

# **EAST CATHOLIC SCHOOL ADVISORY COUNCIL BY-LAWS**

## **PREAMBLE**

In striving to create schools which exhibit both excellence in every area of curriculum and a strong, vibrant Catholic identity, the Diocese of Pittsburgh recognizes the value of School Advisory Councils. By drawing upon the expertise of the larger community and building partnerships with interested persons, East Catholic School will reap a wealth of benefits from the consultation given by a School Advisory Council. School Advisory Councils can play a critical role in offering assistance, advice and support to the Principal and Board of Pastors.

The School Advisory Council of the Consortium of Parishes, which includes Good Shepherd, Madonna del Castillo, St. Colman, St. John Fisher, St. Maurice and Word of God, is a body whose members are selected or elected through a process determined by the Board of Pastors and who are expected to participate in offering expertise and assistance in designated areas of responsibility to the Principal and Board of Pastors. School Advisory Councils do not have the power to enact policy, but exist to offer advice, guidance, and support to the Principal and Board of Pastors in specific areas as requested by the Board of Pastors and Principal. Such advice and assistance are especially encouraged in the areas of public relations, student retention and recruitment, fundraising and development, and the strengthening of parental and community support for the school. The Principal is responsible for the operation of the school and its programs and he or she is accountable solely to the Board of Pastors.

## **SECTION ONE** **NAME**

- 1.1 The name of this organization is the East Catholic School Advisory Council.

## **SECTION TWO** **PURPOSE**

- 2.1 The School Advisory Council supports and contributes to the mission of the school by acting as a consultative and planning body in advising, assisting and supporting the Principal and Board of Pastors in matters relating to the school.

**SECTION THREE**  
**MEMBERSHIP**

- 3.1 The Pastors who form the Board of Directors shall be advised in the governance of the School by a School Advisory Council (Advisory Council) which shall be comprised of a minimum of two (2) and a maximum of four (4) representatives from each Parish. The Board of Pastors will determine the numbers from each Parish based on the expertise needed. The members are selected by each Pastor with the advice of their respective Parish Pastoral and/or Finance Councils. Of the members selected one member shall be a member of the parish and the others shall be parents/guardians of a child in the School, if possible. Board members should possess some appropriate skill (e.g. communications, planning, marketing, administration, etc.) that will strengthen the school. Members of the Advisory Council are expected to be practicing Catholics; however, it is possible for qualified non-Catholic members of the community to be selected for the Advisory Council. Such non-Catholic membership, however, can never exceed one-quarter of total membership.
- 3.2 Each Parish representative shall serve for a term of three (3) years. Members may be appointed to one additional term only. If a representative who is a parent no longer has a child in the school, that representative shall relinquish their membership on the advisory board and shall be replaced in accordance with section 3.4.
- 3.3 The Principal and the President of the Board of Directors of the school shall serve as a non-voting ex-officio member of the School Advisory Board. The President of the Board of Directors may designate another pastor of the Board of Directors to serve in this capacity.
- 3.4 If the office of an advisory board member becomes vacant by reason of death, illness, resignation, removal, or otherwise, the vacancy shall be filled by the respective Pastor in accordance with section 3.1.
- 4.1 Duties: The duties of the School Advisory Board shall be:
- 4.1.1 to participate in long-range planning in conjunction with the Department for Catholic Schools through the development of goals and objectives for the School.
  - 4.1.2 to design, recommend and implement, with the approval of the Board of Pastors, an overall Marketing and Public Relations strategy for the School
  - 4.1.3 to advise the Board of Pastors regarding the financial operation of the School, and
  - 4.1.4 to elect the officers of the School Advisory Board who shall serve through the end of the following fiscal year. Said officers shall be elected at the spring meeting of the School Advisory Board,

- 4.1.5 to ensure that an annual operating budget for the School meets all financial obligations subject to the approval of the Board of Directors.
- 4.1.6 to propose financial and management controls to safeguard the assets of the School and to insure administrative adherence to the approved annual budget.
- 4.1.7 to explore sources of financial assistance, such as the EITC, OSTC, and other development funds, beyond tuition and Parish subsidy,
- 4.1.8 to assist in developing the necessary financial support and funding for the Corporation's long range stability by assisting with fund raising efforts,
- 4.1.9 to suggest policy for the management of the School (e.g. extracurricular, PTG, athletic programs) in all areas exclusive of the educational program which do not conflict with applicable diocesan policies, regulations or administrative procedures.
- 4.1.10 to periodically review the total program of the School and offer such report to the Board of Pastors.
- 4.1.11 to prepare strategies for enrollment building
- 4.1.12 to do all else necessary to promote the overall well being of the Corporation.

## **SECTION FIVE**

### **Meetings of the School Advisory Board**

- 5.1 Regular meetings of the School Advisory Board shall be held at least quarterly with dates set by the President and the Principal. Special meetings may be called with the mutual consent of the Board of Directors. An agenda will be mailed or electronically transmitted prior to each meeting. No meeting will be conducted without the principal present. The Secretary of the Advisory Board shall provide the Principal with an accurate account of the proceedings of each meeting and the Principal, in turn will submit this record to the Board of Pastors within ten (10) days following each meeting. Written notice stating the place, date, and hour of any regular meetings shall be

delivered not less than five (5), no more than thirty (30) days before the date of the meeting, either personally, by mail, by telecopy, or by electronic mail with verification of receipt.

- 5.2 All business transacted at a regular or special meeting of the School Advisory Board may be conducted by means of a telephone conference call, provided a quorum of the School Advisory Board participates in the conference call.
- 5.3 At all meetings of the Advisory Board a majority of the members shall constitute a quorum, provided that the President of the Board and the Principal must be present personally for the constitution of a quorum.

## **SECTION SIX**

### **Officers of the School Advisory Board**

- 6.1 The officers of the School Advisory Board shall be a Chair, a Vice Chair and a Secretary, all of whom shall be elected by the School Advisory Board at their spring meeting, and shall serve for a term of one year from the date their election or until their successors are duly elected and approved. Officers shall serve for no more than three consecutive terms.
- 6.2 The Chair shall preside at all meetings of the School Advisory Board and do such other duties of control and supervision as may be necessary and delegated by the Board of Pastors. The Chair, in consultation with the Principal and/or the President of the Board of Pastors, shall prepare an agenda for every meeting.
- 6.3 The Vice Chair, unless otherwise determined by the Board of Pastors, shall, in the absence or disability of the Chair, perform the duties of and exercise the powers of the office of Chair. In addition, he/she shall perform all duties incident to the office of Vice Chair and such other duties as may be assigned him/her from time to time by the Chair or by the Board of Pastors.
- 6.4 The Secretary shall keep accurate records of the acts and proceedings of all meetings of the Advisory Board and shall see that the Board of Pastors are fully informed thereof. He/she shall give all notices required by law and by these by-laws and, in general, shall perform all duties incident to the office of Secretary and such other duties as may be assigned him/her from time to time by the President, (Chair) or the Board of Pastors.

## SECTION SEVEN

### Committees of the School Advisory Board

7.1 Regular or standing committees shall be appointed by the President at the spring organizational meeting. These committees may include those designated in the diocesan Principal's Handbook, Section 106, School Advisory Councils,

1. Finance and Development
2. Academic and Student Affairs
3. Spirituality and Ministry
4. Nominating
5. Buildings and Grounds
6. Public Relations
7. Recruitment and Retention

Special committees may be appointed by the majority consent of the members of the School Advisory Board.

The duties of the above standing committees shall be prescribed by the School Advisory Council, with the approval of the Principal and the Pastor Representative.