

**BYLAWS OF THE
ANNUNCIATION CATHOLIC SCHOOL ADVISORY COUNCIL**

INTRODUCTION

The Annunciation Catholic School Advisory Council of the Church of the Annunciation is established to assist the Pastor, School President and the School Principal in the governance of this parish school. The Pastor is the Canonical Representative of the parish, including the school, and the enactor of local policy. The Pastor hires, supervises, and annually evaluates the School President and is responsible for the supervision of religious education and formation programs and approves the school's annual budget. The Pastor hires the School Principal in consultation with the School President. The School President supervises and annually evaluates the School Principal.

The School Principal is responsible for the daily operation and administration of the school program including recommendations regarding employment of new staff, supervision and evaluation of teachers and school staff, the establishment of curriculum and other educational programming, and the evaluation and management of student behavior. The School President is the faith leader and chief administrator of the school, serves on the parish staff, is responsible for the management of the school's financial affairs and acts as the advancement director for church and school.

The School Advisory Council's primary purpose is the fostering of faith development and the advancement of the school community, in accordance with these Bylaws and the school's mission statement:

Annunciation School is a Catholic parish School. We are a united and caring community of students, staff and parents committed to learning based on Christian values within our rich Catholic heritage. We provide our students with an outstanding religious and academic education, addressing the needs of the whole child.

**ARTICLE I
NAME**

The name of this body shall be the Annunciation School Advisory Council.

**ARTICLE II
NATURE AND FUNCTION**

Section 1. Nature: The School Advisory Council is an advisory council and is consultative to the Pastor, School President and School Principal. The members cannot act apart from the Pastor, School President and the School Principal and cannot make decisions binding for the parish school without the approval of the Pastor, the School President and the School Principal. Consultation also means that decisions by the Pastor, the School President or the School Principal will not be made in major matters affecting the parish school until and unless the School Advisory Council has been consulted.

Section 2. Function: The School Advisory Council has responsibilities in the following areas:

1. Advancement
 - a. Represent and communicate the work of the parish school with all segments of the school, parish, alumni, and broader community. Acts as advisor to the School President on major fundraising appeals and events.
 - b. Assist in public relations and marketing.
2. Marketing, Public Relations and Enrollment Management
 - a. Provide ongoing review of the school's Mission Statement and Philosophy.
 - b. Provide support to the school's administration in the development of the parish school's Catholic Identity and its curriculum.
 - c. Assist in marketing and public relations to recruit and retain students.
3. Budget
 - a. Assist the School President in developing the annual budget for submission to the Parish Finance Council and Parish Pastoral Council.
 - b. Recommend rates of tuition and fees.
 - c. Review fundraising efforts and allocation of those funds.
 - d. Prepare and update five (5) year budget projections.
4. Policy
 - a. Formulate policies for the governance and direction of the parish school consistent with its Mission Statement and the mandates of the Archdiocese.
 - b. Recommend policies for the Parent Student Handbook.
5. Selection of the School President/School Principal
Assist the Pastor in the search process for the School President/School Principal. Pastor makes ultimate hiring decision.
6. Facilities
 - a. Identify needs related to physical plant, space needs and technology.
7. Strategic Planning
 - a. All School Advisory Council members are part of the Long-Range/ Strategic Planning Committee.
 - b. They annually review the school's strategic plan and formulate action steps that help to accomplish the major goals of the strategic plan.
 - c. Communicate and collaborate with the parish's other strategic planning groups.
8. Technology
 - a. With administration, establish immediate and long range technology goals for the school.
 - b. Assist the administration in achieving established technology goals.
 - c. Assist in developing the annual technology budget.

**ARTICLE III
ORGANIZATIONAL RELATIONSHIPS**

Section 1. Parish Pastoral Council: The parish pastoral council is a consultative council to the Pastor which advises him on all aspects of parish life. The School Advisory Council should inform the parish council of the school's accomplishments and needs and may bring to the attention of the parish pastoral council any matters which are broader than the educational programs of the school.

Section 2. Parish Finance Council: The parish finance council advises the Pastor in administering the temporal goods of the parish. The budget committee of the School Advisory Council and the parish finance council should meet to plan the financial contribution to the school from the parish, which should be in accordance with any applicable Archdiocesan mandates. The school income and expenditure budget is prepared by the budget committee of the School Advisory Council and the School President and is subject to final approval as a part of the parish-wide budget prepared by the parish finance council and parish pastoral council and approved by the Pastor.

Section 3. Annunciation Parent Organization (APO): The vice president of the APO is a non-voting member of the School Advisory Council. The APO is the primary vehicle through which parents can provide service to the school (e.g., volunteers, minor fund-raising) and parent education programs can be offered. The School Advisory Council works with the School Principal and the members of the APO to understand parent needs and concerns and to coordinate minor fund-raising programs of the school.

Section 4. Archdiocese: Local school policies may not conflict with Archdiocesan mandates. The Bylaws of the School's Advisory Council must be approved by the parish corporate Council after review by Archdiocesan staff. The same approval is required for any changes to the Bylaws. In addition, the school submits a copy of its annual accreditation report, including progress on the school's strategic plan, to the Archdiocesan Office of Catholic Schools. The school or the School Advisory Council also may submit recommendations for Archdiocesan-wide mandates, policies, practices, or programs to the Chair of the Archdiocesan Catholic Schools Advisory Council.

ARTICLE IV MEMBERSHIP

Section 1. General Eligibility: Each member of the School Advisory Council shall be:

- at least 21 years of age;
- a registered parishioner who is a fully initiated and actively participating Catholic, a parent of a student(s) in the school, an alumnae of the school, or a person active in the business or development community for the geographic area in which the school is located;
- prepared to give time and energy to the advancement of the parish school, including importantly, attendance at School Advisory Council meetings;
- competent in at least one of the areas of responsibilities set forth in Article II, Section 2;
- willing to maintain high levels of integrity and confidentiality and to work effectively with others in achieving consensus; and
- ready to support school/diocesan philosophy and mission.

Section 2. Number of Members and Representation: Members of the School Advisory Council shall consist of the Pastor, School President, School Principal, and 12 members identified by a process of spiritual discernment approved by the Pastor. The vice president of the parent organization also will attend School Advisory Council meetings as well as the parish council liaison. Voting members are the 12 members chosen by discernment. Non-voting members are the Pastor, the School President, the School

Principal, and the parent organization representative. The School Principal shall function as the executive officer of the School Advisory Council. The School Principal is responsible for implementing policies formulated by the School Advisory Council and approved by the Pastor, informing the School Advisory Council about the education system, and proposing the adoption of needed policies.

Section 3. Term: Each member shall serve a term of three (3) years and may serve one additional term. The term of office shall run from July 1 to June 30. The members' terms shall be staggered equally over a period of three (3) years to provide for continuity of a majority of the membership from year to year.

Section 4. Appointment: Every year, four voting School Advisory Council members shall be nominated by the School Advisory Council with the approval of the Pastor, as follows:

- In November of each year The Nominating Committee consisting of second year School Advisory Council members and administrator, acting on behalf of the School Advisory Council, shall advertise and recruit for candidates. Through discernment the Nominating Committee shall confirm that each candidate is willing to expend the appropriate time and energy to participate as a School Advisory Council member.
- In March the four nominated candidates shall be submitted to the Pastor and the School Advisory Council by the Nominating Committee for consideration.
- Appointments may be made from the nominees on this list or other persons may be chosen; provided that in all cases such persons meet the eligibility requirements of Article IV Section 1.
- In making its appointments, the School Advisory Council will give primary weight to ensuring that the School Advisory Council members will have a diversity of talent so as to be effective as a whole.

Section 5. Discernment: Every year upon completion of the appointment process described above, four (4) voting member shall be chosen by a process of discernment by the School Advisory Council.

Section 6. Vacancies: With the exception of ex officio members, any vacancy in membership shall be filled by appointment of the then current School Advisory Council. The Nominating Committee shall provide the School Advisory Council with a list of recommended candidates from which the appointment shall be made. All appointees must meet the eligibility requirements set forth in Article IV, Section 1 above. The successor member shall serve on the School Advisory Council for the unexpired term of the vacating member.

Section 7. Resignation: Any member may resign at any time by written notice to the Chair.

Section 8. Removal: A member may be removed by the Pastor with the approval of the School President, School Principal or the parish trustees. A sufficient reason for removal would include the absence of a member from any three consecutive School Advisory Council meetings. Any member unable to fulfill the duties expected of a member of the School Advisory Council would be expected to resign.

ARTICLE V OFFICERS

Section 1. Officers: The School Advisory Council's officers shall be the Chair and the Secretary.

Section 2. Chairperson: The Chair shall:

- preside at all meetings of the School Advisory Council ;
- plan School Advisory Council meetings with the School Principal;
- make all committee assignments and see that the committees function properly;
- execute all written documents on behalf of the School Advisory Council ;
- ensure that School Advisory Council recommendations are addressed;
- in general, perform all duties pertaining to the office of the Chair; and
- when the Chair is unable to attend a meeting, the chair shall appoint a current member to act as chair for that meeting.

Section 3. Secretary: The Secretary shall maintain minutes of all School Advisory Council meetings, provide such minutes to members, notify members of meetings, and, in general, perform all duties pertaining to the office of the Secretary.

Section 4. Election and Term of Office: The School Advisory Council's officers shall be elected at the annual meeting of the School Advisory Council for a term of one (1) year, which shall begin on July 1. Election may be by voice vote or by secret written ballot. The School Principal will count the ballots in a written ballot. The officers shall hold office until the next annual election and thereafter, until their successors are duly elected and qualified. No member shall hold the same office for more than two (2) consecutive years. All voting School Advisory Council members are eligible to serve as an officer, but the Chair must be a registered parishioner who is a fully initiated and actively participating Catholic.

ARTICLE VI MEETINGS

Section 1. Meetings: Regular meetings shall be held on the second Tuesday evening of each month from September through June. Any deviation from this schedule will be decided at the prior month's meeting. Special meetings may be held when requested by the Pastor, the School Principal, the Chair, or a majority of the members. The School Principal or the School President must be present for a meeting to take place, unless both the School Principal and the School President are unavailable because of an emergency, in which case the meeting may be held.

Section 2. Notice: Written notice stating the date, time, location, and purpose of the meeting shall be given to members at least seven (7) days before the meeting. Such notice shall be mailed to each member, delivered to him or her personally, or given by a form of electronic communication.

Section 3. Conduct of Meetings: School Advisory Council meetings shall be conducted in a spirit of collegiality and shall seek consensus. Meetings will be conducted using parliamentary procedure as per Robert's Rules of Order, with the exception that a consensus should be strived for prior to any vote by the School Advisory Council. The usual order of business shall be:

- A. Call to Order
- B. Invocation
- C. Approval of minutes
- D. Special reports from the Floor/ Open Forum
- E. Pastor's Report
- F. School President's Report

- G. School Principal's Report
- H. Committee Reports
- I. Old Business
- J. New Business

The School Advisory Council Chair, secretary, Pastor, School President and School Principal shall prepare the Agenda. Items for the agenda must be presented to the School Advisory Council Chair in writing at least one week prior to the meeting. The agenda shall be available to School Advisory Council members four days prior to the meeting. A summary agenda will be distributed to parents via the School newsletter prior to the meeting. School Advisory Council meetings also will be announced in the School newsletter and listed in the Parish bulletin calendar prior to each meeting.

Section 4. Open Meetings. School Advisory Council meetings are open to the public. Closed meetings may be called if deemed necessary due to confidential issues. Individual personnel Annunciation matters shall not be discussed at School Advisory Council meetings. Motions approved in a closed meeting must be presented at an open School Advisory Council meeting for approval before becoming effective.

Section 5. Quorum: Two-thirds of the voting members of the School Advisory Council shall constitute a quorum for the transaction of business at a meeting, and each such member shall be entitled to one (1) vote, either in person, by proxy, or by remote communication. A majority vote of those present and voting (an abstention is not a vote) shall be sufficient for any recommendation or election, except as set forth in Article IV Section 6. A member not physically present in person or by proxy at a meeting may, by means of remote communication, participate in a meeting.

Section 6. Annual Meeting: An annual meeting of the School Advisory Council shall be held each year. The meeting shall constitute a planning meeting and shall include on its agenda the election of officers for the ensuing year, the recognition of those members whose terms have expired, and a review of the results of the School Advisory Council's self-evaluation and plans for the following year.

Section 7. Written Authorization Without A Meeting: Any action required or permitted to be taken at a meeting of the members may be taken without a meeting by written action signed by all of the members entitled to vote on that action. Such written action may be deemed signed by members if they respond that they are in agreement with such action by means of electronic correspondence, i.e. email.

Section 8 Visitors: Visitors may bring forth concerns to the School Advisory Council at a School Advisory Council meeting. Concerns will be taken into consideration and deferred to the appropriate administrator or School Advisory Council member for resolution at a later date. Personnel issues are not considered by the School Advisory Council, they are handled by the School Principal.

ARTICLE VII POLICY

Section 1. General. The establishment of policy is accomplished through the activity of the School Advisory Council. The School Advisory Council's responsibility is solely for policy matters; it has no authority for the school's administration or daily operations, including employment-related matters for school administration, faculty, and staff.

Section 2. Definition. "Policy," for the purpose of these Bylaws, is defined as a broad and general

direction given to a person or group to implement and carry out.

Section 3. Proposals.

- (a) Policy development or policy change proposals may be initiated by the School Advisory Council, the School President, the School Principal, any member of Annunciation Parish, a parent of a student, a student, or an employee of Annunciation School.
- (b) Policy proposals shall be sent to School Advisory Council members in writing at least seven (7) days prior to a regularly scheduled meeting of the School Advisory Council for their review prior to the meeting. Such proposals are to be incorporated into the meeting agenda. All policy proposals or policy changes are subject to final approval by a simple majority of the School Advisory Council.
- (c) The Policy Committee is responsible for making revisions or typing approved policies and distributing to appropriate parties.
- (d) Policies approved by the School Advisory Council will be written and incorporated in a Policy manual.
- (e) Policy manuals are distributed to: School Advisory Council members; Parish staff; School faculty and Administration; and Annunciation Parents' Organization officers. The policy manual shall also be available for review by any interested member of the parish, parent of a student, student, or employee of the School.

Section 4. No Conflict with Archdiocesan Mandates. When the Pastor, School President, School Principal and School Advisory Council meet and agree on a policy matter, it is effective so long as it does not conflict with Archdiocesan mandates or applicable law.

ARTICLE VIII BUDGET

It is the responsibility of the School Advisory Council to develop a budget for Annunciation School. The Budget Committee shall consist of the Budget Committee Chair, the School President, and any other concerned members of the School Advisory Council. The budget will be for the next school year falling within a fiscal year of July 1 through June 30. The budget must be approved no later than the February School Advisory Council meeting. The approved budget will be submitted to the Parish Council finance committee by the chair of the School Advisory Council Budget Committee for inclusion in the Parish budget. Any required changes to the budget shall be the sole responsibility of the School Advisory Council.

ARTICLE IX COMMITTEES

Section 1. Committee Membership: All School Advisory Council members are expected to serve on one (1) or more standing committees. Each standing committee shall have such authority and shall perform such duties as may be assigned to it by the School Advisory Council Chair. The Chair shall assign and appoint committee memberships, including committee chairs, after consultation with the School Principal. Committee chairs must be School Advisory Council members. Committee members may include persons

who are not School Advisory Council members, but who are competent or expert in an area of responsibility of the committee to which they are appointed. Teachers and other staff at the parish school are eligible to serve on committees, but are not eligible to serve as School Advisory Council members. The Chair of the School Advisory Council's Budget Committee shall also be a voting member of the parish's finance council. The School President, School Principal and/or his/her designee may attend all committee meetings.

Section 2. Standing Committees: Plans and activities of standing committees will be reported on as requested by the School Advisory Council Chair. Each standing committee chair will be required to furnish a yearly report of the year's activities, in writing, to the School Advisory Council at the June meeting. The School Advisory Council has the right to create special (as hoc) committees as needed. The following are designated the standing committees of the School Advisory Council:

- (a) Long Range Planning: The Long Range Planning (LRP) Committee is responsible for working with the School President, School Principal, and Pastor in setting goals for the implementation of the mission of Annunciation School. Goals must be consistent with the mission of the School and Parish and should provide a sense of the direction Annunciation will head in the coming years.

As much as possible membership of this committee should represent the diversity of the Annunciation School community. At a minimum, there should be representation from the School Advisory Council, Staff and Administration. Representation by other interested parties is encouraged.

- (b) Budget: The Budget Committee is responsible for the preparation of a budget for the next school year. The committee will also be the forum for review of staff salary and benefits adjustments. The committee must present a balanced budget which means that sources of income must be identified and tuition rates set to cover expenses. The chair of the committee should coordinate with the School President and the Parish Finance Committee to ensure the School Advisory Council has a clear understanding of the fiscal condition of the School. The budget must contain estimates of income and expenses and should be presented in a standard format.

The Budget Committee chair should actively work with the Parish Finance Committee in preparation and presentation of the School budget to that body. A School Advisory Council member should attend the quarterly meetings of the Parish Finance Committee in order to ensure clear communication between the two groups and the budget meetings in January and February.

- (c) Policy: The Policy Committee duties are: (1) Preparation and maintenance of the School Advisory Council Policy Manual; (2) Periodic review of the policies in order to ensure policies are current and in effect; and (3) Preparation and distribution of approved policy changes to all parties as described in these Bylaws.

A review of the procedures for ratification of policy change should be presented at the September School Advisory Council meeting. A review of the policy manual, and recommendations for areas which need updating should be accomplished by the October School Advisory Council meeting. The chair of the Policy Committee shall report on

committee activities monthly at the School Advisory Council Meetings.

- (d) Facility: The Facility Committee focus is on issues relating to maintenance of the school campus and physical improvements. The chair of this committee shall report on the committee's activities at the School Advisory Council meetings. The chair shall also provide liaison to the Parish committee on building and grounds in order to ensure open communication with the Parish on maintenance or physical plant issues.
- (e) Advancement: The Advancement Committee assists the School President in promoting the financial development of the school. These efforts include fund-raising, grant writing, and pursuit of additional sources of income, such as the School Silent and Live Auction. The School President reports on the committee's activities at the monthly School Advisory Council meetings.
- (f) Marketing: The Marketing Committee works with the School Principal, staff and other parties in coordinating the publicity and marketing efforts of the School. These include: preparation and review of the School brochure and other publicity materials; assisting with recruitment activities such as Preview Night; and working with the Annunciation Parents Organization (APO) in coordinating other marketing and publicity efforts. The chair of the committee reports on the committee's activities at the monthly School Advisory Council meetings.
- (g) Nominations: Nominations Committee membership is composed of all School Advisory Council members in the second year of their three-year terms and any other members of the School Advisory Council who wish to participate. Their duties are to administer the election process, in conjunction with the Parish Council elections, and recruit candidates for School Advisory Council seats.

Section 3. Committee Work: Committee meetings shall be conducted in a spirit of collegiality, and committee chairs shall seek consensus, striving to reach outcomes that all committee members can support. Committee recommendations shall be forwarded to the School Advisory Council for a vote or further action.

ARTICLE X STANDING RULES

Section 1. Standing Rules: Standing Rules are, for the purpose of this document, defined as additional rules, procedures, or guidelines, which may apply to the ongoing business of the School Advisory Council and its committees. Standing Rules apply to the School Advisory Council, its members, and committees only, and do not constitute policies or directives to the School Administration. Standing Rules are hereinafter referred to as Rules.

Section 2. New Rules: New Rules may be introduced or changes to existing rules proposed during any official meeting of the School Advisory Council, that is, any meeting called to order by the president of the School Advisory Council at which a quorum is present. New Rules or substantial amendments shall be introduced during meetings by providing them in written form to the School Advisory Council secretary so that they may be accurately recorded and considered by the membership of the School Advisory Council. Rules or changes to rules may be discussed and voted upon during the same meeting at which they are

introduced. Motions to abolish existing Rules may also be introduced, discussed and voted upon at any official meeting of the School Advisory Council. A simple majority of School Advisory Council members present at an official meeting shall be sufficient to adopt, amend, or abolish Rules.

Section 3. Standards: There is no standard or required format for Rules, other than that they be in written form. It shall be the responsibility of the Annunciation School Advisory Council secretary to maintain an up to date, official compilation of all of the active Rules of the School Advisory Council. The secretary shall be responsible for typing and distribution of new Rules or changes to existing Rules to the membership of the School Advisory Council as they are adopted. In addition, an up to date copy of the full rules will be provided annually to School Advisory Council members by the secretary.

Section 4. Conflicts: In the event of a conflict between an existing or proposed Rule and any Section or Article of these Bylaws or the Constitution of the Annunciation Catholic School Advisory Council, then the Bylaws or Constitution shall take precedence.

ARTICLE XI PERIODIC REVIEW OF BYLAWS

At least once every five (5) years, or more often if determined by the School Advisory Council, a review of the current Bylaws shall take place.

ARTICLE XII AMENDMENTS TO BYLAWS

Subject to the approval of the parish corporate Council, these Bylaws may be amended by a vote of two-thirds of the total School Advisory Council membership. All members of the School Advisory Council will be presented with a written proposal of the amendment at least one (1) week prior to the meeting at which the voting will take place.

Publication of the amendment to the school and parish community prior to approval is encouraged.