

BYLAWS
Resurrection Catholic School Advisory Council
4900 N. Woodlawn Wichita, 67220
Revised 12/5/2016

Goal

The goal of the Advisory Council is to ensure the quality of education (religious, moral and academic) at Resurrection Catholic School.

Article I. Name

The name of this organization is the Resurrection Catholic School Advisory Council.

Article II. Purpose and Function

The council is established by the pastor to assist him and the school's administrator in the governance of the school. The School Advisory Council reports directly to the pastor. When the council and administrative team meets and agrees on a policy matter, the decision is effective and binding on all. The council shall strive to achieve consensus on all items. The council is consultative in the following sense: the members cannot act apart from the pastor and the Principal and cannot make decisions binding for the school without approval of the pastor.

The council has responsibilities in the following areas:

- a. Serve as a planning and building committee for new educational facilities.
- b. Review the proposed annual budget and make recommendations
- c. Be open and creative in establishing policies for the improvement of school programs and assist the administration in the implementation of the policies.
- d. Promote greater understanding and deepen the parental and community support for Resurrection Catholic School and Catholic Education in general.
- e. Be involved in the evaluation process for the school and the administrator.

Article III. Relationship with other groups

- a. The School Advisory Council will maintain a close reporting relationship with the Parish Pastoral Council.
- b. The Parish Finance Council will assist the School Advisory Council in preparing the annual budget and will advise and monitor the stewardship of treasure in regard to school families.
- c. The School Advisory Council will support and encourage the Parent Teacher Organization. The PTO is under the direction of the School Advisory Council.
- d. The School Advisory Council will ensure that the policies set up by the Catholic School Office are followed.

Article IV. Membership

- a. Membership of the Resurrection Catholic School Advisory Council shall consist of five lay members of Resurrection Parish, a liaison from the Parish Pastoral Council, the Pastor (who will also be the Finance liaison), and the Principal.
- b. The liaison from the Parish Pastoral Council is not a voting member of the Council but serves the vital role of maintaining effective communication between the organizations.

- c. Candidates for the Resurrection Catholic School Advisory Council must be registered parish members. Parents and spouses of teachers employed by Resurrection Catholic School are ineligible for membership on the Council.
- d. New members of the Council shall be selected by the Pastor, Principal, and the existing Council from the slate of candidates. This includes members elected to fill a vacancy. The slate will be determined from those expressing an interest in serving on the Council as indicated on the Parish Stewardship form.
- e. Council members shall serve for a period of three years, except in the case of a member elected to fill a vacancy.
- f. Any member absent from two meetings in a row or three meetings over a twelve month period, without notifying an officer, is automatically dismissed from the Council. The Council Secretary will keep a record of those present.
- g. Newly elected members are required to attend a one-day training session to learn the guidelines established by the Wichita Diocese regarding the role and policies of School Advisory Councils.

Article V. Officers

- a. The members of the Council will elect their officers annually at the first meeting of the new school year. In the event of a departure of an officer of the council prior to the end of the term in office, a new election will take place.
- b. The officers of the Council shall consist of the following:

Chairperson: The Chairperson shall preside at all meetings, determine the agenda for that meeting, and appoint chairperson and members of committee, and act as point of contact for the school administration. The Chairperson shall call special meetings.

Vice-Chairperson: The Vice-Chairperson shall assist the chairperson as required and will possess the authority of the Chairperson when the Chairperson is absent.

Secretary: The Secretary shall be responsible for the accurate recording of the minutes of the meetings of the Council, the correspondence of the Council, and the notification of the other members of the time and place of Council meetings.

Treasurer: By virtue of his office as custodian of all parochial funds, the Pastor is the Treasurer of the School Advisory Council. It is the responsibility of the Council to provide the Treasurer with whatever accounting is necessary for maintaining accurate financial records in accord with the accounting system used by schools in the Diocese of Wichita.

Article VI. Meetings

- a. The Resurrection Catholic School Advisory Council shall meet at least six times per year.
- b. At all meetings of the Council, a simple majority of the membership shall constitute a quorum.
- c. Each member will present their thoughts on all matters brought to the Council. All decisions will be reached by consensus of the members. In the event that consensus cannot be reached the Pastor will make the final decision.

- d. No proxies will be allowed for any vote.
- e. New members of the Board will be elected prior to the end of the school year and will begin serving their terms at the first meeting of the next school year. The Council will elect its new officers at the last meeting of the school year. The Pastor will oversee the election of the chairperson.
- f. The day and time of the meetings shall be determined by the Council and will be regularly scheduled.
- g. All meetings will be held in Wichita, KS or suburb thereof (e.g., Bel Aire) at a location designated by the chairperson.
- h. Each member shall receive at least two weeks advance notice of the time and place of each meeting, except for special meetings.
- i. All ordinary meetings of the School Advisory Council will be open to all adult members of the parish and parents of students. An open forum will be held the first 30 minutes. Each person will be allowed three minutes to speak on each topic. After open forum nonmembers will have speaking privileges at the Council meeting upon recognition by the chairperson.

Article VII. Executive Session

The Council reserves the right to move into closed session for discussion on subjects of a confidential nature. Closed session shall include regular members and ex-officio members (Pastor and Principal).

Article VIII. Standing and Ad Hoc Committees

Committees will be established as the need arises.

Article IX. Amendments

Any bylaw may be amended by a simple majority of the members present provided there is a quorum and provided the amendment has been presented at the previous council meeting.

Article X. Rules of Order

- a. Except by a consent of the majority of the members present, no member may speak longer than five minutes at any one time and not more than once on the same motion until all other members have had the opportunity to speak on the motion.
- b. Council members have authority only when acting as a School Advisory Council legally in session. The School Advisory Council shall not be bound by any statement or action on the part of any individual member of the Council except when such statement or action is pursuant to specific instruction by the Council.
- c. All meetings of the Council will ensure maximum participation that will result in consensus thus avoiding win/lose situations.