

ST. JOHN PAUL II CATHOLIC HIGH SCHOOL
ADVISORY COUNCIL
BY-LAWS

ARTICLE I. TITLE

The name of this body shall be St. John Paul II Catholic High School Advisory Council (hereinafter, the “SAC”).

ARTICLE II. PURPOSE

The purpose of the SAC shall be to advise the President, the Principal (hereinafter, the “Principal”) and the Diocesan Office for Catholic Schools (hereinafter, the OCS) in the organization and operation of the School.

The SAC will provide assistance and guidance, in an advisory capacity, in regard to matters stated in Article V below. The SAC shall not exercise any actual authority with respect to the administration of the School but rather act solely as a consultative body to ensure that the interests and concerns of the school stakeholders are effectively considered in support of the delivery of a strong Catholic education to St. John Paul II Catholic High School students.

The SAC shall have perpetual existence until dissolved by a vote of no less than 75% of the SAC voting members or the Bishop.

ARTICLE III. MEMBERSHIP

The SAC shall consist of no more than eight (8) members. The President, Principal, Director of School Operations (DSO), Diocesan CFO, and OCS representative are ex-officio members. New members are nominated by the SAC, approved by the President and Principal, and appointed by the OCS and shall serve for a term of three (3) years. Members may serve one additional year after their initial term expires. Thereafter, a member may be eligible to serve again after rotating off the SAC for one year.

In the case of initial formation, the SAC members will have a staggered first term determined by lottery, with two members serving one a one year term, three members serving two year terms, and three members serving three year terms.

Eligibility:

1. Must be a registered member of a Catholic parish and have supported St. John Paul II Catholic High School through time, talent, and treasure. There may be one non-Catholic member permitted.
2. Cannot be employed by the St. John Paul II Catholic High School
3. Cannot be a spouse/child/parent of an employee of St. John Paul II Catholic High School
4. Cannot be a vendor that does business with the school

If a vacancy on the SAC occurs, the SAC shall recommend for appointment a new member(s) to fulfill the unexpired term. Such members shall be appointed pursuant to the provisions in this section.

Any SAC member who misses three (3) consecutive meetings shall be automatically terminated as a member of the SAC. The SAC or principal may recommend removal of any SAC member whose actions are deemed inconsistent with the general philosophy and policies of the school and parish.

SAC members shall serve as volunteers without any financial compensation. All SAC members are covered for liability in their role as SAC members through the Diocesan Insurance Program.

ARTICLE IV. OFFICERS AND LEADERSHIP

The officers of the SAC shall be the Chairperson, Past-Chairperson, Vice-Chairperson, and the Corresponding/Recording Secretary who, together with the President, Principal, Diocesan CFO, and OCS representative, comprise the SAC's Executive Committee.

The SAC officers shall be nominated prior to the May meeting, approved by the President and Principal and appointed by the OCS. All members will be notified of the nominees prior to the May meeting. All officers shall serve for a term of one (1) year. Officers may serve a maximum of two (2) consecutive terms in a given office. Except for the initial formation, a SAC member must have served on the SAC for at least one year prior to taking on the role of the SAC Chairperson.

The Chairperson shall preside at all regular and special meetings of the SAC, appoint all committees and shall be responsible, together with the Principal, for preparing the agenda of each meeting.

The Vice-Chairperson, in the absence of the Chairperson, shall perform the duties and exercise the powers of the Chairperson when he/she is absent or unable to act and shall assume the office of Chairperson in the event the Chairperson is unable to complete his/her term.

The Corresponding/Recording Secretary shall keep the minutes of the meeting in an appropriate minute book and shall be the custodian of the records of the SAC. Furthermore, the Secretary shall ensure that all notices required by these by-laws are given. The Secretary shall attend to all correspondence and perform the duties incident to the office of Secretary and shall provide regular updates from the SAC to the St. John Paul II Catholic High School families pursuant to Article VII below.

In the event the Chairperson, Vice-Chairperson or Secretary is unable to complete his/her term, the SAC shall elect a member to fulfill the vacancy, with the consent of the Principal and the OCS.

ARTICLE V. PRIMARY FUNCTIONS

The primary functions of the SAC shall include, but are not limited to, advising the President, Principal and the OCS in the following areas:

1. Strategic Planning. The SAC should conduct bi-annual reviews of the School Improvement Plan. Discussions regarding strategic planning should be based on the objective criteria such as the School Improvement Plan, standardized test scores, enrollment and fundraising data, National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools, and the objective goals set by the SAC.
2. Fundraising, Promotion, Marketing and Public Relations. The SAC should work with the Advancement Office to review the fundraising, marketing, communications, and enrollment management plans for the School.
3. Policy Review, Including the Handbook. Before additions or deletions are made to the St. John Paul II Catholic High School Handbook, such revisions or deletions must be reviewed, either in a regularly scheduled or virtual meeting, by the SAC prior to their inclusion in the document.
4. Review of School Finances and Budgeting. The SAC shall review the school financial position at each monthly meeting. The Diocesan CFO or representative designated by the diocese shall give a monthly report to the SAC.
5. The SAC does not advise the principal or OCS on school personnel matters.

ARTICLE VI. COMMITTEES & RELATIONSHIP TO OTHER GROUPS

Standing committees shall be:

1. Executive
2. Strategic Planning
3. Enrollment and Marketing
4. Development

The Executive Committee shall consist of the OCS Representative, Diocesan CFO, President, Principal, Chairperson, Vice-Chairperson, and Secretary.

The other Standing Committees shall consist of not less than one (1) member of the SAC appointed by the Chair and approved by the principal. The SAC may seek experts in the field outside of the SAC to serve on committees at the discretion of the Principal and the OCS. The appointed Standing Committee members shall serve terms of up to three (3) years. The Standing committees shall provide monthly reports to the SAC.

A SAC member shall serve as the chairperson/co-chair of these standing committees. Appointment of new SAC members to standing committees for the following school year shall be made at the last SAC meeting of the current school year in May. Each committee shall provide annual plans of goals and objectives and annual reviews of their accomplishments, to the SAC.

The principal or OCS can appoint ad hoc committees as the need arises

ARTICLE VII. MEETINGS

SAC members will respect the confidential information received and refrain from disclosing opinions expressed in confidence by other SAC members and administrators. Failure to keep confidentiality may result in removal from the SAC.

Regular meetings of the SAC will be held monthly during the school year with a meeting in December being optional.

A simple majority of the Council shall constitute a quorum. All questions before the SAC (with the exception of the SAC existence and amendments to the By-Laws) shall be determined by a simple majority vote of the voting members present. Each member of the SAC shall have (1) vote. The Chairperson shall abstain from voting except in cases of a tie-breaker. Ex officio members as outlined in Article III shall abstain from voting.

SAC members who have a conflict of interest in a matter involving a student, staff member, contract, or other transaction presented to the SAC shall make a prompt and full disclosure of such interest and not participate in the discussion or voting on the matter.

Attendance at regular meetings will be limited to SAC members, except as referenced below. Other individuals may attend by invitation of a SAC member with the approval of the Chairperson, the Principal or the OCS. An individual or group of individuals may be placed on the SAC meeting agenda if they contact the Chairperson or the Principal one (1) week prior to the SAC meeting with the proposed topic of discussion.

The OCS, the Principal or the Chairperson may call special meetings. Attendance at such special meetings will be limited to SAC members. Others may be included only by invitation of a SAC member with the approval of the Chairperson, the Principal, and the OCS.

SAC minutes of the previous SAC meeting will be sent to members with a notice of the next scheduled meeting prior to the meeting date.

SAC members must submit agenda items to the Chairperson three (3) days prior to the meeting.

ARTICLE VIII. AMENDMENTS

The SAC may recommend in writing to the OCS any proposed amendments to these By-Laws. Such recommendations shall have first been approved by a vote of no less than 75% of voting SAC members at any regular meeting and must be consistent with Diocesan policy. Amendments so proposed shall become effective only upon written approval by the OCS.

The St. John Paul II Catholic High School Advisory By-Laws were approved October 12, 2015. They were revised in October 2016 to reflect the transition of school administration in the fall of 2016