

# HOLY SPIRIT CATHOLIC SCHOOL COUNCIL

## BYLAWS

### **Article I. Name**

The name of the organization shall be the Holy Spirit Catholic School Council.

### **Article II. Purposes and Functions**

Section 1. The purpose of the Holy Spirit Catholic School Council is to assist the pastor and the principal in the governance of Holy Spirit Catholic School.

Section 2. The purpose of the Holy Spirit Catholic School Council shall be to:

- A. Develop both long range and short range plans to improve the parish school program.
- B. Determine policies relating to the planning and operation of school facilities and equipment.
- C. Advise the administrative team regarding fiscal matters that relate to education within the school
- D. Create better understanding and support of Catholic education within Holy Spirit Parish.
- E. Advise and counsel in respect to the effectiveness of the educational program.

### **Article III. Relationships with other groups**

Section 1. The principal shall communicate anticipated changes within the school to the Catholic School Office/Diocesan School Council.

### **Article IV. Membership**

Section 1. The council shall consist of a maximum of six adults who are registered in The Church of the Holy Spirit Parish. In addition, the Pastor and principal will be standing members of the Council. Employees of The Church of the Holy Spirit Parish or members of their immediate families (parents, spouses, children) shall not be eligible for membership.

Section 2. All Council members shall serve for a period of three years with two members being replaced each year. No member may serve more than two consecutive terms.

Section 3. New members shall attend the April school council meeting as observers, and their term shall begin with the August meeting.

Section 4. Any school council member absent from two meetings in a row or over three in a year without notifying the president of the council is automatically dismissed from the council. The secretary will keep a record of those present. The president will be responsible for notifying the member not present.

Section 5. In the event of the resignation of a member of the council prior to the completion of such member's term, the council shall refer to Article IV Section 7 to select a successor to serve the remainder of the unexpired term.

Section 6. The pastor shall have the right to dismiss school council members for behavior inconsistent with Catholic teachings.

Section 7. School Council appointments shall be conducted according to the following:

A. Each parish organization will be asked to submit at least three (3) names per position

B. Members of the Council will discern and select three names per position

C. The pastor will select one person for each available position

## **Article V. Officers**

Section 1. The members of the council shall elect their officers annually at their August meeting. Upon election, the new president shall preside over the meeting.

Section 2. Election of officers shall be by simple majority of the voting members of the council.

Section 3. The officers of the council shall consist of the following:

President The president shall preside at all meetings and call special meetings. The president, in collaboration with the principal, will develop the agendas for the meetings.

President- The Vice-President shall assist the President and will possess the elect authority of the chair in his/her absence.

Secretary The secretary shall be responsible for the accurate minutes of the meetings of the council and for the correspondence of the council.

## **Article VI. Meetings**

- Section 1. The Holy Spirit Catholic School Council shall meet on the first Tuesday of each month. In addition, new members must attend the orientation seminar provided by the diocese.
- Section 2. At all meetings of the council, a simple majority of the membership shall constitute a quorum.
- Section 3. Any council member who wishes to place an item on the agenda must notify the president or the principal prior to the scheduled meeting.
- Section 4. Any parishioner may submit items for the agenda to the president or principal seven days before the next meeting.
- Section 5. Each member shall receive notice, copy of the agenda, and any supporting materials at least five days prior to the meeting.
- Section 6. All regularly scheduled meetings of the council are open to members of the parish and to school parents.
- Section 7. Special meetings may be called at any time by the president with the approval of the pastor and the principal.
- Section 8. At all ordinary meetings the school council reserves the right to move into executive session for discussion of matters of a confidential nature. Executive sessions shall include elected council members, the pastor, and the principal and such other parties as the members shall vote to allow.
- Section 9. Council members have authority only when acting as a council legally in session. The 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 in pursuance of specific instruction by the council.
- Section 10. Decisions of the council are subject to ratification by the Pastor

## **Article VII. Executive Committee**

- Section 1. An executive committee of the council consisting of the council president, vice-president, secretary, and school principal shall act in urgent cases for the council in the interim between general meetings, with the approval of the pastor.

## **Article VIII. Committees**

Section 1. Committees may be established by the council as needed. A member of the school council shall serve as chairperson of all committees.

**Article IX. Amendments**

Section 1. These Bylaws 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 meeting of the council.

**Article X. Rules of order**

Section 1. The council's manner of operation shall be communal discernment which includes prayerful reflection, gathering of information, and shared wisdom. The method through which the council implements discernment is consensus.

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Pastor

Approved by the Catholic School Office:

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Date

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Superintendent of Schools