otherwise specified in the constitution.

Section 3. Open Meetings

All meetings of the Advisory Council are to be open meetings unless designated as being closed to address confidential or sensitive information.

Section 4. Visitors

a) Meetings of the School Advisory Council shall be open. The Advisory Council reserves the right to declare closed sessions whenever confidential or sensitive matters may be discussed.

b) The right of non-members to address the Advisory Council shall be limited to those whose request had been approved by the pastor, principal, or Advisory Council Chairperson.

Section 5. Archives

A written record of all acts of the Advisory Council, maintained by the Secretary, shall be preserved in the archives.

Section 6. Rules of Procedure

The Advisory Council may fix its own rules of procedure, but in the absence of such rules, Robert's Rules of Order shall apply.

ARTICLE VI

COMMITTEES

Section 1. Standing Committees

The Standing Committees for the School Advisory Council shall be: Finance, Advancement,, Facilities, Policy, Technology and Nominating Committees.

Section 2. Temporary Committees

a) The Advisory Council may, by resolution, provide for such other committees as it deems advisable and may discontinue the same at its pleasure.

b) Each committee shall have such powers and shall perform such duties as may be assigned to it by the Advisory Council and shall be appointed and vacancies filled in the manner determined by the Advisory Council. In the absence of the other direction, the Chairperson shall appoint all committees.

ARTICLE VII

AMENDMENTS

Holy Family School Advisory Council

Constitution and Bylaws

Section 1. Amendments

This constitution may be amended, supplemented, suspended, or repealed, in whole or in part, by a vote of two-thirds of the total voting members of the Advisory Council, subject only to regulations of the Archdiocese and the approval of the pastor.

Section 2. Presentation

Amendments must be presented to the Advisory Council in writing at least two weeks before one meeting for discussion and voted on at a subsequent meeting.

Section 3. Bylaws

Bylaws may be amended by a two-thirds vote of the total voting members of the Advisory Council providing the amendment has been presented at the previous meeting of the Advisory Council and subject to approval by the pastor and the Superintendent of Catholic Schools.

Holy Family School Advisory Council

Constitution and Bylaws

School Advisory Council Bylaws

ORGANIZATION

JURISDICTION

The Holy Family School Advisory Council shall provide direction for selective program needs of the school, shall promote the implementation of said policies, and shall insure that all local policies are in accord with the intent and spirit of the policies established by the Archdiocese of Portland in Oregon. The pastor is the enactor of all school policy.

NUMBER AND TERMS OF MEMBERS

The Advisory Council shall consist of ten voting members, the pastor of the parish, and the principal. The pastor and the principal shall constitute ex officio but non-voting members of Advisory Council. One of the ten voting members shall be representative of the Parent-Teacher Organization (hereinafter "PTO Representative").

Each voting member, except the PTO Representative, shall hold office for three (3) years. The PTO member shall hold office for two (2) years. The present and future members shall hold office until June 30 of the year their term expires unless they resign or are disqualified by unexcused absences for two Advisory Council meetings during one academic year or are disqualified by any policy promulgated by the Archdiocese of Portland in Oregon. Newly elected members shall take office in July 1 of the year their term starts.

ELECTION AND APPOINTMENT

Five members of the Advisory Council shall be elected, five members shall be appointed by the pastor and one member shall be appointed by the Parent Teacher Organization.

Election to open positions shall occur before June of each year in a process determined by the Nominating Committee. That process shall include announcements in the parish bulletin, the Wednesday Word, and other appropriate places, to solicit applications from persons wishing to serve on the Advisory Council. The Nominating Committee shall present a slate of nominees for election by members of the Advisory Council. Each member of the Advisory Council shall be entitled to a vote for each open position. Elections will be conducted by secret ballot.

The results of the election will be announced at the Advisory Council meeting and published on the parish bulletin and Wednesday Word.

Appointment of members to open positions shall occur by June of each year.

Unexpired terms of Advisory Council members who resign or who are disqualified shall be filled by the pastor through appointment.

Holy Family School Advisory Council

Constitution and Bylaws

OFFICERS

Officers shall be elected at the June meeting of the council. They shall hold office for one year and may be re-elected for one year. Voting is done by secret ballot, and by majority vote of all voting Advisory Council members. All appointed and elected members of the Advisory Council are eligible for any office.

SCHOOL PRINCIPAL

The school principal shall be the executive officer of the Advisory Council by shall not be a voting member; he or she shall, however, participates in the deliberations of the Advisory Council. The principal shall have the responsibility of implementing Advisory Council policies and shall have discretionary authority to make administrative decisions.

STANDING ADVISORY COUNCIL COMMITTEES

The Standing Committees of the Advisory Council are Finance, Advancement, Facilities, Policy, Technology, and Nominating Committees.

The Advisory Council may, by resolution, provide for such other committees as it deems advisable and may discontinue the same at its pleasure. Each committee shall have such powers and shall perform such duties as may be assigned to it by the Advisory council and shall be appointed and vacancies filled in the manner determined by the Advisory Council. In the absence of other direction the Chairperson shall appoint all committees.

TEMPORARY ADVISORY COUNCIL COMMITTEES

The Advisory Council may, by resolution, provide for ad hoc committees drawn from the community to prepare studies and bodies of information permitting the Advisory Council to make informed judgments. The Advisory Council may discontinue such committees at its pleasure and, in any event, each ad hoc committee will be considered dismissed with thanks at the completion of its task. Each entity shall have such powers and shall perform such duties as may be assigned to it by the Advisory Council and shall be appointed and vacancies filled in the manner determined by the Advisory Council. In the absence of other direction, the Chairperson shall appoint all committees.

DUTIES OF OFFICERS / MEMBERS

CHAIRPERSON

The Chairperson shall preside at all regular and special meetings of the Advisory Council; appoint all committee unless otherwise specified by the Advisory Council; execute on behalf of the Advisory Council all written instruments except as otherwise directed by the Advisory Council; serve on the Nominating Committee; and, in general, perform all duties incident to the office of Chairperson and such other duties as from time to time may be assigned to him/her by the Advisory Council.

ASSISTANT CHAIRPERSON

The Assistant Chairperson shall be an aide to the Chairperson, and in case of the absence or disability of the Chairperson, shall pro tempore assume and perform the duties of the Chairperson.

Holy Family School Advisory Council

Constitution and Bylaws

SECRETARY

The Secretary shall supervise the keeping of the minutes of the meetings of the Advisory Council, be they open or closed; submit a copy of the minutes to the Advisory Council for approval; see that all notices are fully given in accordance with the provisions of the constitution; be custodian of the records of the Advisory Council and provide the principal with copies of same for the school office/archives; and, in general, perform all duties incident to the office of the Secretary and such other duties as from time to time may be assigned by the Chairperson; in the absence of the Chairperson and Assistant Chairperson, the Secretary shall chair the meetings of the Advisory Council.

The Advisory Council and/or the principal may select a Recording Secretary, who is not a voting member of the Advisory Council, to record the minutes of meetings.

INDIVIDUAL MEMBERS

Advisory Council members have authority only when acting as an Advisory Council officially in session. The Advisory Council shall not be bound by any statement or action on the part of any individual member of the Advisory Council except when such statement or actions in pursuance of specific instruction of the Advisory Council.

METHODS OF OPERATION

ADOPTION OF ADMINISTRATIVE REGULATIONS

The Advisory Council does not adopt administrative regulations and is not to involve itself in the administration of the school.

ADOPTION/AMENDMENT OF POLICIES AND BYLAWS

Bylaws: Bylaws of the Advisory Council may be amended by a two-thirds vote of the voting members of the Advisory Council providing the amendment has been presented at the previous meeting of the Advisory Council and has been approved by the pastor and the Archbishop or his designate.

Any proposed new bylaw of the Advisory Council must be submitted in writing and read at a regular meeting of the Advisory Council and must lie over for approval at the next regular meeting. A two-thirds vote of the voting member of the Advisory Council shall be necessary for its adoption as well as the approval of the pastor and the Archbishop or his designate.

Policies: Any proposed new policy of the Advisory Council must be approved by the following procedure: (1) it must be submitted in writing and read at a regular meeting of the Advisory Council; (2) after the first reading, the proposed policy must be made available to the school community by publication in at least two issues of the Wednesday Word, by posting in the school office, and at such other place as designated by the Advisory Council; (3) the proposed policy must lie over from approval at the next regular meeting of the Advisory Council following final publication in the Wednesday Word. A two-thirds vote of the voting members of the Advisory Council shall be necessary for its adoption as well as the approval of the pastor.

Holy Family School Advisory Council

Constitution and Bylaws

MEETINGS (REGULAR, SPECIAL)

The Advisory Council shall meet monthly during the school year on the second Thursday, subject to change by the Advisory Council itself or to postponement by the Chairperson, pastor or principal. Special or additional meetings shall be held whenever called by the chairperson or the majority of the Advisory Council. Meetings will not be held without the pastor, principal, or vice-principal in attendance. All meetings of the Advisory Council are to be open unless designated as closed to address confidential or sensitive issues. The Advisory Council may meet in closed session for part or all of a meeting, as appropriate.

PREPARATION OF AGENDA

The chairperson with the assistance of the pastor and/or principal shall be responsible for preparing the agenda. Individual Advisory Council members desiring an item to be included on the agenda shall notify the Chairperson or principal at least ten (10) days prior to any regular meeting.

ADVANCE DELIVERY OF MEETING MATERIALS

Each Advisory Council member shall receive notice and a copy of the agenda and supporting materials at least three days prior to the meeting.

QUORUM

A majority of the voting members of the School Advisory Council is necessary for the transaction of any business. A simple majority of those present and voting shall carry the motion, decision, and/or election unless otherwise specified in the Constitution.

MEETING CONDUIT – ORDER OF BUSINESS

- I. Call to Order and Opening Prayer
- II. Recommended Actions
 - A. Routine Matters
 - 1. Approval of Minutes
 - 2. Acceptance of Agenda
 - B. Old Business
 - C. New Business
- III. Information/Communications and Reports
 - A. Official Delegations
 - B. Non-Staff Communications and Reports
 - C. Principal
 - D. Advisory Council members
- IV. Future Business / Events
 - A. Meeting Dates
 - B. Preview of Topics for Future Agendas
 - C. General Discussion to Guide Future Recommendations

Holy Family School Advisory Council

Constitution and Bylaws

V. Closed Session (if one is held)

VI. Adjournment and Closing Prayer

LENGTH OF MEETING

The goal of the School Advisory Council shall be to conduct its meetings within a two hour time limit.

PARLIAMENTARY PROCEDURE

The Advisory Council may fix its own rules of procedure to be followed at meetings, but in the absence of such rules, Robert's Rules of Order shall apply.

MINUTES OF MEETINGS

The minutes of each meeting shall be sent by the Advisory Council's Chairperson to the pastor and individual Advisory Council members with the agenda packet for the following month's meeting. As a courtesy, Advisory Council minutes are sent to the Superintendent of Catholic Schools.

OFFICIAL SIGNATURES

DATE: _____

APPROVAL: _____
Pastor

DATE: _____

APPROVAL: _____