

Our Lady of Good Counsel Parish School School Advisory Committee Constitution and Bylaws

CONSTITUTION

ARTICLE I – Name

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

ARTICLE II – Mission and Purpose

SECTION 1. Mission

The mission of the SAC is to support the Parish School in providing a learning environment which fosters growth in Catholic identity and academic excellence under the guidance of the Holy Spirit.

SECTION 2. Purpose

The purpose of the SAC is to collaborate with the OLGC Parish Pastor, administration, and the school community to develop and recommend policy in accordance to the established policies and directives of the Office of Catholic Schools in the Archdiocese of Detroit (AOD).

ARTICLE III – Membership

SECTION 1. Members must be registered members of the OLGC Parish for at least one year.

SECTION 2. No two (2) members in the same household may serve on SAC simultaneously.

SECTION 3. To fully support the Mission and Purpose of the SAC, members should be active, participating Roman Catholics.

SECTION 4: Members must be active OLGC school parents.

ARTICLE IV – Officers/Members

SECTION 1. SAC membership consists of the following:

1. President (voting)
2. Vice-President (voting)
3. Secretary (voting)
4. Four (4) representatives from the School divisions (Pre-School/Kindergarten-2nd grade, 3rd-4th grade, 5th-6th grade, and 7th-8th grade) (voting)
5. OLGC Pastor or Associate Pastor(s) (non-voting)

6. OLCG Principal or Vice Principal as substitute (non-voting)
7. Two (2) teacher representatives (voting)
8. Liaison Members (non-voting) from the following committees:
 - a. Parent Volunteer Committee (PVC)
 - b. Catholic Identity (CIT)
 - c. Crisis Management/School Safety
 - d. Public Relations (PR)/Marketing
 - e. School Improvement Team (SIT)
 - f. Student Council
 - g. Booster Club

SECTION 2. The SAC President solicits volunteers from the OLCG school community for open positions and gathers all nominations in February.

SECTION 3. Selection for new SAC members takes place annually in March. Selection is guided by the Holy Spirit.

SECTION 4. Newly elected members shall attend and observe the first two (2) SAC meetings (April and May) following their election.

SECTION 5. Each year, three additional names will be selected from the nomination pool; these volunteers may be called upon and requested to fill any vacancy that may develop during the next academic year.

SECTION 6. The term of SAC membership is two (2) years for school representatives and three (3) years for officers (President, Vice-President, and Secretary).

SECTION 7. Terms shall be staggered in groups of three (3) and three (3) new members will be elected each year to replace outgoing members.

SECTION 8. Members may serve two (2) consecutive terms on the committee, but must observe a hiatus of one year before serving a third term.

SECTION 9. Members may resign during their tenure in writing to the Principal and SAC President.

SECTION 10. Any SAC member may be removed, for cause, by a vote of two-thirds (2/3) of the total voting membership of the committee. This vote shall be by secret ballot. Members shall be notified of the decision in writing. Cause is defined as “any member’s behaviors, actions, or words that compromise the integrity of the SAC committee, school, or parish.”

SECTION 11. Any member who has been removed may appeal in writing to the committee prior to the next regularly scheduled meeting

ARTICLE V – Meetings/Rules of Procedure

SECTION 1. Monthly SAC meetings shall be posted at the beginning of each school year.

SECTION 2. Additional meetings may be called by the SAC President and/or OLGK Principal as needed.

SECTION 3. If a committee member is unable to attend a meeting, he/she will inform the President and Secretary of his/her intended absence at least three (3) days prior to that meeting, unless extenuating circumstances (e.g., illness) prevent attendance.

SECTION 4. All official business shall occur at a regularly scheduled meeting. A quorum, defined as the majority of the voting membership plus one, must be present to transact business. The Principal or his or her designate must be present for the transaction of all official business.

SECTION 5. Robert's Rules of Order shall govern SAC meetings.

SECTION 6. Meetings shall be limited to ninety (90) minutes from the Call to Order. The committee may extend the meeting if approved by a simple majority of the committee members present.

SECTION 7. Agenda items will be identified that require a vote by SAC members. All information will be provided, presented, and discussed prior to the vote. Quorum (as defined as two-thirds [2/3] of voting members) must be met to vote on an agenda item.

SECTION 8. Meeting agendas will follow the order established by the President and the Principal. Committee Liaisons may submit items for the agenda to the President minimally one week prior to the meeting. The President and the Principal will determine the applicability and the timing of the Committee Liaison agenda item. The agenda will include the following:

- Call to Order
- Opening Prayer
- Review and approval of minutes from previous meeting
- President's Report
- Principal's Report
- Division Member Reports
- Liaison Committee member reports (if pre-approved)
- Old Business
- New Business
- Guest Comments (if applicable)
- Open Discussion
- Closing Prayer
- Adjournment

SECTION 9. Those interested in attending a SAC meeting as a guest are welcome and asked to inform the SAC President no later than one week prior to the scheduled meeting with the nature

of their visit. The nature of the request must be made in writing to the SAC President. Guests will be invited to attend the last 15 minutes of the meeting during “Open Discussion” to voice any comments or concerns. Time allotment for each guest will be determined based on that week’s agenda, but, in general, may be limited to five (5) minutes. SAC members will listen to concerns, but will table any discussion until after the guest has been excused.

SECTION 10. Just prior to meeting adjournment, SAC members will determine follow up/action items for the guests’ topic(s). All guests will receive a follow-up contact from the SAC President regarding the outcome of their comments/concerns as applicable after the following SAC meeting.

ARTICLE VI – Amendments

SECTION 1. The By-Laws may be amended by a vote of two-thirds (2/3) of the total **voting** membership.

SECTION 2. Amendments must be within the regulations and policies of the AOD and in accordance with the Parish Strategic Plan.

SECTION 3. Amendments must be distributed to the committee at least two (2) weeks prior to voting.

BY-LAWS

ARTICLE I – SAC Roles

SECTION 1. To provide direction for the Parish School that aligns with the overall Parish Strategic Plan.

SECTION 2. To review and ensure that current school policies fall within AOD policies.

SECTION 3. To assist in the development of the long-range vision of the Parish School according to the Strategic Plan.

SECTION 4. To serve as a voice for parents, students, and parish members with legitimate concerns or questions for the Administration.

SECTION 5. To establish and maintain communication and understanding of issues/concerns for both school families and school administration.

SECTION 6. To maintain a committee that annually reviews SAC's By-Laws, mission, purpose, and function.

SECTION 7. To maintain a committee that represents the Parish School community and provides input to the Principal and school administration.

SECTION 8. To establish ad hoc committees as needed to address objectives in the Strategic Plan.

ARTICLE II – Duties of Officers/Members

SECTION 1. SAC membership consists of the following:

1. President (voting)
2. Vice-President (voting)
3. Secretary (voting)
4. Four (4) representatives from the School divisions (Pre-School/Kindergarten-2nd grade, 3rd-4th grade, 5th-6th grade, and 7th-8th grade) (voting)
5. OLGK Pastor or Associate Pastor(s) (voting)
6. OLGK Principal or Vice Principal as substitute (voting)
7. Two (2) teacher representatives (voting)
8. Liaison Members (non-voting) from the following committees:
 - a. PVC
 - b. CIT
 - c. Crisis Management/School Safety
 - d. PR/Marketing
 - e. SIT
 - f. Student Council
 - g. Booster Club

SECTION 2. The officers shall consist of President, Vice President, and Secretary. They will be selected from the voting members at the February SAC meeting. These should be members who have already served one year on the board. In the event that all officer positions are not filled by voting members who have already served one year, officers may be elected from new members who have served less than one year. SAC Officers shall serve for one academic year. The Vice-president shall succeed the office of President for the following academic year.

SECTION 3. The President shall establish all agendas with the Principal and facilitate all SAC meetings. The President is the main point-of-contact for the committee to the Parish and School community.

SECTION 4. The Vice President will assume the duties of facilitation if the President is unable to be present for a meeting. The Vice President shall also assume the duties of the Secretary in his or her absence.

SECTION 5. The Secretary will record all minutes of SAC meetings. Meeting minutes will be distributed to the Principal and President for review prior to distribution to SAC members. The Secretary will also ensure that all information on the OLG School website (with regards to SAC) is correct and up-to-date (this includes past meeting minutes and future meeting dates).

SECTION 6. Division representatives will act as liaisons between the grade(s) they represent and bring issues, concerns, suggestions to SAC as well as reinforce/support information from SAC to their respective grades.

SECTION 7. To properly represent the interests of the Parish School community, members are expected to welcome and discuss comments honestly on matters related to the school and possible improvements from all those concerned.

SECTION 8. Information brought to the committee that is sensitive in nature will be discussed appropriately. Information that is confidential (due to impending approval/finalization) will be kept confidential within the committee until approved to disseminate by the administration or Pastor.

SECTION 9. It is expected that all members attend all regularly scheduled meetings (ad hoc and others determined by role) as posted. In the event of an absence, the President and Secretary should be made aware at least three days prior to the meeting (barring extenuating circumstances such as illness) and appropriate reports/information need to be sent in writing to the President (for inclusion at the SAC meeting and in minutes).

ARTICLE III – Committees

SECTION 1. The SAC will receive one (1) liaison representative from the follow committee(s):

- CIT
- Crisis Management/School Safety
- PVC
- PR/Marketing
- SIT
- Student Council
- Booster Club

SECTION 2. SAC may send a representative to other committees as requested by the Pastor, Principal, or SAC President.

SECTION 3. The Student Council Representative will attend four (4) meetings that will be determined at the beginning of the academic year.

ARTICLE IV – Removal from Office

SECTION 1. Members may resign during their tenure in writing to the Principal and SAC President.

SECTION 2. Any member of the committee may be removed, for cause, by a vote of two-thirds (2/3) of the total voting membership of the committee. This vote shall be by secret ballot. Members shall be notified of the decision in writing.

SECTION 3. Any member, who has been removed, may appeal in writing to the committee prior to the next regularly scheduled meeting.

SECTION 4. Any member whose behaviors, actions, or words compromise the integrity of the SAC committee, school, or parish maybe asked to resign.

ARTICLE V – Elections

SECTION 1. The SAC President and committee members solicit volunteers from the OLGC School community and the OLGC Parish for open positions.

SECTION 2. The SAC President gathers all nominations in February.

SECTION 3. Selection for new SAC members takes place annually in March. Selection is guided by the Holy Spirit.

SECTION 4. Newly elected members shall attend and observe the first two SAC meetings (April and May) following their election.

SECTION 5. Each year, three additional names will be selected from the nomination pool; these volunteers may be called upon and requested to fill any vacancy that may develop during the next academic year.

SECTION 6. The term of SAC membership is two (2) years.

SECTION 7. Terms shall be staggered in groups of three (3) and three (3) new members will be elected each year to replace outgoing members.

SECTION 8. Members may serve two (2) consecutive terms on the committee, but must observe a hiatus of one year before serving a third term.

ARTICLE VI – Meetings

SECTION 1. Monthly SAC meetings shall be posted at the beginning of each school year.

SECTION 2. A prepared agenda will be sent to all SAC members, Principal, Pastor (s), Teacher Representative(s), and liaison members (as necessary) prior to the monthly meeting. Additional agenda items may be added by SAC members, the Principal, or Pastor.

SECTION 3. The President will provide all appropriate materials needed for the meeting.

SECTION 4. Additional meetings may be called by the SAC President and/or OLG Principal as needed.

SECTION 5. If a committee member is unable to attend a meeting, he/she will inform the President and Secretary of his/her intended absence at least three (3) days prior to that meeting, unless extenuating circumstances (e.g., illness) prevent attendance.

SECTION 6. All official business shall occur at a regularly scheduled meeting. A quorum, defined as the majority of the membership plus one, must be present to transact business. The Principal or his or her designate must be present for the transaction of all official business.

SECTION 7. Robert's Rules of Order shall govern the meetings of the committee.

SECTION 8. Meetings shall be limited to ninety (90) minutes from the Call to Order. The committee may extend the meeting if approved by a simple majority of the committee members present.

SECTION 9. Agenda items will be identified that require a vote by SAC members. All information will be provided, presented, and discussed prior to the vote. Quorum (as defined as two-thirds [2/3] of voting members) must be met to vote on an agenda item.

SECTION 10. Meeting agendas shall include the following in the order established by the President and the Principal:

- Call to Order
- Opening Prayer
- Review and Approval of Minutes from Previous Meeting
- President's Report
- Principal's Report
- Division Member Reports
- Liaison Committee Member Reports (if appropriate)
- Old Business
- New Business
- Guest Comments (if applicable)
- Open Discussion
- Closing Prayer
- Adjournment

SECTION 11. Those interested in attending a SAC meeting are welcome and asked to inform the SAC President no later than one week prior to the scheduled meeting with the nature of their visit. The nature of the request must be made in writing to the SAC President.

SECTION 12. Guests will be invited to attend the last 15 minutes of the meeting during "Open Discussion" to voice any comments or concerns. Time allotment for each guest will be determined based on that week's agenda, but, in general, may be limited to five (5) minutes. SAC members will listen to concerns, but will table any discussion until after the guest has been excused.

SECTION 13. Just prior to meeting adjournment, SAC members will determine follow up/action items for the guest's topic(s).

SECTION 14. All guests will receive a follow-up contact from the SAC President regarding the outcome of their comments/concerns as applicable after the following SAC meeting.

SECTION 15. Minutes will be distributed to the SAC members via e-mail prior to all regularly scheduled meetings and will be posted on the school web page upon approval of the committee members at the next regularly scheduled meeting.

SECTION 16. The President may, with the consent of the committee, interrupt or postpone discussion or debate of any issue or agenda item in the interest of time. In such a case the interrupted item is placed on the agenda for the next SAC meeting. Topics not appropriate for SAC discussion will directed to the appropriate venue.

SECTION 17. It is the prerogative of the SAC President to set reasonable time limits on all discussions.

ARTICLE VII – Amendments

SECTION 1. The By-Laws may be amended by a two-thirds (2/3) vote of the total voting membership.

SECTION 2. Amendments must be within the regulations and policies of the AOD and in accordance with the Parish Strategic Plan.

SECTION 3. Amendments must be distributed to the committee at least two (2) weeks prior to voting.

Revised March 2015