

**HOLY FAMILY CATHOLIC SCHOOL
ADVISORY COUNCIL
CONSTITUTION**

PREAMBLE

The Holy Family Catholic School Advisory Council
is a consultative body of caring parents and parishioners.

We support
the Pastor, Principal, staff, students and families
in fostering a fertile environment
for the spiritual, academic and social growth
of our children.

We encourage and promote
a community of learners and role models
growing in wisdom and understanding
in a Catholic atmosphere
of dignity and mutual respect.

“Do your best to preserve the unity
which the Spirit gives by means of the peace
that binds you together...
So when each separate part works as it should,
the whole body grows and builds itself up through love.”
Ephesians 4:3, 26

ARTICLE I: NAME OF THE ORGANIZATION

The name of this body shall be Holy Family Catholic School Advisory Council, herein referred to as the “Council”.

ARTICLE II: PURPOSE AND FUNCTIONS

The Council is established to assist the Pastor and the Principal, the “Administrative Team”, in the governance of the education program. The Council is consultative in the following sense: the Council members cannot act apart from the Pastor and the Principal and cannot make decisions binding for the school without the approval of the Pastor and the Principal.

Consultation (cf. Canons 495-501) also means that decisions will not be made concerning major matters until and unless the Council has been consulted. The areas in which the Council has responsibility and will be consulted are:

- A. Planning
- B. Policy Development and Compliance
- C. Finances
- D. Development
- E. Evaluation of the Council’s Goals

ARTICLE III: RELATIONSHIPS WITH OTHER GROUPS

SECTION A: PASTORAL ADVISORY COUNCIL

As a ministry of Holy Family Parish, Holy Family Catholic School will, at all times, remain in compliance with the policies of Holy Family Parish as made known by the Pastor and/or by the Pastoral Advisory Council. The School Advisory Council and the Pastoral Advisory Council are both consultative to the Pastor. Therefore, it is essential that good communication exist between the groups. The relationship which exists is one of information sharing and common planning for the benefit of the total parish community.

SECTION B: PARISH FINANCE COMMITTEE

The Council shall communicate with the Parish Finance Committee on matters affecting financial support. Upon approval by the Pastor, the school's budget will be presented to the Parish Finance committee annually with a request for review of the amount of the parish subsidy.

SECTION C: PARENT-TEACHER ORGANIZATION

The Council sanctions and supports the existence of a parent organization called the Parent Teacher Organization or P.T.O. whose purpose is to support the school by providing: (1) guidance and assistance for parents, (2) community service assistance for school programs, and (3) fund raising.

The choice of fund raising activities, both within and outside the school, is to be made carefully by the Principal and the Council (DP3220) and as specified in the Bylaws.

SECTION D: DIOCESE

The Council, whose authority is derived from the diocesan Bishop and the School Advisory Council, is called into being by the local parish and school community, and given its mission to provide quality Catholic education for all those children whose parents desire to take advantage of such an opportunity. (See Bylaw Article III, Section D) (DP 1140 P1).

The relationship between the Council and the Diocese is stated in Diocesan education policies. This Council's Constitution, its amendments and Bylaws, and all local policies will comply with Diocesan policies. (DP 1140 P1)

SECTION E: CIVIC COMMUNITY

The relationship of Holy Family Catholic School with the community surrounding it should always promote good will and Christ-like family values. The Council will advise and support opportunities to put our Catholic faith into action through projects within the parish community of Holy Family and beyond.

ARTICLE IV: MEMBERSHIP

SECTION A: NUMBER AND COMPOSITION

The Council shall consist of fourteen members as follows: nine members elected from and by the parents and legal guardians with children in Holy Family Catholic School; one non-elected member by means of serving as P.T.O. president; one appointed member serving as the parish representative as specified in the Bylaws; one civic member from the community appointed by the Principal and approved by the Pastor and the Council; and two ex-officio members consisting of the Pastor and the Principal. The nine elected positions shall consist of a minimum of eight Catholic members and may include not more than one non-Catholic member.

SECTION B: TERMS

The nine elected members shall each serve an optional term of one, two or three-years. Candidates will declare their term preference prior to the election.

An appointed member's term shall be for one year at a time.

A Council member, having served six consecutive years, may again be a candidate for Council membership after a lapse of at least one year.

New members will take their position with the Council at the first special (discernment) meeting in May or June. All terms expire with the last general meeting of the Council in May.

SECTION C: GENERAL ELIGIBILITY

All Council members and prospective candidates shall meet the following criteria:

- Possess interest in and commitment to the ideals of a Catholic education and to Holy Family Catholic School's philosophy and mission;
- Are available and committed to attend meetings and periodic in-service programs and to participate in committee work;
- Actively participate in deliberations having prepared themselves for meetings by familiarizing themselves with the agenda and any supporting documents that will be discussed;
- Maintain high levels of integrity, confidentiality and mutual support;
- Deal with situations as they relate to the good of the entire school and parish community;
- Serve as credible witnesses of the Catholic faith (or to one's own religion) to the school community and beyond;
- Follow the guidelines for Council members set forth in the Code of Ethics; and,
- Maintain good standing with their financial and contractual responsibilities to the school.

In additions to these general criteria, the elected members must be parents or legal guardians of students currently attending Holy Family Catholic School while the parish representative must be a registered member of the parish who does not have a relative presently enrolled in Holy Family Catholic School.

SECTION D: CONFLICT OF INTEREST

School, parish, or diocesan staff members and members of their immediate family are not eligible for election to the council. Not more than one member of a household or immediate family shall serve on the Council at a given time. Immediate family is defined as spouse, father, mother, brother, sister, grandparent or child.

SECTION E: VOTING RIGHTS

The members of the council, excluding the Principal, shall have full voting rights. The Pastor has the authority to veto any decisions made by the Council.

SECTION F: REASONS FOR REMOVAL FROM THE COUNCIL

A member of the Council may be removed (1) due to his/her child's or relative's enrollment status at Holy Family Catholic School, (2) for lack of attendance as described in the Bylaws, or (3) for cause as described in the Bylaws.

SECTION G: OFFICIAL REMOVAL FROM THE COUNCIL

Any Council member who discerns the necessity to resign shall give written notice to the Council. Any member under consideration for removal shall receive written notice and shall have an opportunity to address the council and make any presentation to that Council prior to any vote being taken. The process for removal of a member from the Council is formatted in the Bylaws.

ARTICLE V: NOMINATIONS AND ELECTIONS

SECTION A: NOMINATION PROCESS

The nomination process as outlined in the Bylaws shall be followed by each prospective candidate.

SECTION B: ELECTIONS

Election of new members shall be held annually, according to the procedures specified in the bylaws.

SECTION C: VACANCIES ON THE COUNCIL

A vacancy on the Council occurring in the period between elections will be filled by appointment of the remaining Council members from those parents and legal guardians qualified for the position. At least three candidates will be considered with nominees from the most recent election being given first consideration. The appointee shall remain on the Council until such time as the position can be filled for the remainder of the term through the regular election process as outlined in Article V of this Constitution. Appointees must maintain the same eligibility requirements as council members.

ARTICLE VI: OFFICERS

SECTION A: OFFICERS

The elected officers of the Council shall consist of the Chairperson, Vice-chairperson and the Secretary.

SECTION B: DUTIES

The duties of the officers shall be stated in the Bylaws.

SECTION C: ELIGIBILITY

Except for the Pastor or the Principal, all members of the Council with at least one year of their term remaining are eligible for any office on the council.

SECTION D: SELECTION OF OFFICERS

The officers of the Council shall be selected annually by the Council members as stated in the Bylaws.

SECTION E: TERM OF OFFICE

Officers assume their responsibilities following the first special (discernment) meeting of the council in May or June. All terms expire with the last general meeting of the Council in May.

ARTICLE VII: MEETINGS

SECTION A: MEETINGS

The Council shall meet regularly at a time and place specified in the Bylaws. Special meetings of the Council may be called jointly by the Chairperson and the Principal as deemed necessary.

The Council does not meet as a school council without the Principal. (DP 1140 P 13) If the Principal cannot be present due to prolonged circumstances, then the Pastor may convene the Council.

Standing committees meet as needed.

SECTION B: QUORUM

For the purpose of transacting official business, a quorum of the voting members of the Council must be present. A quorum shall be defined as a majority of the voting members of the Council. This equates to seven voting members minimum.

SECTION C: CONSENSUS

As a Christian community striving to make the best decisions for the school and parish communities, the council will endeavor to arrive at consensus in its deliberations. By consensus is meant that all members have agreed to support the decision for the sake of the school and parish.

SECTION D: VOTING

When the council is unable to reach consensus, a vote should be taken and minutes should reflect the different positions and appropriate reasons. (See Bylaws Article VII, Section D) A simple majority of more than one half of those present and voting shall carry the motion, unless otherwise specified in this Constitution. Proxy voting is never permissible. Each Council member is expected to publicly support the Council's final decisions,

regardless of his/her personal opinion. In cases involving voting and business procedures, Roberts Rules of Order, Revised shall be used.

SECTION E: AGENDA

The agenda shall be prepared by the Principal and the Chairperson and shall be provided to all Council members as well as posted in the school prior to all meetings. The ordinary order of the meeting shall be as stated in the Bylaws.

The right of non-members to address the Council shall be limited to those whose written petition has been approved by the Principal and the chairperson for the agenda seven days in advance of the meeting. Such agenda items must fall within the responsibilities of the council as outlined in Article II. A specified amount of time will be allotted for such presentations. Agenda items submitted after the seven day period must be approved by both the Chairperson and the Principal before they may be included in the agenda for approval by the Council.

During the "Approval of the Agenda" at the beginning of the Council meeting, the sequence of agenda items may be reordered and items may be added or deleted.

SECTION F: EXECUTIVE SESSION

The Council will go into executive session whenever the issues involve confidential matters.

All meetings of the Council are open unless designated by the Principal or the Pastor and by consensus of the voting members as being executive because they involve confidential matters.

Only Council members should attend an executive session. The Council may extend, through the Chairperson and the Principal, an invitation to other persons when circumstances warrant inclusion of non-Council members. During executive session, the Council may advise the Principal or the Pastor, but all voting on decisions must take place in open session. Each Council member is expected to maintain the confidentiality of discussions held in executive session.

ARTICLE VIII: DEVELOPMENT OF POLICY

SECTION A: PROCESS

The process to be used to adopt a policy shall be as follows:

- a. A policy may originate from the Principal, the Pastor, the leadership of the council, a council committee, or from any Council member;
- b. The Council, or a committee appointed to the task, conducts research;
- c. The policy is formulated as specified in the Bylaws;
- d. The policy is presented to the council for approval as specified in the bylaws (See Bylaws Article VIII, Section B);
- e. The Council approves the policy;
- f. Once approved by the council and the Principal, the policy is presented to the Pastor for enactment; and
- g. The Principal is then charged with implementing the policy, that is, translating it into daily practice. The Principal does this through the formulation, promulgation, and enforcement of regulations.

SECTION B: APPROVAL

To approve a new policy or to change an existing policy, a quorum of the voting membership is required as specified in the Bylaws.

ARTICLE IX: STANDING AND AD HOC COMMITTEES

SECTION A: STANDING COMMITTEES

The Council shall have six standing committees as follows, the function of which are specified in the bylaws:

1. Executive Committee
2. Planning Committee

3. Policy Development Committee
4. Finance Committee
5. Development Committee
6. Facilities Committee

Committees are expected to conduct adequate research and preparation to make policy recommendations to the Council. Other functions of the committees are specified in the Bylaws.

SECTION B: THE AD HOC COMMITTEES

Ad Hoc Committees shall be established to address specific issues or goals. The purpose of the committees shall be established through recommendations of the Chairperson and the Principal and be approved by consensus of the Council.

SECTION C: CRITERIA FOR COMMITTEE MEMBERSHIP

Committees shall include at least one Council member as a liaison to the Council, may include non-Council member, and may be chaired by a non-Council member. Committee chairpersons may be appointed by a Council member of that committee or by the committee itself. Criteria for committee membership and size will be determined by the Council chairperson and the Principal.

ARTICLE X: EVALUATION

The Council should conduct an annual review of its goals as outlined in the Bylaws. Its goals and philosophy are derived from the Gospels and the teachings of the Church. (DP 1140 P14)

SECTION A: COUNCIL'S EFFECTIVENESS

At least once a year, the Council as a whole shall evaluate its effectiveness as well as its relationship to the school, parish and local community. The Bylaws will detail the process.

SECTION B: MEMBERS' PERSONAL EFFECTIVENESS

Each individual Council member will be given a formal opportunity to evaluate his/her own effectiveness as a member of the Council.

SECTION C: PRINCIPAL'S RELATIONSHIP WITH THE COUNCIL

The Principal's relationship with the Council will be assessed each spring as outlined in the Bylaws.

ARTICLE XI: AMENDMENTS

SECTION A: LOCAL APPROVAL OF CONSTITUTION

The Constitution and/or amendments to the Constitution may be changed provided the change has been presented in writing at the previous meeting of the Council.

Constitutional amendments and changes to the Constitution must be approved by a vote of two-thirds of the total voting Council membership and by the Pastor and the Principal.

SECTION B: DIOCESAN APPROVAL

The Constitution and Bylaws, amendments to the constitution and Bylaws, changes to the Constitution and Bylaws, will become effective only after having been approved by the Diocesan School Advisory Council. (DP 1140 P10)

ARTICLE XII: BYLAWS

SECTION A: FUNCTION

Bylaws in accord with this Constitution may be developed to further specify the internal operation of the Council.

SECTION B: FIRST READING

Bylaws and/or amendments to the Bylaws must be presented in writing at least one meeting prior to voting on such.

SECTION C: VOTE

Bylaws may be developed and amended by a vote of one more than a simple majority at any regular meeting with a quorum and must be approved by the Pastor and the Principal.

**HOLY FAMILY CATHOLIC SCHOOL
ADVISORY COUNCIL
BYLAWS**

ARTICLE I: *NAME OF ORGANIZATION* *

ARTICLE II: PURPOSE AND FUNCTIONS

The Council is a group of people who are committed to the Catholic school and are willing to work for the good of the school and parish. The Council serves to support and assist the Principal for the good of the school community.

ARTICLE III: RELATIONSHIPS WITH OTHER GROUPS

SECTION A: *PASTORAL ADVISORY COUNCIL*

SECTION B: PARISH FINANCE COMMITTEE

The school budget is provided to the Pastoral Finance Committee for information purposes. That Committee's authority is limited to determining the amount of the parish's support for or investment in the school. (DP 1140 P14)

SECTION C: PARENT-TEACHER ORGANIZATION

Fund raising activities providing a return of less than \$500 may be approved by the Principal and the Chairperson. Those providing greater than \$500 must have the approval of the Council. Refer to HFS Policy Manual for criteria regarding general fund raising activities. These policies will be aligned with parish fund raising policies.

SECTION D: DIOCESE

The Council will keep the Superintendent and the Diocesan School Advisory Council informed of local activities by sending copies of the School Advisory Council's agendas, notices, minutes and Principal's report on a regular basis. (DP 1140 P13)

SECTION E: *CIVIC COMMUNITY*

ARTICLE IV: MEMBERSHIP

SECTION A: NUMBER AND COMPOSITION

At the May meeting and upon recommendation for the Executive Committee, the council will appoint the parish representative for the following year.

SECTION B: *TERMS*

SECTION C: *GENERAL ELIGIBILITY*

SECTION D: *CONFLICT OF INTEREST*

SECTION E: *VOTING RIGHTS*

* All articles of sections of the Bylaws in italics have been addressed in the Constitution.

SECTION F: REASONS FOR REMOVAL FROM COUNCIL

Any member of the Council, excluding an ex-officio member, may be removed for any one of the following reasons:

1. Elected member no longer has a child attending Holy Family Catholic School, or appointed parishioner's relative enrolls in Holy Family Catholic School;
2. Absence from three regular and/or called meetings of the Council during the regular school year, being August through May;
3. Just cause:
 - a. If, in the Council's opinion, such action is necessary for the best interest of Holy Family Catholic School.
 - b. At any time fails to meet general eligibility requirements as specified in Article IV, Section C.

SECTION G: OFFICIAL REMOVAL FROM COUNCIL

1. In situations as described in Article IV, Section F, Paragraph 1 of the bylaws, the member must offer an official written resignation by the first meeting after the child's official withdrawal.
2. In situations as described in Article IV, Section F, Paragraph 2, the Secretary will notify the Executive Committee when a member has been absent from three or more meetings. The Executive Committee will bring the matter to the attention of the Council for deliberation in executive session at its next meeting.
 - a. The Council may consider excusing the absence of the member. If the absence(s) is not excused, then the process for removal of the member shall be followed.
 - b. If the absences is excused, any subsequent absences during the same regular school year period shall be individually considered for excusal by the Council.
3. Process for official removal:
 - a. The Council member will be notified by the Chairperson and the Principal of the possibility of removal from the Council and given the opportunity to respond.
 - b. The member under consideration for removal will receive written notification at least seven days prior to the case being presented at a Council meeting.
 - c. The member under consideration for removal shall have an opportunity to address the Council and make any presentation to defend his/her cause prior to any vote being taken.
 - d. The member under consideration for removal may be present during all presentations of evidence and may question any evidence or witness that gives evidences.
 - e. The member under consideration for removal may not participate in the vote either for or against removal.
 - f. If the council cannot reach a decision by consensus, an affirmative vote of two-thirds of the voting members of the council will carry the decision for removal.

ARTICLE V: NOMINATIONS AND ELECTIONS

SECTION A: NOMINATION PROCESS

Beginning in January, an Elections Committee that at least includes the Pastor, the Principal, and the Chairperson shall coordinate the following for gathering a slate of nominees:

1. Establish a time line for the nomination and election process;
2. Publicize Council openings;
3. Organize an information meeting for prospective candidates;
4. Extend written follow-up to all nominee applicants that includes necessary forms to apply for Council position;
5. Gather and publicize biographies with photos of candidates in the school foyer and newsletter, and
6. Prepare ballots for election if the number of candidates exceed the number of vacancies.

Each prospective candidate must:

1. Meet the qualifications outlined in Article IV, Section C;
2. Attend at least one Council meeting before elections;

3. Submit his/her completed nomination application before the published deadline.

SECTION B: ELECTIONS

The following criteria will be used for elections:

1. Voting will take place in April or May for a period of no more than two weeks;
2. Names of the nominees shall appear in alphabetical order on the ballot;
3. Ballots will be numbered or bar coded and randomly distributed;
4. No more than one vote per parent or legal guardian will be counted; and
5. The Elections Committee will tabulate the ballots within a week after elections close and give written notification to all candidates of the election results.
6. In the event the number of candidates does not exceed the number of vacancies, no election will be necessary. Candidates will be approved by majority approbation of Council.

SECTION C: *VACANCIES ON THE COUNCIL*

ARTICLE VI: OFFICERS

SECTION A: *OFFICERS*

SECTION B: DUTIES

1. CHAIRPERSON

The Chairperson shall preside over and act as facilitator at all meetings of the Council; conduct internal elections; assist in preparing the budget, assist in the process of nominating prospective members for election; direct the functions and goals of the Council; recommend standing and ad hoc committees for approval of the Council; enforce the Constitution and the Bylaws; and perform any and all duties incident to the office of Chairperson. The Chairperson will lead the Council in all deliberations in a prayerful manner.

2. VICE CHAIRPERSON

The Vice-Chairperson shall, in the absence of the Chairperson, perform any and all duties of the Chairperson.

3. SECRETARY

The secretary shall record and maintain minutes of all regular and special meetings, collect a copy of written reports, and ensure that these documents are available and maintained on file in the school office; present the minutes and other material as required at the meetings; answer correspondence; and perform all duties incident to the office of Secretary. The minutes shall include a list of member absences and the reasons for the absences.

All committees' written reports shall become a part of the preserved record of the school.

SECTION C: *ELIGIBILITY*

SECTION D: ELECTION OF OFFICERS

All duties of officers shall be reviewed before selections are made. Officers will be selected through the process of discernment. This will be accomplished at a special meeting in May or June after the close of the school year. All elected, non-elected and appointed members are eligible regardless of previous service. Officers will serve one year terms.

SECTION E: *TERM OF OFFICE*

ARTICLE VII: MEETINGS

SECTION A: MEETINGS

Regular meetings of the Council shall be on the second Wednesday of each month during the regular school year with consideration of holidays and special circumstances. The Executive committee shall meet thirty minutes prior to the scheduled meeting time.

“Called meetings” of the Council shall be any meeting called jointly by the Chairperson and the Principal at which the attendance of the Advisory Council is required, and which serves a business purpose of the Council. Called meetings shall also include diocesan seminars and local retreats shall be considered “called meetings”.

SECTION B: *QUORUM*

SECTION C: *CONSENSUS*

SECTION D: VOTING

In those matters in which the Council has responsibility, the vote of the majority carries and the decisions should be implemented.

In those matters in which the Pastor has reserved his decision, the Council should present its recommendations and rationale. These decisions should be implemented after the Pastor has rendered a decision in writing.

SECTION E: AGENDA

Catholic school advisory councils see the necessity of prayer in their deliberations. They call on the Holy Spirit at the beginning and end of each meeting and during difficult deliberations. (DP 1140 P6) Prior to each meeting, a copy of the agenda shall be sent to each Council member, posted in the school and sent to the superintendent.

The agenda for each regularly scheduled Council meeting will follow this general outline unless amended by the Council at the appropriate time in the meeting:

- Date:
- Time:
- Place:
- I. Welcome/Opening Prayer/Call to Order
- II. Approval of Agenda
- III. Approval of Minutes
- IV. Pastor’s Words
- V. Principal’s Report
- VI. Standing Committee Reports
- VII. Old Business
- VIII. New Business
- IX. Executive Session
- X. Announcements/Closing Prayer/Adjournment

SECTION F: *EXECUTIVE SESSION*

ARTICLE VIII: DEVELOPMENT OF POLICY

SECTION A: PROCESS

In formulating a policy, members should consider the following points as necessary:

1. Research the need for the policy;
 - a. What is the benefit to the school;
 - b. What persons benefit/what persons could be adversely affected by the policy;

2. Gather relevant facts to make an informed decision, such as cost, time line, key persons involved;
3. Ensure that the policy follows school, parish, and diocesan policy and is within the school's legal limits;
4. Research the financial impact of the policy; and
5. Consider the steps that would happen upon enactment of the policy.

SECTION B: APPROVAL

Ordinarily, decisions regarding policy matters and other major issues are not made at the "first reading" which is for information and clarification. The "second reading" of the policy occurs after additional consultation and clarification. At that time the Council begins its decision-making process.

ARTICLE IX: STANDING AND AD HOC COMMITTEES

SECTION A: STANDING COMMITTEES

The Standing Committees are:

1. EXECUTIVE COMMITTEE

The members of the Executive Committee are the Principal, the Pastor, and the officers of the Council. This committee should meet regularly to plan for the regular Council meetings.

2. PLANNING COMMITTEE

The Planning Committee is responsible for establishing a mission statement and developing short and long term planning. This committee works in conjunction with all other committees and the research they provide.

3. POLICY DEVELOPMENT COMMITTEE

The Policy Development Committee is responsible for assisting with or directing the formulation of local policy. All local policies will comply with Diocesan policy, Holy Family Parish policies, and relevant laws. Local policies shall, therefore, address only those areas that are within the areas of responsibility of local advisory councils as described in Diocesan policy.

4. FINANCE COMMITTEE

The Finance Committee will consist of the Principal, the Council Chairperson, the Finance Committee Chairperson, and others invited by the committee. The Council, with the Pastor and the Principal, manages the financial affairs of the school. (DP 1140 P14)

This committee is responsible for developing plans and means to finance the ongoing operation of the school and its educational programs. (DP 1140 P9) It will prepare and present the annual budget in accordance with Diocesan guidelines and Council procedures, oversee the implementation of the annual budget, recommend tuition and fee schedules, recommend salary scales, allocate financial aid, negotiate the subsidy, and perform other duties related to finance. (DP 1140 P9)

5. DEVELOPMENT COMMITTEE

The school's Director of Development will serve on the Development Committee. This committee will have an understanding of the school's mission and be committed to this vision. Operating with this vision, the committee will assist the director in formulating a school development plan; acquiring funds to bring the plan to fruition by preparing and presenting a case statement to the public; and by promoting stewardship within the school and parish to utilize the gifts of time, talent and treasure. (DP 1140 P9)

This committee is responsible for the preparation of the overall development plan for the school including, but not limited to, recruitment, retention, fund raising, marketing, public relations, and grant applications.

6. FACILITIES COMMITTEE

The functions of this committee are to assist in developing and monitoring a maintenance and improvement plan for the school's buildings and grounds. The committee will work with the parish buildings and grounds committee in planning, operating and maintaining the school plant as well as in planning and building new facilities. In addition, this committee will assist with the safety and risk management issues related to the school's buildings and grounds.

SECTION B: THE AD HOC COMMITTEES

ELECTIONS COMMITTEE

The Elections Committee includes at least the Pastor, Principal, and Chairperson and is formed to facilitate the entire elections process from nominations to notification of election results to all parties concerned.

SECTION C: *CRITERIA FOR COMMITTEE MEMBERSHIP*

ARTICLE X: EVALUATION

SECTION A: COUNCIL'S EFFECTIVENESS

The Council shall schedule an annual review and make this evaluation process a significant part of its effectiveness as a Council.

At this review the Council will evaluate:

- Its effectiveness (both internal and external Council functions);
- Its relationship to the community;
- Its accomplishment of Council goals and objectives;
- Its mission and philosophy as derived from the Gospels and teachings of the Church. (DP 1140 P14);
- The effectiveness of the year's local policies;
- The consequences of local policies;
- The success of committees and programs; and
- The overall health of the education program.

The Council will then determine:

- What measures were successful during the year; and
- What improvements can be made for the next year.

SECTION B: MEMBERS' PERSONAL EFFECTIVENESS

Also at the annual retreat each member will:

- Assess his/her own level of leadership, commitment, participation and accountability to other members;
- Honestly assess his/her commitment to the Council; and
- List ways in which to improve his/her effectiveness along with resolutions to improve during the following year. (DP 1140 P8)

SECTION C: PRINCIPAL'S RELATIONSHIP WITH THE COUNCIL

The Council will:

- Within the framework of diocesan policy, assess the Principal's relationship with the Council; and
- Determine whether school goals and plans are being met.

ARTICLE XI: AMENDMENTS

SECTION A: *LOCAL APPROVAL OF CONSTITUTION*

SECTION B: *DIOCESAN APPROVAL*

ARTICLE XII: BYLAWS

SECTION A: *FUNCTION*

SECTION B: *FIRST READING*

SECTION C: *VOTE*

OFFICIAL SIGNATURES FOR LOCAL APPROVAL

The attached Constitution and Bylaws have been approved by the Holy Family Catholic School Advisory Council.

/s/ Carol A. Kuryla
Principal

March 6, 2000
Date

/s/ Reverend Joseph Pemberton
Pastor

March 6, 2000
Date

/s/ Thomas G. Murnane, DVM
Council Chairperson

March 6, 2000
Date

OFFICIAL SIGNATURES FOR DIOCESAN APPROVAL

The attached Constitution and Bylaws have been approved by the Diocesan School Advisory Council.

/s/ Sister Marquerite Connors, SHSp
Superintendent

March 17, 2000
Date