



Advisory Committee By-Laws

1. Purpose

The **Christ King** School Advisory Committee shall examine and evaluate the educational offerings of **Christ King** School for the purpose of generating policies consistent with a high-quality Catholic education and the goals of **Christ King** Parish. To this end, the School Advisory Committee shall keep advised of the rules and recommendations of the Archdiocesan Office for Schools, **Christ King** Pastoral Council and other parish committees as appropriate. The School Advisory Committee's legitimate areas of concern shall include mission and Catholic identity, development, marketing, enrollment, policy discussion, education and formation, technology, school safety procedures, school

environment and community, and other areas deemed to have a significant impact on the education offered to and received by the students of **Christ King** School.

2. Membership

There shall be no fewer than 7 and no more than 12 members on the **Christ King** School Advisory Committee.

2.1 Discerned Members

All Advisory Committee members will be discerned members serving three-year terms with any open seats to be filled by discernment each spring.

No regularly scheduled paid employee of any parish education program or the spouse or parent or child of such an employee is eligible for membership on the Committee. In the event a family member is hired during the Committee members tenure, the Committee member must excuse themselves immediately from Committee membership. The prohibition does not include substitute teachers or other randomly scheduled paid employees.

Newly discerned members to the School Advisory Committee shall be installed at the last meeting of the school year during which they discerned, after the completion of the regular agenda.

2.2 Ex Officio Members

There shall be 2 ex officio members on the School Advisory Committee.

These are: the Pastor or his designee and the Principal.

In addition, the immediate past Chairperson of the School Advisory Committee may also serve as an ex officio member for one year when that person is no longer filling an elected seat on the Committee. Ex officio members are not elected but do vote on matters before the Committee.

2.3 Dismissal

Committee members who are frequently absent without good cause, or who withdraw from the Parish and do not have students enrolled in **Christ King** School, or discerned members who withdraw their children from Christ King School and are not Parish members shall be dismissed from the Committee and replaced immediately.

2.4 Mid-term Vacancies

Mid-term vacancies of elective seats on the School Advisory Committee shall be filled by a majority vote of members present at a meeting in which there is a quorum present. Nominations shall come from any member of the School Advisory Committee.

3. Officers

There shall be two officers on the School Advisory Committee. These are Chairperson and Secretary.

3.1 Elections

Each year, at the last meeting of the school year, two officers will be nominated and elected by a majority vote of elected Committee members.

3.2 Mid-term Officer Vacancies

Mid-term vacancies in officer positions on the School Advisory Committee shall be filled in the same manner in which officers were discerned at the end of the school year. These replacement officers must meet the requirements for officers as set forth in this document and shall serve for only the remainder of the term of the officers they replace. The time served as a replacement will not count toward the 3-year Committee term.

3.3 Terms of Office and Succession

The term of office for all officers shall be one year, beginning at the meeting of their election to the next meeting in which officers are elected. Officers may succeed themselves only once for a total of two consecutive terms in anyone officer position. Filling mid-term vacancies shall not constitute a term for the purpose of this succession rule. Eligibility for a particular officer position is restored after having not held that position for at least one year.

3.4 Duties of Officers

The following are the duties of the School Advisory Committee Officers:

3.4.1 Chairperson

The Chairperson shall schedule regular monthly meetings by announcing them at the first meeting of the school year, set the agenda for those meetings in consultation with other members of the Committee, and conduct the meetings as set forth in the by-laws. The Chairperson shall be in regular contact with the Principal.

3.4.3 Secretary

The secretary shall facilitate the taking of detailed notes of each meeting, distribute the minutes in advance of each subsequent meeting to the Committee chairperson and principal who will deliver to the Committee prior to the first meeting, deliver approved minutes to the pastor, school office, and other parish committees as appropriate, and keep a record of the years' minutes on file.

4. Procedures

4.1 Meeting Frequency

The School Advisory Committee shall meet regularly during the normal school year. Special meetings may be called by the Chairperson and principal upon the written request of at least three members of the Committee which states the intended purpose of such a meeting. Notice of special meetings shall be sent to all members at least three days prior to the meeting and must state the time, place, and intended purpose of the meeting. No other business than that stated as the purpose shall be conducted at such a meeting.

4.2 Committees

There shall be Committees of the **Christ King** School Advisory Committee from year to year. Any deletion or addition of standing subcommittees shall be accomplished by vote of the elected members. Ad Hoc subcommittees may be established during the year by the Chairperson for the purpose of efficiently distributing the Committee's workload. The Chairperson shall take into consideration the abilities and desires of School Advisory Committee Members in appointing them to subcommittees. Individuals who are not Committee members may serve on the committees.

4.5 Quorum

Two-thirds of the voting members of the **Christ King** School Advisory Committee shall constitute a quorum for the transaction of business. If no quorum is present, meetings are cancelled.

4.6 Voting in Committee

The goal of the **Christ King** School Advisory Committee is to operate by consensus. In the absence of consensus, each elected member of the **Christ King** School Advisory Committee in attendance at a meeting shall have one vote on any matter properly coming before the Committee for which the Chairperson shall poll a vote. The Chairperson shall be non-voting except for the purpose of breaking tie votes of a duly constituted quorum. The Pastor has the right to override any and all decisions made by the School Advisory Committee.

4.7 Bi-Annual Discernment of School Advisory Committee Members

Discernment: Discernment is an on-going process, and potential new members to the Advisory Committee shall be solicited via notice in the home folders of the school children and the parish bulletin by April of every other year. Interested individuals who meet the qualifications on Section 2.1 for elected members shall attend an orientation session. All interested potential members will attend a discernment session at the School/Church. During this session new members will be discerned by a process of reflection and discussion.

4.8 Amending the By-Laws

These by-laws may be amended by the members of the School Advisory Committee after consultation with the Pastor and the appropriate Archdiocesan offices.