

**BY-LAWS OF ST. MARY SCHOOL ADVISORY COMMITTEE**

**CHARLEVOIX, MI**

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Mission Statement: The St. Mary Catholic School community empowers students to grow spiritually, academically, creatively, and physically so they may experience, understand and live their responsibilities to God, family, community and self.

**INTRODUCTION**

The Catholic School is an expression of the education mission of the parish and of the diocese. It shall establish goals to promote the educational and spiritual growth of its students. The Catholic school must provide an environment that nurtures the faith of its students as well as serve as a liaison to the community to further promote Christian values and principals.

The pastor is responsible for the administration of the total parish, including the school. The principal functions as the chief administrator of the school. Regular and open communication between the pastor and the principal is essential.

The parish School Advisory Committee serves the principal for the good of the school community and assists the principal to work for the well-being of the school and parish.

**ARTICLE I**

**NAME OF THE ORGANIZATION**

The name of this body shall be St. Mary School Advisory Committee.

**ARTICLE II**

**THE PURPOSES AND FUNTIONS OF THE ADVISORY COMMITTEE**

The St. Mary School Advisory Committee shall assist the pastor and principal in the governance of the parish school. The committee is consultative; the members cannot act apart from the pastor and/or principal; decisions will not be made in major matters until and unless the School Advisory Committee has been consulted. Some of the areas in which the Advisory Committee has responsibilities are:

- A. Long-range planning
- B. Policy development and formulation
- C. Financing (Budget)
- D. Public relations
- E. Selection of a principal
- F. Major curriculum changes
- G. Fundraising oversight

### **ARTICLE III**

#### **RELATIONSHIP WITH OTHER GROUPS**

##### **A. PARISH PASTORAL COUNCIL**

The School Advisory Committee and the Pastoral Council are consultative to the pastor. Good communication between groups is essential. Sharing information and planning is vital in establishing a relationship that benefits the total parish community.

##### **B. PARISH FINANCE COUNCIL**

Any financial arrangements of the school are approved by the Parish Finance Council in conjunction with the pastor. A representative from the Finance Council will meet with the School Advisory Committee for input to the school budget. Budgets will be agreed upon by both the School Advisory Committee and the Finance Council.

##### **C. HOME AND SCHOOL ASSOCIATION**

A representative from the St. Mary Home and School Association shall be a member of the School Advisory Committee who reports to the Committee its functions and goals.

##### **D. DIOCESE**

The School Advisory Committee is bound by the diocesan educational policies and regulations. Any additional policies developed locally must be consistent with diocesan policies and regulations.

## **ARTICLE IV**

### **MEETINGS**

#### **A. PLACE OF MEETINGS**

The School Advisory Committee shall hold their meetings in a mutually agreed place.

#### **B. MEETINGS**

The St. Mary School Advisory Committee shall schedule a minimum of six regular meetings annually, and special School Advisory Committee meetings can be called by the principal and/or president and pastor. Non-members are most welcome. However, confidential matters will be considered in executive session.

#### **C. QUORUM**

Four-sevenths of the School Advisory Committee members shall constitute a quorum for the transaction of business in any special or regular meeting.

#### **D. CONSENSUS DECISION**

In keeping with diocesan policy, all substantive issues are to be resolved and/or agreed upon by a consensus decision of its members.

## **ARTICLE V**

### **MEMBERSHIP**

- A. Members of St. Mary's Advisory Committee shall consist of the pastor, the principal, a representative of the Home and School Association, and six appointed representatives.
- B. Each member shall serve a term of three years.
- C. Advisory Committee members may serve no more than three consecutive terms. Terms shall be from July 1 to June 30. If a vacancy occurs, the position should be appointed by the pastor.
- D. All registered members of the parish or school families, 18 years or older, are eligible for membership. When a member is replaced, priority is given to a parent with children enrolled in St. Mary School.
- E. Members are expected to attend meetings.

## **ARTICLE VI**

### **OFFICERS**

#### **A. OFFICERS**

The officers of the Advisory Committee shall be as follows:

1. The President: Shall preside at all meetings of the School Advisory Committee; conduct all internal elections; call all regular and special meetings; direct the functions and goals of the School Advisory Committee; enforce the By-Laws; and perform any and all duties incident to the office of president.
2. The Secretary: Shall record and maintain minutes of all regular and special meetings; record policies and procedures; present the minutes and other material as required at the meetings; and perform all duties incident to the office of secretary.
3. The principal shall preside in the absence of the president.

#### **B. ELECTION**

In May, officers are elected to a one-year, renewable term.

## **ARTICLE VII**

### **AMENDMENTS**

These By-Laws may be amended by consensus of the Committee.

## **ARTICLE VIII**

### **RULES OF ORDER**

Ordinarily, recommendations regarding policy matters and other major issues are not made at the “first reading” which is for information and clarification. The ‘second reading’ of the policy occurs after additional consultation and clarification. At that time, the Advisory Committee will begin to formulate recommendations.