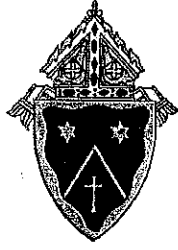


6-24-2020



PARISH SCHOOL GOVERNANCE

Diocese of Gaylord, Michigan

Pastor with a School Advisory Council

St. Mary School

Lake Leelanau, Michigan

BYLAWS

Model Approved: Michael Wiggins, Chairperson
Fr. Bryan Medlin, Pastor

PARISH SCHOOL GOVERNANCE
Pastor with a School Advisory Council

BYLAWS

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BYLAWS

St. Mary School Lake Leelanau, Michigan

PREAMBLE

Catholic schools in the Roman Catholic Diocese of Gaylord are established to carry out the teaching ministry of the Catholic Church. As such, the religious and education work shall at all times continue to be in accordance with the teachings and laws of the Roman Catholic Church and the Diocese of Gaylord.

The School Advisory Council is established consistent with universal law of the Roman Catholic Church as contained in the *Code of Canon Law* and the particular law promulgated by the Bishop of the Diocese of Gaylord and any *Complementary Norms* of the United States Conference of Catholic Bishops. This includes the policies, procedures, guidelines, regulations, and best practices of the Diocese of Gaylord currently in force.

INTRODUCTION AND RATIONALE

This School Advisory Council shall have as its primary concern the ministry of Catholic School education: the spiritual, intellectual, physical, emotional and social development of the students. The School Advisory Council, operating in conformity with the policies of the Diocese of Gaylord, under the guidance of the Diocesan Office of Catholic Schools, the Superintendent of Schools, and the Pastor of St. Mary Parish and School, shall concern itself with local school policy matters pertaining to the general excellence of Catholic education at St. Mary School.

Working in close collaboration with its administrative officer, the Principal, and hearing its many publics, this School Advisory Council shall formulate local school policies that will enable the school to reach its agreed upon goals. These goals will be related to, but not limited to, the overall goals established by local leadership and the Diocese of Gaylord.

ARTICLE I – NAME

The name of this body shall be the St. Mary School Advisory Council, herein after referred to as the Council.

ARTICLE II – PURPOSE AND FUNCTION

Section 2.1 Establishment

The School Advisory Council is established under the authority of the Pastor to advise the Pastor on matters concerning Catholic Schools' operational, financial and pastoral needs, as may be directed by the Pastor.

Section 2.2 Purpose

1. Subject to the reserved powers enumerated below, the Council shall be responsible to the Pastor for:
 - a. Strategic planning.
 - b. Recommendation of local school policies, other than those held in reserved powers, to guide planning and administration in the areas of:
 - i. Academic affairs;
 - ii. Student affairs;
 - iii. Faith community affairs;
 - iv. Business affairs;
 - v. Development affairs.

All policies must be consistent with and not contradict Diocesan policies.

- c. Performance Review:
 - i. Of the Principal according to the process established by the Superintendent of Schools;
 - ii. Of effectiveness of local school policies and plans;
 - iii. Of effectiveness of Council operations;
 - iv. Of mission effectiveness.
 - d. Oversight of financial operations.
 - e. Oversight of and participation in institutional advancement/development programs designed to attract human and financial resources.
 - f. Promotion of mission
2. The Council shall not be responsible for the following, which remain responsibilities of the Pastor and/or Bishop:
 - a. Final approval of the policies, philosophy and mission statements for the school.

- b. Appointment of School Advisory Council.
- c. Approval of these bylaws for the School Advisory Council and any revision to these bylaws.
- d. Approval for all capital improvements, additions, and structural changes.
- e. Approval for any indebtedness.
- f. Approval and ratification of annual operating budgets.
- g. Appointment of legal counsel and approval to initiate or defend litigation.
- h. Approval of auditing counsel (when applicable).
- i. Oversight to ensure no alienation of Church property.
- j. Appointment, renewal, or termination of the Principal/CEO or other employees, in consideration of the Council's recommendation according to the process established by the Superintendent of Schools.

Note: The Bishop of the Diocese of Gaylord specifically reserves powers listed in Items d, e, f, g, h, and i above to himself to the extent required by Diocesan policy and procedures. The Superintendent of Schools, Diocesan Finance Officer, and General Counsel for the Diocese may be involved in carrying out these reserved powers.

ARTICLE III – RELATIONSHIP WITH OTHER GROUPS

Section 3.1 – Diocese of Gaylord

Regular information from the Diocese of Gaylord concerning Diocesan policies impacting Catholic education shall be provided by the Principal or Superintendent as in-service to the Council.

Section 3.2 – Pastor

The School Advisory Council shall work in close collaboration with the Pastor (or equivalent in law), appointed by the Bishop to provide pastoral leadership to St. Mary School and its apostolate, respecting the area of responsibility that has been specifically reserved to him. (Section 2.2 a-j)

Section 3.3 – Parish Pastoral Council

The Pastoral Council is one of the primary means by which laity participates in ministry of service to the parish, in which responsibility can be shared, and in which pastoral activity can be fostered. The Pastoral Council is a consultative body to the Pastor (Canon 536, n. 2). The School Advisory Council may consult with the Pastoral Council at the Pastor's discretion on matters of important pastoral and spiritual concerns.

Section 3.4 – Parish Finance Council

Universal church law requires that each parish have a Finance Council which acts according to

the general and diocesan norms (Canon 537). A Finance Council helps ensure accountability for, and responsibility with, the contributions of the community and provides trust and credibility with the parishioners and society. The Finance Council is a consultative body to the Pastor. The Council should consult with the Finance Council at the Pastor's discretion in business and financial affairs.

Section 3.5 – Parent Organization

An officer of the parent organization, or a designated representative appointed by the organization's president, may serve as an ex officio member of the Council. The relationship between the Council and the parent organization shall be characterized by a common vision, clarity of responsibilities, good communication, and collaboration.

Section 3.6 – Faculty

The relationship between the Council and the faculty shall be characterized by mutual support, good communication and cooperation. The Principal represents the faculty to the Council. From time to time, 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 teachers.

ARTICLE IV – MEMBERSHIP

Section 4.1 – Membership Defined

1. The Council shall consist of a minimum of seven (7), but not more than seventeen (17) members (Directors) appointed by the Pastor with categorical membership as follows:
 - I. Parents
 - II. Alumni/parents of alumni
 - III. Leaders within the civic, business, and professional communities
 - IV. Parishioners

Section 4.2 – Ex Officio Member

1. In addition, the Principal shall serve as a non-voting, ex officio member of the Council. The Principal shall act as administrative officer to the Council.
2. An officer or a designee of the parent organization may serve as an ex officio member of the Council with full voting rights.
3. With approval by the Council and consent of the Pastor an alumni association, booster organization, or other approved organization may also appoint an ex officio member to the Council without voting rights.

Section 4.3 – Nominations

The Council shall establish an internal policy with regard to nominations. The Committee of Directors, consisting of the administrative officer and three (3) Directors appointed by the chairperson of the Council, shall seek out and prepare a slate of prospective nominees who meet the following criteria:

- a. Interest in a commitment to Catholic education in general, and a specific commitment to the mission and philosophy of St. Mary 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 the church, school, and lay faithful.
- e. Capacity to give witness to Catholic and moral values within the school community.
- f. Willingness to participate in and provide leadership for resource development programs for the school. It is the expectation that all Directors will financially support the school to the best of their ability, consistent with the Council's goal as presented in the annual development plan.

Section 4.4 – Exclusions

Employees of the school or parish, and their immediate family, other than those who serve in ex officio positions, may not sit on the Council. The term *immediate family* shall be defined as spouse, child, parent, brother, sister, or in-laws.

Section 4.5 – Appointments and Terms

Each Director, other than a Director who serves ex officio, shall be appointed by the Pastor for a three (3) year term. Each ex officio Director 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 Directors shall be divided into three groups of as nearly equal membership as possible with the term for one group of Directors expiring each year during a three (3) year period. Directors may be reappointed provided, however, that no Director shall serve more than two (2) terms consecutively regardless of whether any such term shall be less than three (3) years. Directors shall be eligible for reappointment after having not served on the Council for one (1) year.

Section 4.6 – Resignation and Removal of Directors

Any Director may resign at any time by giving written notice to the chairperson of the Council. Such resignation shall take effect at the time specified therein.

A Director may be removed by the Pastor if it is deemed by the Pastor that removal is in the best

interest of the school.

Section 4.7 – Vacancy

Any vacancy on the Council may be filled by the Pastor upon recommendation of the Council chairperson and Principal for the unexpired portion of the term in the same manner as provided for in the original appointment.

Section 4.8 – Attendance

Any Director who shall be absent from a total of three (3) Council meetings in a year shall be deemed to have resigned as a Director unless reinstated with written approval of the Pastor.

ARTICLE V – OFFICERS

Section 5.1 – Titles/Positions

The officers of the Council shall be the chairperson, vice-chairperson, and secretary. They shall be elected annually by the Council membership, subject to ratification by the Pastor.

Section 5.2 – Election of Officers

The election of officers shall take place at the annual meeting in June.

Section 5.3 – Executive Committee

The Executive committee shall consist of the Pastor, Principal serving as administrative officer and the chairperson, vice-chairperson, and secretary.

Section 5.4 – Duties

The duties of the officers shall be:

- a. **Chairperson** – The chairperson shall preside at all regular and special meetings of the Council. The chairperson shall also preside at Executive Committee meetings at which the Council agenda and packet is prepared. The chairperson, with Council approval, shall have authority to assign additional duties and responsibilities to individual Directors. No individual shall be eligible to serve as chairperson of the Council without having completed two (2) years of service on the Council. The chairperson of the Council shall be required to be a practicing Catholic.
- b. **Vice-Chairperson** – In the absence of the chairperson, the vice-chairperson shall perform all duties of the chairperson. The vice-chairperson shall also be a member of the Executive Committee.

c. Secretary – The secretary shall be responsible for keeping accurate minutes; for keeping a record of the appointment of all committees of the Council; and for all correspondence. Any of the duties of the secretary may be performed by an assistant secretary who shall be responsible to and report to the secretary. The secretary shall also be responsible for keeping a permanent record of attendance, terms and committee assignments, and all reports and documents related to Council activities.

The secretary, in cooperation with the Principal, acting as administrative officer to the Council, shall ensure the timely distribution of Council member packets in advance of Council meetings.

d. Administrative Officer – The Principal shall serve as administrative officer to the Council. The Principal may also call meetings of the Executive committee and shall be responsible for bringing information to the Council, including Diocesan policies, procedures, regulations, Best Practices, and plans.

Section 5.5 – Term

The term of office for Council officers shall begin with their election in June and end with the election of their successor the following year. No individual may serve more than two (2) consecutive terms as Council chairperson.

ARTICLE VI – MEETINGS

Section 6.1 – Regular Meetings

Regular meetings of the Council shall be held bi-monthly, at least four (4) times per year. It is assumed that the standing committees of the Council will meet in the alternating months. Regular meetings of the Council shall be held in the school or parish facility.

Section 6.2 – Special Meetings

Special meetings may be called by the Pastor, the chairperson, the Principal, or by written request of one third (1/3) of Directors. Written notice must be provided at least five (5) days prior to special meetings.

Section 6.3 – Annual Meeting

The annual meeting shall be held in May or June of each year. The Superintendent of Schools shall be invited to attend the annual meeting.

Section 6.4 – Meeting Protocol

All regular meetings of the Council shall be open to all interested parties, and notice of all regular meetings shall be posted and publicized in school memos and newsletters.

If any person, other than a Council member, wishes to present a matter to the Council, that person must obtain the approval of the Chair and Executive Committee at least ten (10) days prior to the meeting in order to place the matter on the agenda. The request for inclusion of a matter on the agenda must be submitted in writing and be accompanied by an explanation of the item.

The Council shall establish an internal Council policy dealing with “closed meetings” or executive sessions.

Section 6.5 – Executive Session

All meetings of the Council, both regular and special, shall be open to the public unless the Council Chair, the Pastor or the Council by majority vote deems it necessary for the Council to go into Executive Session for discussion and deliberation. All Executive Committee meetings shall be closed to the public.

ARTICLE VII – RULES OF ORDER

Section 7.1 – Consensus

As much as possible, the Council and the Executive committee shall reach consensus on all actions. Consensus is defined as the willingness of all attending members so support a decision being made. If consensus cannot be reached, the Council will utilize parliamentary procedures.

Section 7.2 – Parliamentary Rules

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

Section 7.3 – Policy Issues

Decisions which establish policy or deal with other major issues cannot be made at the meeting at which they are introduced. The formulation of policy occurs after additional consultation and clarification. At that time, the Council begins its decision-making process.

Section 7.4 – Quorum

A simple majority of the voting members of the Council shall constitute a quorum for each meeting.

ARTICLE VIII – COMMITTEES

Section 8.1 – Standing Committees

The standing committees of the Council shall be:

1. Executive Committee;
2. Mission Effectiveness Committee
3. Policy and Planning Committee
4. Buildings and Grounds Committee
5. Finance Committee
6. Committee on Directors
7. Development/Marketing Committee
8. Communication Committee

Section 8.2 – Committee Changes

Specific committee changes shall be adopted each year by the Council at its annual meeting. Members of standing committees shall be appointed by the chairperson of the Council. Committee chairpersons must be members of the Council, although committee members may be drawn from outside of the Council membership. The Pastor, chairperson of the Council and the administrative officer of the Council shall be ex officio members of all standing committees.

Section 8.3 – Special or Ad Hoc Committees

Special or ad hoc committees may be established by action and approval of the Council or Executive Committee.

ARTICLE IX – COMPENSATION

Directors shall not receive compensation for their services. However, bona fide expenses may be reimbursed.

ARTICLE X – CONFLICT/DUALITY OF INTEREST

Any director having an interest in a contract or other transaction (including academic and/or student affairs) coming before the Council or a committee of the Council shall give prompt, full, and frank disclosure of said interest to the Council chair prior to the Council acting on such contract or transaction. Upon such disclosure, the director'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 Director shall not vote on, or use personal influences on, or 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, officer, 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

The Diocese of Gaylord shall indemnify all Directors for any alleged act of negligence or omission resulting in damage or injury if the volunteer was acting in good faith and within the scope of his or her authority; the volunteer's conduct did not amount to gross negligence or willful and wanton misconduct; the volunteer's conduct was not an intentional tort; the volunteer's conduct was not a tort arising out of the ownership, maintenance, or use of a motor vehicle for which tort liability may be imposed.

ARTICLE XII – AMENDMENTS

These bylaws which do not touch Universal Law of the Roman Catholic Church, *Complementary Norms* of the United States Conference of Catholic Bishops, the Particular Law of the Diocese of Gaylord and the oversight of the Bishop of Gaylord, may be amended by a two-thirds (2/3) majority vote of the Council and written approval by the Pastor.

Approved by:

+ Steven Grinn

Ordinary of Gaylord

Charles Sander

Superintendent of Schools

3/6/2020

Date

3-5-2020

Date

Ratified by:

Superintendent of Schools

Date