

**St. Mary Catholic School
School Advisory Committee By-laws**

ARTICLE I – NAME

This organization shall be known as “St. Mary School Advisory Committee” (SAC) and shall be referred to in these guidelines as the Committee. The Committee will report directly to the School Administration, which reports directly to the Parish Education Commission.

ARTICLE II – PURPOSE AND RESPONSIBILITIES

The Committee’s purpose is to advise the Pastor and the Principal as a consultative body and provides parents/guardians and parishioners with a voice in the formation and education of the students in the Parish school. Consistent with this purpose, the Committee’s responsibilities shall include:

1. Within the policies and guidelines established by the Archdiocese of Detroit, to act in an advisory capacity to the Principal.
2. To foster a better understanding of and support for formal Catholic education throughout the Parish and the community.
3. To assist in the development of a long-range vision to ensure the future of the school, including development, marketing and public relations.
4. To take such other action or make such other recommendation as may be requested by the Pastor, the Principal or the Parish Council.

ARTICLE III-RELATIONSHIP WITH OTHER GROUPS

The role of the School Advisory Committee is to work within the mission of St. Mary Parish along with the philosophy and mission of St. Mary School. Once approved, the Committee will send a copy of their meeting minutes to the Parish Education Commission, which is then sent on to the Parish Council. The School Administration, by nature of his/her role, reports directly to the Parish Education Commission.

ARTICLE IV – MEMBERSHIP

The Committee will consist of 8 at-large members. These members must include parents/guardians of children enrolled in the school. In addition, the members may include former parents, grandparents or current parishioners. At no time will the Committee exceed 11 members including the pastor and principal.

Four members of the Committee shall be selected for a term of two years in each annual Parish selection process. Such members shall take office at the Committee’s April meeting. No committee member may serve more than two consecutive two-year terms.

In the event that the position of a Committee member becomes vacant, that position shall be filled by the appointment of the Pastor and Principal. A person filling an unexpired term shall serve the balance of that term.

In the event that a committee member is absent, without excuse, from three regularly scheduled meetings during any calendar year, that member shall be replaced by the procedure stated above in this article.

Information brought to the committee, including, but not limited to financial details, details of events, revision of school policy and practice, or details of discussions within the committee concerning impending action are to be kept confidential within the Committee.

ARTICLE V-OFFICERS

The officers of the Committee shall consist of a Chairperson, a Vice-Chairperson and a Secretary. The officers shall be elected for a one-year term as the last order of business at the April meeting. No officer may serve more than two consecutive terms in one office. The duties of the officers shall be as follows:

- **CHAIRPERSON:** To preside at all regular and special meetings of the Committee. The chairperson shall establish all agendas with the Principal.
- **VICE-CHAIRPERSON:** To perform the duties of the Chairperson in the absence of the Chairperson.
- **SECRETARY:** To maintain a written record of all significant meeting information and to provide these records in the form of minutes for approval by the Committee.

ARTICLE VI-COMMITTEE AND LIAISONS

The Committee may recommend to the Principal the establishment of ad hoc or standing committees or sub-committees for specified purposes or to achieve particular goals.

The Committee may also appoint liaisons as requested. The liaison shall attend and participate in the meetings of their respective organizations and report back to the Committee.

ARTICLE VII-MEETINGS

The Committee will meet monthly from September through June, except during the month of December. Regular meetings will be scheduled for the second Wednesday of each month, although the date may be changed at the Committee's discretion.

A minimum number of 4 members must be present to constitute a quorum, which may be the Pastor, Principal and 2 committee members. The Principal must be present for the transaction of all official business.

All recommendations shall be reached through consensus of the Committee. Meetings shall be limited to sixty (60) minutes, from the Call to Order.

Regular, monthly meetings will be closed. However, the committee may choose to open certain meetings to allow for parent participation.

ARTICLE VIII-AMENDMENTS

These Guidelines may be amended, in whole or in part, with the approval of two-thirds of the total members then on the Committee. Proposed amendments shall be presented to the Committee at least three weeks prior to the meeting at which they will be voted upon. After approval by the Committee, amendments must be approved and ratified by the Pastor before becoming effective. No amendment shall conflict with the policies or guidelines established by the Archdiocese of Detroit.

Revised January, 2015