

APPENDIX 8000
BOARDS AND ORGANIZATIONS

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OPERATIONAL GUIDELINES FOR SCHOOL ADVISORY COMMITTEES THE DIOCESE OF RALEIGH

RATIONALE

Canons 796 and 806 of the CODE OF CANON LAW remind us that schools are a support to children's parents. In order for parents and teacher to work as partners, mutual collaboration is necessary. School advisory boards provide opportunities for this mutual collaboration. This is stated in THE CODE OF CANON LAW: TEXT AND COMMENTARY, "School boards embody the principle of shared responsibility for the church's teaching office". Based on this rationale, the Catholic Schools Office policy requires that a school have a School Advisory Committee.

NATURE AND FUNCTION

In the governance of the school, the School Advisory Committee assists and advises the principal who in turn is accountable to the pastor. The principal having the board's assistance will be better able to provide quality Catholic education.

RELATIONSHIP TO THE PASTOR

The pastor is primarily responsible to insure that the needs, goals, and priorities of the parish are identified, articulated and met. He is the source of leadership, cooperation, and support to achieve the total educational mission of the parish.

Since the School Advisory Committee is to assist and advise the principal who in turn is responsible to the pastor, how the board relates to the pastor in achieving the mission of the parish is left to the discretion of the local pastor.

RELATIONSHIP TO THE PARISH FINANCE COMMITTEE

"The Parish Financial Committee has the obligation of planning, providing for and supervising the temporal affairs of the parish, making regular reports and recommending courses of action to the pastor. It oversees parish income and expenditures, develops an annual budget, and presents an annual financial report for the parish (GUIDELINES FOR FINANCIAL COMMITTEES, Diocese of Raleigh).

Therefore, a Budgetary Committee within the School Advisory Committee assists the principal in preparing the school budget for presentation to the Parish Finance Committee for approval. The Budgetary Committee also assists the principal with monitoring the operational budget of the school.

SCHOOL ADVISORY BOARD'S RELATIONSHIP TO THE PARISH COUNCIL

The School Advisory Board is responsible to the pastoral council as are all boards, commissions and committees of a parish. How the school advisory board relates to the parish council is left to the discretion of the local pastor.

"No group or office may interfere with the working of the Pastoral Advisory Council. All boards, commissions, and committees of a parish are responsible to the pastoral council (PASTORAL COUNCIL NORMS, Diocese of Raleigh).

MEMBERSHIP

A majority of School Advisory Board members shall be selected from the parish and broader community. Some may be appointed by the principal in consultation with the pastor. Membership shall not be limited to Catholics since the students enrolled are of other faiths.

There shall be at least 9 voting members of which 7 shall be Catholic.

Board membership shall include persons with expertise in:

1. Long Range Planning
2. Public Relations
3. Marketing
4. Finance

TERMS OF OFFICE

Each member shall hold office for a term no less than two years and may be renewed for an additional term.

OFFICERS

The members of the advisory board shall elect from among themselves a chairperson, vice chairperson, and secretary who with the principal form the Executive Committee.

The principal has the right to reject a proposal made by the advisory committee. If a disagreement between the board and principal cannot be solved within the Committee, the principal or the Committee shall appeal to the pastor. The pastor has the final word.

GOVERNANCE

The School Advisory Committee shall be governed by a written constitution and by-laws approved by the superintendent.

MEETINGS

Advisory Board shall meet monthly at least during the months that the school is in session.

**SUGGESTED CONSTITUTION AND BY-LAWS FOR SCHOOL ADVISORY
COMMITTEE**

**DIOCESE OF RALEIGH
CONSTITUTION OF THE SCHOOL ADVISORY COMMITTEE
OF
NAME OF SCHOOL**

ARTICLE I

TITLE

The name of this body shall be the School Advisory Committee of (name of school).

ARTICLE II

NATURE AND FUNCTION

Section A

In accordance with the provisions of Canon Law and the policies of the Diocese of Raleigh, the Advisory Committee is established to assist and advise the principal who in turn is accountable to the pastor. The principal with the Advisory Committee's assistance will be better able to provide quality Catholic education.

Section B - Duties and Functions

The Advisory Committee:

1. Advises in implementing policies and regulations as stated in the Catholic Schools Administrator Handbook issued by the Diocesan Superintendent of Schools.
2. Relates (is responsible) to the Pastoral Council. Therefore, the Advisory Committee will relate to the council by: _____
3. Is responsible [relates] to the pastor who reserves the following powers:
 - a. To establish the philosophy of the organization
 - b. To amend the constitution and bylaws
 - c. To appoint the executive board of the organization
 - d. To dissolve the organization
 - e. To approve expenditures of the organization in consultation with the executive committee of the organization; and
 - f. To remove an officer who acts in a manner that hinders the operations of the organization.
4. Proposes policies that relate to the overall operation of the school to insure quality Catholic education.
5. Assists the principal in formulating the annual budget to be presented to Parish Finance Committee.
6. Gains support of various groups and publics for the school.
7. Creates better understanding of Catholic education and promote financial support for (name of school).
8. Cooperates with and supports the principal in his/her role as defined by diocesan guidelines.
9. Approves all fund raising for the school.
10. Assists the principal in evaluating the maintenance of the school facilities. The principal in turn informs the pastor.

ARTICLE III

MEMBERSHIP

Section A - Members

There will be 9 voting members of the School Advisory Committee.

1. Membership that represents various ethnic groups is encouraged.
2. One of these voting members will be the president of the Parent Organization or delegate.
3. The remaining eight at large voting members shall be selected from but not restricted to the following groups:
 - a. Parents - Catholic or other denominations

- b. Educators
 - c. People with expertise in finances and public relations
 - d. At least seven shall represent the Catholic community
4. The faculty may have a non-voting faculty liaison.

Section B - Length of Term

After the initial establishment of the Advisory Committee, members shall serve a term of two years, with terms expiring May 31.

Terms shall be staggered so that each year not more than five of the nine voting members at large will conclude their terms and be replaced.

ARTICLE IV
OFFICERS

Section A

The officers of the Advisory Committee shall consist of a chairperson, vice-chairperson, and secretary, and these officers shall be elected annually at the _____ meeting. These three officers, with the principal, shall form the executive committee.

Voting members of the Advisory Committee are eligible for any office.

Section B

The duties of the officers shall be as follows:

1. The chairperson shall preside at all regular and special meetings of the Advisory Committee. This officer shall confer with the principal before the meetings to prepare the agenda, appoint ad hoc committees as needed, report to the Advisory Committee concerning particular problems which may arise, and appoint all committee chairpersons.
2. The vice-chairperson shall perform all the duties of the chairperson when the chairperson is absent or unable to act.
3. The secretary shall take the minutes of the meetings and send copies to all members, receive, conduct, and dispose of all correspondence as directed.

ARTICLE V
MEETINGS

Section A

The Advisory Committee shall meet monthly, during the school year. Special meetings may be called by the executive committee as needed.

Section B

Quorum: For the purpose of transacting business, it is required that a simple majority of the voting members be present.

Section C

All meetings of the Advisory Committee shall be open to parents of the students enrolled in the school. The right of parents of students and visitors to address the Board shall be limited to those whose petition or proposal has been approved for the agenda in advance of the meeting.

ARTICLE VI
BY-LAWS

The Advisory Committee may have several committees as defined by the By-Laws.

ARTICLE VII

The Advisory Committee shall establish such By-Laws as are necessary to conduct business.

ARTICLE VIII **CONDUCT OF MEETINGS**

The rules of parliamentary procedure as contained in Robert's Rules of Order shall govern meetings of the Advisory Committee.

ARTICLE IX **AMENDMENTS**

Section A

This Constitution may be amended by a 2/3 majority of the voting membership. Amendments must conform to the provisions of Canon Law and the policies of the Diocese of Raleigh and be approved by the superintendent.

Section B

Amendments must be presented in writing to the Advisory Committee at the meeting previous to the one at which the proposal is to be voted upon.

BY-LAWS

MEMBERS

If an Advisory Committee member is replaced, the person who received the next highest votes at the time of the recent Committee selection shall be considered as a replacement.

The present chairperson is responsible for the smooth continuity of office until a new chairperson is elected in June.

The principal and the chairperson of the Advisory Committee are responsible for the orientation of the new Committee members.

The nominating sub-committee will work closely with the principal to prepare the ballot for elected membership for the pastor's approval. The principal will recommend members for appointment to the Advisory Committee, to the pastor.

TERMS

In establishing the new Advisory Committee there shall be:

1. Three members with a term of one year
2. Three members with a term of two years
3. A total of three members to be appointed by the principal.

The principal will determine the terms of the appointed members.

OFFICERS

The chairperson will ensure that each Advisory Committee member receives, at least one week in advance of each meeting, the following materials:

1. Minutes of the previous meeting
2. Monthly financial report
3. Committee reports
4. Agenda

The secretary shall take the minutes of the meetings and send copies to all members, receive, conduct, and dispose of all correspondence as directed.

MEETINGS

The Advisory Committee shall meet the _____ of the months of August through June.

Members who have three unexcused absences from meetings may be dropped from the Advisory Committee. The Committee shall vote on removal.

STANDING COMMITTEES

The Advisory Committee shall have, but not be limited to, the following standing committees:

1. Budgetary -to assist the Principal in preparing the budget and monthly reports
2. Executive- composed of the chairperson, vice-chairperson, secretary and principal. This shall not be a decision-making body, but one whose purpose shall be to set up the agenda for the next Advisory Board meeting to discuss in a small group the problems of the school before they are set before the entire Advisory Board, to form a line of communication between the principal and the committees of the Advisory Board, and to undertake any other duties which may arise.
3. Nominating - with the principal, proposes nominees for the pastor's approval.
4. Development -to plan, to implement, and to report to the Advisory Board fund raising programs of a temporary
5. and permanent nature, subject to the acceptance of the Advisory Board and final approval of the pastor.
6. Publicity/Recruitment - To make the parish, community, and the parents aware of the school's posture, and then plan and initiate recruitment of students for (name of school) School.

AMENDMENTS

These By-Laws may be amended by a simple majority of the voting members provided the amendment has been submitted in writing at a previous meeting. These amendments are subject to the directives of the Bishop of the Diocese and the approval of the principal and pastor.

CONSULTANTS

Consultants as needed may be invited to assist the Advisory Committee with voice but no vote.

