

Aquinas Catholic Community School Advisory Council

By-Laws

August 2017

INTRODUCTION AND RATIONALE

Catholic school ministry has complex relationships with other ministries in the local parish. The Catholic School is an expression of the education mission of the parishes with which it is associated and of the diocese.

ARTICLE I NAME OF THE ORGANIZATION

The name of this organization shall be the Aquinas Catholic Community School Advisory Council (ACCSAC), and may be referred to as “the Council.”

ARTICLE II PURPOSE AND FUNCTION

The Council shall advise the Pastor of St. Andrews Catholic Church and the principal of Aquinas Catholic School on matters related to:

- a. Strategic planning
- b. Policy development (to include academic affairs)
- c. Budget development and financial management
- d. Institutional advancement and public relations (to include planning in the areas of communications, development, marketing and, enrollment management)
- e. Council membership, growth, development, and operations
- f. Other issues presented to the Council by the Pastor and/or principal

ARTICLE III RELATIONSHIP WITH OTHER ENTITIES

3.1 – Diocese of Gary

Regular information from the Diocese of Gary concerning Diocesan policies impacting Catholic elementary education shall be provided by the principal as a verbal report to the Council.

3.2 – Home and School Association (HSA)

The relationship between the Council and the HSA shall be characterized by a common vision, clarity of responsibilities, good communication, and collaboration. A representative of HSA shall not serve on the Council; however, a council member will attend monthly HSA meetings. Additionally, an ad hoc committee will be created, if and when necessary.

3.3 – Faculty

The relationship between the Council and the faculty shall be characterized by mutual support, good communication, and cooperation. Upon invitation, teachers and/or administrative team

members may be invited to share information with the Council on matters concerning the school. The Council shall have no role in hiring, evaluating, terminating, or renewing school personnel.

ARTICLE IV MEMBERSHIP

4.1 – Membership defined

The Council shall consist of a minimum of seven (7), but not more than eleven (11) elected members as follows:

1. Parents
2. Alumni/-ae or parents of alumni/-ae
3. Leaders within the civic, business, and professional communities
4. Parish

4.2 – *Ex Officio* members

The Pastor and principal shall serve as *ex officio* (non-voting) members of the Council.

4.3 – Nominations

The Council shall establish an internal policy with regard to nominations. Prospective Council members shall be solicited by the current Council members. Interested parties may contact current Council members for more information. Self-nominations will be considered. The Council will maintain a Catholic majority.

Council members shall prepare a slate of prospective Council member nominees at the March meeting who meet the following criteria:

- a. Interest in and commitment to Catholic education in general, and a specific commitment to the mission and philosophy of Aquinas Catholic School.
- b. Availability to attend meetings and periodic in-service programs, and to participate in committee work.
- c. Ability to maintain high levels of integrity and confidentiality,
- d. Ability to deal with situations as they relate to the good of Aquinas Catholic School.
- e. Capacity to give witness to Christian and moral values within the school community.
- f. Willingness to participate in and to provide leadership for resource development programs for the school.

4.4 – Appointments and terms

Each council member, other than a council member who serves *ex officio*, upon approval of the Pastor, shall be elected by the Council for a two (2) year term. Each *ex officio* council member shall serve only during the time he or she serves in the designated position for which they were appointed to the Council.

In order to provide for staggered terms, the initial council members shall be divided into two (2) groups of as nearly equal membership as possible with the term for one group of board members

expiring each year during a two (2) year period. Council members may be re-elected, provided however, that no council member shall serve more than two (2) terms consecutively. Council members shall be eligible for re-election after having not served on the Council for one (1) year.

4.5 – Resignation and removal of council members

Any council member may resign at any time by giving written notice to the Council president. Such resignation shall take effect at the time specified therein.

A council member may be removed by the Council or pastor if it is deemed that the member does not abide by eligibility requirements, membership qualifications, and responsibilities described in Diocesan guidelines.

4.6 – Vacancy

Any vacancy on the Council may be filled by the Council for the unexpired portion of the term, upon approval of the Pastor.

4.7 – Attendance

Any Council member who shall be absent without providing advance notice, from three (3) consecutive regular Council meetings or a total of six (6) Council meetings in a year shall be deemed to have resigned as a Council member unless reinstated with written approval of the Council and pastor.

ARTICLE V – OFFICERS

Section 5.1 - Titles / Positions

The officers of the Council shall be the president, vice-president, and secretary. They shall be elected annually by the Council membership.

Section 5.2 – Election of Officers

The election of officers shall take place annually at the regular meeting held in June.

Section 5.3 – Duties

The duties of the officers shall be:

- a. President – The president shall preside at all meetings of the Council, and shall prepare the meeting agenda. The president, with Council approval, shall have authority to assign additional duties and responsibilities to individual Council members.

- b. Vice-President – The vice-president, in the absence of the president, shall perform all duties of the president.
- c. Secretary – The secretary shall be responsible for keeping accurate minutes and for keeping record of the appointment of all committees of the Council, a permanent record of attendance terms, and committee assignments, and all reports and documents relating to Council activities.

Section 5.4 – Term

Upon re-election annually, officers may serve no more than four (4) consecutive one (1) year terms.

The term of office of the Council officers shall begin with their election in June and end with the election of their successor the following year.

ARTICLE VI – MEETINGS

Section 6.1 – Regular meetings

Regular meetings of the Council shall be held monthly, at least nine (9) times per year.

Section 6.2 – General meetings

The general meeting shall be held in February of each year, and shall be open to any interested parties.

Section 6.3 – Special meetings

Special meetings shall be scheduled by the Council President or the Council, as necessary.

Section 6.4 - Meeting protocol

All regular meetings of the Council shall be closed to the public, but open to interested parties on the agenda. Notice of all regular meetings shall be posted and publicized in school memos and newsletters.

ARTICLE VII – RULES OF ORDER

Section 7.1 – Consensus

As much as possible, the Council shall reach consensus on all actions.

Section 7.2

Parliamentary Rules

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

Section 7.3

Policy Issues

Actions taken by the Council constitute recommendations to the principal.

Section 7.4 – Quorum

A quorum will be considered met when two-thirds (2/3) of the voting members are present at Council meetings.

Voting members may phone conference in to the Council meetings, and may vote if voting takes place during those meetings.

ARTICLE VIII – COMMITTEES

Section 8.1 – Standing Committees

The standing committees of the Council shall be:

1. Community Engagement (internal and external)
2. Institutional Advancement and Public Relations

Section 8.2 – Special or *ad hoc* committees

Special or *ad hoc* committees shall be established by action of the Council.

* Strategic Planning will later be considered part of Institutional Advancement and Public Relations

ARTICLE IX – COMPENSATION

Council members shall not receive monetary compensation for their services; however, bona fide expenses may be reimbursed. Council and committee members are offered service hours as the only form of compensation for their services.

ARTICLE X – CONFLICT/DUALITY OF INTEREST

Any Council member having an interest in a contract or other transaction coming before the Council or a committee of the Council shall give prompt, full and frank disclosure of said interest to the Council president prior to the Council acting on such contract or transaction. Upon such disclosure, the Council member's interest shall be presented to the full Council. The Council 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 Council determines that such a conflict is deemed to exist, such member shall not vote on, nor use personal influences on, nor 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, 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 - INDEMNIFICATION

Each member shall be indemnified against all expenses actually or necessarily incurred in connection with the defense of any action, suit or proceeding to which he or she has been made a party by reason of being a Council member, except in relation to matters in which the Council member shall be adjudicated in an action, suit or proceeding to be liable for gross negligence or willful misconduct in the performance of duty.

ARTICLE XII – AMENDMENTS

These bylaws may be amended only following a two-thirds (2/3) majority vote of the Council and written approval by the Pastor. Council members must receive written notice about amendments one (1) month before the vote to amend.

Adopted by:

Date:

Council President

Ratified by:

Date:

Pastor