

BY-LAWS

THE SCHOOL ADVISORY COUNCIL of THE FRANCISCAN SCHOOL

Revised 9/21/2006

ARTICLE I - TITLE

The name of this body shall be the School Advisory Council of The Franciscan School.

ARTICLE II – NATURE AND FUNCTION

Section A – Nature

In accordance with the provisions of Canon Law and the policies of the Diocese of Raleigh, The School Advisory Council is established to assist and advise the Principal of The Franciscan School and the Pastor of St. Francis of Assisi parish.

The Council is representative of the entire parish community of St. Francis of Assisi.

Section B – Function

1. Advises in implementing policies and regulations as stated in the Catholic Schools Administrative Handbook issued by the Diocesan Superintendent of Schools.
2. The School Advisory Chairperson is a member of the Pastoral Council.
3. Assists in the development of school policies and long-range plans.
4. Assists in the development of an ongoing assessment of the school's performance within the context of the total educational mission of the parish.
5. Assists the Principal and Director of Parish Operations in the development of the school budget in collaboration with the Parish Finance Council and the Pastoral Council.
6. The School Advisory Council is not to enter into the administrative functions of the school.

ARTICLE III - MEMBERSHIP

Section A: Members

1. The pastor, Principal, and Director of Parish Operations are members of the School Advisory Council.
2. The Pastor appoints the remaining members. These members shall number no less than 5 and no more than 10.
3. Parents of students at The Franciscan School shall be included as Council members. Parent members shall number no less than 2 and no more than 3.

4. With the exception of the ex officio members cited above, Council members shall not include faculty, paid employees, or family members of faculty or paid employees of the school or parish. This requirement does not preclude the participation of faculty members or school or parish employees as consultants to the Council when their contribution in a specific area is desirable.
5. Members of the School Advisory Council shall possess one or more of the following attributes:
 - a. Enthusiastic active parishioners.
 - b. A particular interest in Catholic education.
 - c. A professional background that may be useful to the Council. Useful backgrounds include, but are not limited to, the following: education, finance, business management, law, marketing, and public relations.
 - d. As applies to the representative parent members, a demonstrated interest in raising children in a Catholic environment that embraces gospel values and social consciousness.
6. School Advisory Council members are empowered only when the Council is in session. A Council member cannot speak for the Council or take any actions on behalf of the Council unless authorized by the Council.
7. The Pastor reserves the right, after consultation with the Superintendent of Schools of the Diocese, to remove a member who, in the judgment of the Pastor, is acting in a manner that hinders the work of the group.

Section B: Length of Term

1. Council members shall serve a term of two years. Members may be reappointed for an additional term. After the second term, one academic year must lapse prior to a reappointment of the member to the School Advisory Council.
2. Terms shall be staggered to provide for Council membership continuity. Every effort shall be made to ensure that in any one year no more than half of the existing Council membership will finish their terms and be replaced.

ARTICLE IV - OFFICERS

Section A: Definition

Officers of the Council shall consist of a Chair and Secretary. These officers shall be selected by consensus and with the consent of the Pastor. Officers will serve a one-year term. Terms begin at the first meeting of the current school year. Officers may serve consecutive terms within the constraints of Article III, Section B.

Section B: Duties of the Officers

The duties of the officers shall be as follows:

1. The Chair shall preside at all regular and special meetings of the School Advisory Council. The Chair shall confer with the Principal and the Pastor before the meetings to prepare the meeting agenda, and concurrently invite all members of the Council to submit agenda items for discussion. The Chair will appoint members to, and coordinate activities of, Council sub-committees.
2. The Secretary will take minutes of the meetings and, once approved by the Pastor, send copies to Council members and to the Diocesan Superintendent of Schools.

ARTICLE V - MEETINGS

1. Regular meetings will be held on a schedule as determined by the Council.
2. Parents and members of the parish may request the introduction of agenda items and be granted time for discussion with the Council, provided that the proposed agenda items do not pertain to the administrative functions of the school. Such request must be made by making prior arrangements with the Council Officers, Principal, and Pastor.
3. Special meetings will be held at the request of the Chair, a majority of Council membership, or the Pastor.
4. Council members are expected to attend all regularly scheduled committee meetings.

ARTICLE VI - COMMITTEES

The Chair of the School Advisory Council may appoint members to committees to address certain subjects as deemed appropriate.

ARTICLE VII - AMENDMENTS

Amendments to the By-Laws may be proposed and incorporated by consensus of the Council with the approval of the Pastor.