

**Diocese of Palm Beach
Palm Beach, FL**

St. Helen Catholic School

BYLAWS – PARISH-OWNED SCHOOL ADVISORY COUNCIL

PREAMBLE

Catholic schools in the Roman Catholic Diocese of Palm Beach are established to carry out the teaching ministry of the Catholic Church. As such, the religious and educational work shall at all times continue to be in accordance with the teachings and laws of the Roman Catholic Church and the Diocese of Palm Beach.

At this time, it is the intention of the Pastor of St. Helen Catholic Parish to establish a School Advisory Council* to assist him and his appointed Principal in the governance of St. Helen Catholic School.

INTRODUCTION AND RATIONALE

This School Advisory Council shall have as its primary concern the ministry of Catholic elementary school education: the spiritual, intellectual, physical, emotional, and social development of the students. The School Advisory Council, operating in conformity with the policies of the Diocese of Palm Beach, under the guidance of the Superintendent of Schools and the Pastor of St. Helen Catholic School, is to further the advancement of excellence in Catholic school education for students at St. Helen Catholic School, in the town of Vero Beach by providing leadership, direction and support.

The School Advisory Council is by its nature advisory to the Pastor and Principal. The function of the Council shall be for the exercise of shared responsibility for fulfillment of the mission as a center for excellence in Catholic school education, and to provide leadership assistance and support for the school within the context of the mission of St. Helen Catholic School.

ARTICLE I – NAME

The name of this body shall be the St. Helen Catholic School Advisory Council, herein after referred to as the SAC.

**The School Advisory Council shall operate as a Consultative Board as defined in Haney, R., O'Brien, & Sheehan, L. (2009). A primer on educational governance in the Catholic Church (Second ed.). Washington, DC: National Catholic Educational Association.*

ARTICLE II – PURPOSE AND FUNCTION

Section 2.1 – Establishment

The School Advisory Council is established by the Pastor. A consultative board is a body that participates in the policy-making process by formulating, adapting, and recommending policy to the person with authority to enact it. The person with authority is required to consult the board before making decisions in designated areas, but is not bound by the board's advice.

Section 2.2 – Purpose

The School Advisory Council is established to assist the Principal and ultimately the Pastor by providing advice and counsel particularly in the following areas:

1. Strategic Planning
 - a. To assist in formulating strategic goals for the long-term direction of the school;
 - b. To assist in formulating the school mission statement.
2. Policy Formulation
 - a. To provide advice and counsel with regard to policies in areas determined by the Pastor and Principal.
3. Evaluation of policies, plans, mission effectiveness, and self-evaluation.
4. Financial Planning and Financial Management
 - a. To provide advice and counsel with regard to long-range financial planning, annual budget development, budget monitoring, and financial reporting.
5. Institutional Advancement/Development
 - a. To provide advice and counsel with regard to the establishment and maintenance of comprehensive programs of institutional advancement and to enhance the image, enrollment, and financial viability of the school.
6. Communication and Mission Effectiveness
 - a. To provide advice and counsel with regard to communicating school policies, board goals and activities to the various school constituencies as well as to seek input.
 - b. To provide advice and counsel with regard to both mission effectiveness and mission enhancement.

The School Advisory Council formulates and recommends policies to the Pastor and Principal for their ratification and implementation.

ARTICLE III – RELATIONSHIP WITH OTHER GROUPS

Section 3.1 – Diocese of Palm Beach

Regular information from the Diocese of Palm Beach concerning Diocesan policies and other Council related information impacting Catholic elementary education shall be provided by the Principal as in-service to the SAC. The Principal shall implement Diocesan policies approved by the Bishop and promulgated by the Superintendent of Schools.

Section 3.2 – Pastor

A Pastor is appointed by the Bishop of the Diocese of Palm Beach with duties and responsibilities as set forth in the Pastor's job description. The Pastor is the administrative and spiritual leader of St. Helen Catholic School. The School Advisory Council shall work in close collaboration with the Pastor.

Section 3.3 – Parent Organization (HSA – Home and School Association)

An officer of the parent organization, or a designated representative appointed by the Principal, shall serve as an ex officio member of the SAC. The relationship between the SAC and the parent organization shall be characterized by a common vision, clarity of responsibilities, good communication, and collaboration.

Section 3.4 – Faculty

The relationship between the SAC and the faculty shall be characterized by mutual support, good communication, and cooperation. The Principal represents the faculty to the SAC. From time to time, teachers and/or administrative team members may be invited to share information with the SAC on matters concerning the school. The SAC shall have no role in hiring, evaluating, terminating, or renewing teachers.

ARTICLE IV – MEMBERSHIP

Section 4.1 – Membership Defined

The SAC shall consist of a minimum of nine (9), but not more than seventeen (17) members appointed by the Pastor with categorical membership as follows:

- I. Parents (no more than 49% of membership).
- II. Alumni/ parents of alums.
- III. Leaders within the civic, business, and professional communities.
- IV. Parishioners.

Note: 90% of SAC members shall be practicing Catholics in good standing with the Church.

Section 4.2 – Ex Officio Member

An officer or a designee of the parent organization shall serve as an ex officio member of the SAC with full voting rights. An alumni association, booster organization, or other approved organization may also appoint an ex officio member to the SAC without voting rights upon formal approval by the SAC and ratification by the Pastor in consultation with the Principal. In addition, the Principal and Pastor shall serve as a non-voting, ex officio members of the SAC. The Principal shall act as administrative officer to the SAC. All Council votes are subject to the Pastor's approval.

Section 4.7 – Vacancy

Any vacancy on the SAC may be filled by the Pastor after consultation with the SAC chairperson and Principal for the unexpired portion of the term in the same manner as provided for in the original appointment.

Section 4.8 – Attendance

Any SAC member who shall be absent from a total of three (3) SAC meetings in a year shall be deemed to have resigned as a SAC member unless reinstated with written approval of the Pastor.

ARTICLE V – OFFICERS

Section 5.1 – Titles/Positions

The officers of the SAC shall be the chairperson, vice-chairperson, and secretary. They shall be elected annually by the SAC membership, subject to ratification by the Pastor.

Section 5.2 – Election of Officers

The election of officers shall take place at the annual meeting in June.

Section 5.3 – Executive Committee

The Executive Committee shall consist of the Pastor, the Principal serving as administrative officer and the chairperson, vice-chairperson, and secretary.

Section 5.4 – Duties

The duties of the officers shall be:

- a. Chairperson – The chairperson shall preside at all regular and special meetings of the SAC. The chairperson shall also preside at Executive Committee meetings at which the SAC agenda and packet is prepared. The chairperson, with SAC approval, shall have authority to assign additional duties and responsibilities to individual SAC members.

The chairperson of the SAC shall be required to be a practicing Catholic.

- b. Vice-Chairperson – In the absence of the chairperson, the vice-chairperson shall perform all duties of the chairperson. The vice-chairperson shall also be a member of the Executive Committee.
- c. Secretary – The secretary shall be responsible for keeping accurate minutes; for keeping a record of the appointment of all committees of the SAC; and for all correspondence. Any of the duties of the secretary may be performed by an assistant secretary who shall be responsible to and report to the secretary. The secretary shall also be responsible for keeping a permanent record of attendance, terms and committee assignments, and all reports and documents related to SAC activities.

The secretary, in cooperation with the Principal, acting as administrative officer to the SAC, shall ensure the timely distribution of SAC member packets in advance of SAC meetings.

- d. Administrative Officer – The Principal shall serve as administrative officer to the SAC. The Principal may also call meetings of the Executive Committee and shall be responsible for bringing information to the SAC, including Diocesan policies, procedures, regulations, best practices, and plans.

Section 5.5 – Term

The term of office for SAC officers shall begin with their election in June and end with the election of their successor the following year. No individual may serve more than two (2) consecutive one (1) year terms as SAC chairperson.

ARTICLE VI – MEETINGS

Section 6.1 -- Regular Meetings

Regular meetings of the SAC shall be held bimonthly, at least six (6) times per year.

It is assumed that the standing committees of the SAC will meet in the alternating months.

Regular meetings of the SAC shall be held in the school or parish facility.

Section 6.2 – Special Meetings

Special meetings may be called by the Pastor, the chairperson, the Principal, or by written request of one third (1/3) of SAC members. Written notice must be provided at least five (5) days prior to special meetings.

Section 6.3 – Annual Meeting

The annual meeting shall be held in June of each year.

Section 6.4 – Meeting Protocol

If any person, other than a SAC member, wishes to present a matter to the SAC, that person must obtain the approval of the Chair and Executive Committee at least ten days prior to the meeting in order to place the matter on the agenda. The request for inclusion of a matter on the agenda must be submitted in writing and be accompanied by an explanation of the item.

Section 6.5 – Executive Session

Confidential personnel matters, grievances, and security measures are to be addressed in Executive Session. Executive Sessions are closed to the public.

ARTICLE VII – RULES OF ORDER

Section 7.1 – Consensus

As much as possible, the SAC shall reach consensus on all actions. Consensus is defined as the willingness of all attending members to support a decision being made. If consensus cannot be reached, the SAC will utilize parliamentary procedures.

Section 7.2 – Parliamentary Rules

Where necessary, parliamentary rules may be employed using Robert's Rules of Order (latest copyright) as a guide. The chairperson shall appoint a parliamentarian when appropriate.

Section 7.3 – Policy Issues

Decisions which establish policy or deal with other major issues cannot be made at the meeting at which they are introduced. The formulation of policy occurs after additional consultation and clarification. At that time, the SAC begins its decision-making process.

Section 7.4 – Quorum

A simple majority of the voting members of the SAC shall constitute a quorum for each meeting.

ARTICLE VIII – COMMITTEES

Section 8.1 – Standing Committees

The standing committees of the SAC shall be:

1. Executive Committee;
2. Mission Effectiveness Committee;
3. Policy and Planning Committee;
4. Buildings and Grounds Committee;
5. Finance Committee;
6. Advancement Committee (with subcommittees for Development, Communication, Marketing and Enrollment).

Section 8.2 – Committee Charges

Specific committee charges shall be adopted each year by the SAC at its annual meeting. Members of standing committees shall be appointed by the chairperson of the SAC. Committee chairpersons must be members of the SAC, although committee members may be drawn from outside of the SAC membership. The chairperson of the SAC and the administrative officer of the SAC shall be ex officio members of all standing committees.

Section 8.3 – Special or Ad Hoc Committees

Special or ad hoc committees shall be established by action and approval of the SAC.

The function of all committees shall be to determine the facts, to deliberate, and to be consultative, but never to legislate or to administer. Recommendations by any committee shall be subject to review and approval by the Council and ratification by the Pastor and Principal.

ARTICLE IX – COMPENSATION

SAC members shall not receive compensation for their services. However, bona fide expenses may be reimbursed.

ARTICLE X – CONFLICT/DUALITY OF INTEREST

Any SAC member having an interest in a contract or other transaction (including academic and/or student affairs) coming before the SAC or a committee of the SAC shall give prompt, full, and frank disclosure of said interest to the SAC chair prior to the SAC acting on such contract or transaction. Upon such disclosure, the SAC member's interest shall be presented to the full SAC. The SAC shall determine, without participation by the interested member, at such time as disclosure is made to that body, whether the disclosure shows that a conflict of interest exists or can reasonably be construed to exist. If the SAC determines that such a conflict is deemed to exist, such member shall not vote on, or use personal influences on, or participate in the discussions or deliberations with respect to such contract or transactions.

For purposes of this section, a person shall be deemed to have an interest in a contract or other transaction if he or she is a party (or one of the parties) contracting or dealing with the school, or is a director, partner, officer, or spouse of a director, partner, officer, or has a significant financial or influential interest in, the entity contracting or dealing with the school.

ARTICLE XI – AMENDMENTS

These bylaws may be amended only following a two-thirds (2/3) majority vote of the SAC and written approval by the Pastor and the Superintendent of Schools. SAC members must receive written notice about amendments one month before the vote to amend.

Approved by:

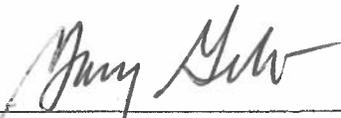


Pastor

12/13/22

Date

Ratified by:



Superintendent of Schools

12/14/2022

Date