

CONSTITUTION OF THE SCHOOL ADVISORY COUNCIL OF SAINT PETER CATHOLIC SCHOOL – GREENVILLE, NC

Revised 05/21/2018

ARTICLE I – TITLE

The name of this body shall be the School Advisory Council of Saint Peter Catholic School.

ARTICLE II – NATURE AND FUNCTION

Section A - Purpose

In accordance with the provisions of Canon Law and the policies of the Diocese of Raleigh, the Advisory Council is established to assist and advise the Principal, who in turn is accountable to the Pastor. The Principal, with the Advisory Council's assistance, will be better able to provide quality Catholic education.

Section B - Function

The Advisory Council:

1. Advises in implementing policies and regulations as stated in the Catholic Schools Administrator Handbook issued by the Diocesan Superintendent of Schools.
2. Is responsible to the Pastoral Council. Therefore, the Advisory Council will relate to the Pastoral Council by regular reports from the Principal at Council meetings.
3. Proposes policies that relate to the overall operation of the school to insure quality Catholic education.
4. Assists the Principal in formulating the annual budget to be presented to the Parish Finance Council.

5. Gains support of various groups and publics of the school.
6. Creates better understanding of Catholic education and promotes financial support for Saint Peter Catholic School.
7. Cooperates with and supports the Principal in his/her role as defined by diocesan guidelines.
8. Approves all fundraising for the school.
9. Assists the Principal in evaluating the maintenance of the school facilities. The Principal in turn informs the Pastor.
10. Assists and advises the Principal with any other matters as requested.

Section C – Authority

According to the Diocese of Raleigh, Advisory Council members participate and contribute to fiscal, academic and program decisions. The decisions of the Council are reached through dialogue and consensus. All policies and activities of the Advisory Council must be in accord with diocesan policy. Some specific areas of authority in which the Council offers advice and guidance are:

1. Admission policies
2. Dress and grooming policies
3. Policies establishing curriculum standards
4. Policies regarding school organizations and extra-curricular activities
5. Review of local curriculum standards

The following are NOT areas of Council authority, and therefore, not matters for Council consideration or discussion:

1. Curriculum development
2. Approval of instructional materials
3. Hiring and firing of staff
4. Student discipline
5. Regulations
6. Grievances

ARTICLE III – MEMBERSHIP

Section A - Members

It will be the goal of the School Advisory Council to maintain at least 9 but no more than 12 active, voting members. If possible, members should be nominated from, and represent, the following areas:

1. Three (3) parent representatives, one (1) each from grades PreK-2nd, 3rd-5th, and 6th-8th.
2. One (1) non-parent representative from St. Peter Catholic Church Parish.
3. One (1) representative from St. Gabriel Catholic Church Parish.
4. One (1) non-faculty representative from John Paul II Catholic High School.
5. Two (2) Saint Peter Catholic School alumni representatives, preferably one (1) each from recent and regular alumni.

6. One (1) representative from East Carolina University Newman Catholic Campus Ministry, preferably a student in the area of education.
7. One (1) business leader from the greater community, preferably with ties to St. Peter.
8. Two (2) At-Large members.

Section B – Non-Voting (ex-officio) Members

1. Principal of St. Peter Catholic School
2. Pastor/Designee of St. Peter Catholic Church

Section C – Election/Appointments

Nominees will be contacted for their acceptance prior to election. Once nominees are finalized, new members shall be elected by a simple majority vote of the current council. At-Large members may be elected by majority vote of the current council or appointed by the current Pastor/Designee of St. Peter Catholic Church. In the event of a membership vacancy mid-term, it shall be the duty of the Council or the Pastor to name a replacement.

Section D – Terms

1. Members shall be elected for three (3) year terms.
2. Terms shall begin on July 1st and end on June 30th.
3. Members shall not serve more than two (2) consecutive three-year terms.
4. A total of 3-4 members should be replaced annually.

Section E – Membership Criteria

1. Employees of St. Peter Catholic School and Church as well as JP II High School and their immediate family members are not eligible for selection to the Council. Changed from only SPCS employees and family members
2. No more than one (1) member of a household shall serve on the Council at a time.
3. Three-Fourths (3/4) of the voting membership on the Council must be practicing Catholics.
4. Attendance and absences shall be noted and recorded in the minutes. Any member of the Council, other than an ex-officio member, who is absent from 3 meetings per school year shall be removed as a member, unless excused by action of the Council.

ARTICLE IV – OFFICERS

Section A

1. The officers of the Advisory Council shall consist of a Chairperson, Vice-Chairperson, and Secretary. These officers shall be elected annually by the membership of the Council at the first meeting of the school year. These officers, along with the Principal and Pastor, shall form the Executive Committee.
2. Elected officers shall not serve more than two (2) consecutive terms in the same office.

Section B

The duties of the officers shall be as follows:

1. The Chairperson shall preside at all regular and special meetings of the Advisory Council. The officer, along with the Executive Committee, shall confer with the Principal prior to meetings to prepare the Agenda, as well as appoint ad hoc committees as needed. The Chairperson shall appoint all committee chairpersons.
2. The Vice-Chairperson shall perform all duties of the Chairperson when the Chairperson is absent or unable to act, as well as any such duties as may be assigned or requested by the Chairperson, Principal, or Pastor.
3. The Secretary shall take the minutes of the meetings and send copies to all members, and any such duties as may be assigned or requested by the Chairperson, Principal, or Pastor.

ARTICLE V – MEETINGS

Section A – Regular and Special Meetings

Regular meetings of the Council will be held monthly during the school year (August through May). Special meetings shall be held whenever called by the Chairperson, the Principal, or by majority of the Council members, and should be for the requested purpose only.

Section B – Quorum

For the purpose of transacting business, it is required that a simple majority of the voting members of the Council be present. A majority vote of those present shall be sufficient for any decision or elections unless otherwise stated in the constitution or by-laws.

Section C – Open Meetings

1. All regular meetings of the Advisory Council shall be open for attendance to parents of the students enrolled in the school.
2. The right of parents of students and non-members to address the Council shall be limited to those who present a written request to the Executive Committee to have an item placed on the agenda, and such item is approved and deemed appropriate for Council consideration in advance of the meeting.
3. The rules of parliamentary procedure, as contained in Robert's Rules of Order, shall govern meetings of the Advisory Council.

Section D – Executive Session

The Council will move to Executive Session during a regular meeting when directed by two-thirds vote of the members present. Executive Sessions are closed meetings in which confidential matters are discussed such as, but not limited to, contracts, personnel matters, lawsuits or possible lawsuits, and legal matters. Any member of the Council may request a vote to go into Executive Session. At this time, all non-members present must leave the room.

ARTICLE VI – BY-LAWS

Section A

The Advisory Council shall establish such By-Laws as are necessary to conduct business.

Section B

The Advisory Council shall have several standing committees as defined by the By-Laws.

ARTICLE VII – AMENDMENTS

Section A - Constitution

This Constitution may be amended by a two-thirds majority of the current voting members of the Council. Any proposed amendment must be presented in writing to the Council at the meeting prior to the one at which the proposal is to be voted upon. Amendments must conform to the provisions of Canon Law and the policies of the Diocese of Raleigh.

Section B - By-Laws

The By-Laws may be amended by a simple majority vote of the current voting members of the Council. Any proposed amendment must be presented in writing to the Council at the meeting prior to the one at which the proposal is to be voted upon. Any current by-law can be suspended for a specific period of time by a two-thirds majority of the current voting membership of the Council, provided that a quorum is present.

ARTICLE VIII – INTERPRETATION

The Saint Peter Catholic School Advisory Council shall be recognized as having full power, in case of dispute, to interpret, declare, and state fully the meaning of any section or clause of the Constitution and By-Laws, subject to conformity with the policies of the Diocese of Raleigh. This Constitution nullifies and voids any previous governing Constitution of Saint Peter Catholic School.

Section A – Date/Time

BY-LAWS OF THE SCHOOL ADVISORY COUNCIL OF SAINT PETER CATHOLIC SCHOOL - GREENVILLE, NC

ARTICLE I – MEETINGS

The Advisory Council shall hold regular meetings on the third changed from second Tuesday of each month at 6:00pm, as specified in the Constitution.

Section B – Location

The regular meetings shall be held in the Media Center of Saint Peter Catholic School, unless otherwise specified.

Section C – Order of Meetings

The order of regularly scheduled meetings of the Advisory Council shall be as follows:

1. Call to order and opening prayer
2. Approval of minutes from prior meeting
3. Principal's report
4. Old Business: Discussion and questions pertaining to unfinished business of previous meeting.
5. New Business: Committee reports, new proposals, supporting materials, and discussions
6. General discussion
7. Announcements and preview of future agenda topics
8. Closing prayer and adjourn

11. ARTICLE II – AGENDA

Section A – Items for Discussion

6. Any member of the Council may direct an item be placed on the agenda for discussion.

7. Any non-member wishing to add an item to the agenda must submit the item, in writing, to a member of the Executive Committee at least one week prior to the regular meeting of the Council. The item will be reviewed by the Executive Committee to determine if it should be added to the agenda for discussion.
8. All Council committees and requested school departments shall submit a full written report, with supporting material, to all Council members prior to the regular meeting.

ARTICLE III – POLICY ADOPTION/REVISION

Section A – Language

A policy is a statement of direction and a guide for discretionary action. Therefore, the language used in any proposed policy shall be narrow enough to provide clear guidance, yet broad enough to leave room for discretionary action by the Principal.

Section B – Adoption

9. Proposed policy must be submitted in writing by a member of the Council to the Chairperson prior to the regular meeting at which the policy is to be discussed by the Council. The proposed policy will be voted on no earlier than the next scheduled regular meeting. A two-thirds majority of the voting members is required for the adoption or revision of policy. All policies must be in accord with the policies of the Diocese of Raleigh. The policy is effective the date it is passed, unless otherwise specified.
10. An annual review of all policies will be conducted by the Council. Any policy found to be dysfunctional or unnecessary will be rescinded.

ARTICLE IV – STANDING COMMITTEES

The Advisory Council shall have, but not be limited to, the following standing committees:

3. **Finance** – To assist the Principal in preparing and reviewing the budget and monthly reports.
4. **Executive** – Composed of the Chairperson, Vice-Chairperson, Secretary, Principal, and Pastor. The purpose of this committee is to set the agenda for each regular Council meeting, as well as to discuss in a small group any problems of the school before they are set before the entire Council.
5. **Nominating** – To assist the Principal in proposing nominees as members of the Council.
6. **Advancement** – To plan, implement, and report to the Council on short-term and long-term fundraising programs, subject to approval of the Council and the Pastor.
7. **Publicity/Recruitment** – To effectively communicate to the parish, community, and parents the mission and posture of the school, then plan and implement active recruitment of new and existing students.