

Constitution and Bylaws of Saint Joseph Catholic School Advisory Council

ARTICLE I – Title

The name of this body will be the Saint Joseph Advisory Council

ARTICLE II – Nature and Function

Section 1

This Council is an advisory body assisting in the operation of the parochial school of Saint Joseph Parish, Columbia, South Carolina, and is subject to the regulations of the Diocese of Charleston. The Advisory Council is to develop policy (not implement or ratify) and carry out the strategic plan through committee work.

Section 2

The Advisory Council will provide, through consensus, advice to the Pastor and Principal in various aspects of the educational program and learning environment of the school. In developing its policies, the Council must ensure that these policies follow the intent and the spirit of policies laid-down by the Diocese. The Council's duties include:

- A. Acting as a liaison body with appropriate public authorities; Parish Council, faculty, parents, students and parishioners.
- B. Seeking better understanding and wider support of Catholic education within the local community.
- C. Assuring adoption and implementation of diocesan regulations at Saint Joseph School.
- D. Evaluating the adequacy and the effectiveness of its policies and recommending publication of these policies by the Pastor and Principal.
- E. Recommending to the Pastor and Principal local policies relating to planning, operation and maintenance of school facilities and equipment, and reviewing such policies annually.
- F. Each Council Member shall chair and/or be a member of additional working committees not limited to the following: Catholic Identity, Development/Annual Fund, Communications/Marketing, Curriculum, Facilities, Enrollment, and Finance.
- G. Performing other unspecified duties as the need arises or at the discretion of the Pastor and/or the Principal.

ARTICLE III – Membership

Section 1

- A. Voting members of the Advisory Council shall all be registered parishioners of Saint Joseph Church. The members will be the Parent-Teachers Organization president and up to eight appointed members. Ideally, two of the board members may be from the parish and not be a parent of a child at the school.
- B. Non-voting members will be the pastor and principal who will receive the advice, recommendations, and suggestions of the Council and retain the right of veto, and other members appointed by the pastor.

Section 2

- A. All members will serve terms of three years, unless their terms are extended by the Pastor and/or Principal for an additional year.
It is preferable that terms are staggered so that each year no more than a third of the Council has to be replaced.
- B. With the approval of the Pastor and Principal, the president will have authority to appoint non-voting, at-large members to serve for a specific purpose.
- C. Any member not in attendance for three regular meetings in a year will relinquish membership on the Council, unless, in the Council's opinion, a reasonable excuse for these absences has been given.
- E. When vacancy of the Council occurs due to resignation, death, transfer, or any other reason, the member will be replaced by the pastor's selection based on recommendations from the Council and Principal.

Section 3

- A. At the regular January Council meeting, the president will ask for nominations from the committees to develop a list of candidates for the Council.
- B. As a member's term expires, the pastor will replace a Council seat with someone from the list of candidates.
- C. Council terms begin and end at the May meeting of the school year.
- D. All Catholic persons 18 years of age and older who are registered members of the parish and who render financial support to the parish will be eligible to hold office as a Council member.
- E. No employee of the parish will be eligible to serve as an Advisory Council member.
- F. The Council may amend the membership process to maintain its members as needed.

ARTICLE IV – Officers

Section 1

The officers of the Council will be president, vice-president, and secretary, all of whom will be elected annually by the Council membership at the regular April meeting. The May meeting will consist of both old and new Council members.

Section 2

All voting members of the Council are eligible for the offices of vice-president and secretary. To be eligible for the office of president, a member must have served on the Council for at least one year.

Section 3

The duties of the officers will be as follows:

- A. The president will preside over all regular and special meetings and will assign appropriate regular and/or special duties to members as necessary.
- B. The vice-president will perform all the duties of the president when the president is absent or unable to serve.
- C. The secretary will maintain a written record of all actions of the Council, conduct, receive, and dispose of all correspondence as directed; and preserve all reports and documents committed to his or her care.

ARTICLE V – Meetings

Section 1

The Council will meet regularly during the school year at a place, time, and date to be established at the previous meeting. Special meetings may be called by the president, pastor, or principal, or by a majority of the members. All meetings will remain in session until necessary business has been transacted. Monthly meetings are suggested and will be set at the onset of the school year.

Section 2

For the purpose of transacting official business, a quorum of the majority of the total membership must be present and voting.

Section 3

A simple majority of those present and voting will carry any motion.

Section 4

All meetings of the Council are to be held in executive session.

Section 5

A written record of action of the Council, maintained by the secretary, will be preserved for future reference and transferred to the new secretary after new appointments of Council officers.

A record will also be kept on file in the school office.

ARTICLE VI – Conduct of Meetings

The ordinary order of meetings will be:

- A. Opening prayer
- B. Roll call
- C. Approval or correction of minutes
- D. Principal's report
- E. Pastor's report
- F. Committee reports
- G. Old business
- H. New business
- I. Proposals
- J. Setting date and place for next meeting, topics for the agenda, and discussion to guide the agenda.

ARTICLE VII – Committees

Section 1

The Council may, by resolution, establish or discontinue ad hoc committees, as it deems advisable. Each committee will have such powers and perform such duties as may be assigned to it by the Council president, the Pastor, or the Principal.

Section 2

The president of the Council will appoint all committees.

Section 3

The president of the Parent-Teachers Organization will report pertinent information on that organization's activities at each Council meeting.

Section 4

These committees may consist of Policy Formation & Principal Search/Selection. The sub committees will be chaired by a school Advisory Council member and will report at the regular Advisory Council meetings. Advisory Council members are expected to follow the consent agenda as a means to keep all members informed of their respective committee work prior to monthly meetings. Members of the sub-committees are not required to be Council members.

Section 5

Newly appointed Council members should have previous year's goals and outcomes presented to them prior to chairing their assigned sub committees. Training and transfer of information to new chairs should occur prior to the May meeting where all new and old Council members shall be present.

ARTICLE VIII – Amendments

Section 1

This constitution may be amended by a vote of two-thirds of the total Council membership, subject to Diocesan Regulations.

Section 2

Amendments must be presented in writing to the Council or by e-mail at least two weeks prior to being voted upon.

Section 3

Bylaws may be amended by a vote of more than a simple majority of the members present at any regular meeting, provided that there is a quorum and that the amendment has been presented in writing at the council's previous meeting.

(Proposed September 2012)