

ST. JOHN CATHOLIC SCHOOL SCHOOL ADVISORY COUNCIL CONSTITUTION AND BY-LAWS



ST. JOHN CATHOLIC SCHOOL SCHOOL ADVISORY COUNCIL

CONSTITUTION AND BY-LAWS

The mission of St. John Catholic School is to educate young men and women in the Christian faith who will enrich the community through their actions to Love others, Grow in faith,
Learn about their world and Believe in God's plan for salvation.

ARTICLE I: NAME The name of this body shall be St. John Catholic School Advisory Council of St. John Catholic School of St. John Before the Latin Gate Parish of the Diocese of Tulsa and Eastern Oklahoma. Hereafter: The word "School" as used shall mean St. John Catholic School. The words "Council" and "SAC" shall mean St. John Catholic School Advisory Council. "HSA" shall mean the Home and School Association. The word "Pastor" shall mean the Pastor of St. John Parish. The word "Principal" shall mean the Principal of St. John Catholic School. The words "St. John Parish" or "Parish" shall mean St. John Before the Latin Gate Parish.

ARTICLE II: PURPOSE/ RESPONSIBILITIES The Council is established in accordance with Diocesan policy, to assist the Pastor and the Principal in the governance of the School. The Council is consultative in the following sense: the members cannot act apart from the Pastor and Principal and cannot make decisions binding on the School without the approval of the Pastor. The Pastor is responsible to the Bishop for the administration of the total Parish, thus including the Parish School. The Principal functions as the chief executive administrator of the School. The areas in which the Council has responsibility and will be consulted include, but are not limited to the following:

Section 1. Planning. Establish a mission statement. Pursue long range goals and plans for enrollment and educational programs and, planning, operation and maintenance of facilities and equipment.

Section 2. Policy Development. Review, evaluate, and communicate Diocesan school policies and provide comments and proposals in the Council which gives direction to administration, and is compatible to those policies stated in the Diocese policies.

Section 3. Finance. Assisting the Principal in preparing and submitting the annual School budget to the Parish Finance Council. This budget shall include all things pertaining to the operation and maintenance of the School. Tuition rates, salary scales, employee retirement policies, insurance, and other matters relating to the School shall be recommended. The budget for the following School year shall be approved annually by no later than the March Council meeting and a copy made available to each Council member, to each member of the Parish Finance Committee, and a copy provided for the Parish archives by the Secretary.

Section 4. Public Relations. Create better understanding and support of Catholic school education. Communicate with school staff, students, and the public to promote our school and various programs.

Section 5. Evaluation. Determine whether goals and plans are being met on a general (not individual or specific) basis, determining the SAC's own effectiveness regarding its meetings, policies, projects, and communication.

Section 6. Legal/ Safety. Understand the law as it affects private schools.

Section 7. Local Search Participation. Participate in local search procedures. (Diocesan Policies and Guidelines Handbook: sections 3124.3 and 3124.4, and in appropriate parts of the Principal's evaluation, sections 3125.3).

ARTICLE III: MEMBERSHIP

Section 1. Voting Members. The Advisory Council shall consist of nine voting members, who are expected to fill a position as one of the seven Standing Committee Chairs. The eighth voting member must be qualified and willing to serve as an Officer. The HSA President is a voting member, for a total of nine voting members.

The Principal, the Chief Executive Officer, is a non-voting ex officio member. The Pastor is a non-voting ex officio member with veto power.

A. Eligibility. The nine members must be at least 21 years of age, with at least four being members of the Parish or a supporting parish as defined in Section 6110.35 of the Diocesan policy. The Council members must be persons with broad interests and backgrounds supportive of the Parish and School, willing and able to attend the required meetings, able to respect confidentiality, and able to avoid conflict. They should be willing to participate in committee work and able to uphold the decisions of the Council. Members should be committed to St. John Catholic School and willing to work for the good of School and Parish.

B. Term. Each voting member, except for the HSA President, shall serve a term of two years with a total of three consecutive terms allowed. Applying every two years is not necessary. A year shall begin on July 1 and conclude on June 30.

Section 2: Ex-officio Non-voting Members. The Council shall also include ex-officio non-voting members. These members, from the Diocese, the Parish, and the School, include, but are not limited to:

- A.** The Bishop of the Diocese.
- B.** The Diocesan Superintendent of Catholic Schools
- C.** The Principal of St. John Catholic School.
- D.** The designated teacher representative.
- E.** The Pastor of St. John Before the Latin Gate Parish.
- F.** One representative chosen by one financially supporting Parish as defined in the Diocesan Policies and Guidelines Handbook: Section 6110.35.
- G.** A representative chosen by the St. John Parish Finance Committee.

Section 3: General Terms and Conditions. Paid employees of the School or Parish and their immediate relatives are not eligible for Council membership, except as specifically stated herein. The Council year shall begin on July 1 and conclude on June 30.

ARTICLE IV: OFFICERS The officers will be President, Vice President, and Secretary and are chosen from the voting members. Officers may consecutively be a Committee Chair. The officers are voted in at the June meeting and serve until July 1st, the first day of the new year. Officers may serve consecutive years. The School and Council CEO is the Principal.

ARTICLE V: OPEN MEETINGS Open meetings are held monthly or as called. A Quorum is a majority of the voting members.

ARTICLE VI: COMMITTEES

Section 1. Number. The Council has seven Standing Committees and an Executive Committee.

Section 2. Ad Hoc and Special Committees. The President of the Council shall be authorized to create other special committees and subcommittees as needed to study various issues.

Section 3. Eligibility. Standing Committees are chaired by voting members. Committee members need not be voting members.

Ad Hoc and Special Committee Chairpersons, who need not be a voting member, shall be appointed by the President after through discussion and agreement of the voting members. Each Chairperson shall appoint the members of their committee.

ARTICLE VII: BY-LAWS

Section 1. Policy. The Council is an advisory body, established by the Pastor, to advise the Pastor and Principal of St. John Catholic School with recommendations and evaluations in matters of planning, policy formulation, finances, development, marketing and public relations, education, and operational aspects of the School.

Policies are general guidelines for the School within the framework of Diocesan policy. The SAC should not be concerned with how the policies will be implemented. In some areas, the Principal may ask for more specific decisions or details.

Recommendations made shall be in conformity with Church law, related Church documents, and Diocesan policy.

A. Process. The Pastor, Principal, or SAC members may suggest policy recommendations at any meeting. After presentation and before adoption, a policy recommendation or revision shall be discussed and researched; and, then may be passed by a majority vote by the Council voting members. When approved by the Council, the Principal, and the Pastor, the policy is signed and if required sent to the Superintendent. When policy is approved it becomes immediately active, and is officially enacted by the Pastor, then implemented by the Principal.

B. Records. All policies are recorded in writing. Inclusion in the minutes is essential, but policies will also be kept in a systematic manner to facilitate easy referencing. The Council Secretary holds the primary responsibility for the record of current policies.

C. Communicate. Policy, after enactment, should be communicated immediately to the persons involved if they are to be immediately effective. The Council may choose to make some policies effective with the next publication of the School Handbook.

D. Annual Review. Prior to the publication of the School Handbook, the existing policies should be evaluated and revised as needed so the Principal may incorporate the current policies within the School Handbook.

Section 2. Search for Principal. A search for a Principal of the School shall be done in accordance with the guidelines and assistance of the Office of Catholic Education of the Diocese of Tulsa and Eastern Oklahoma.

Section 3. Membership Appointment.

A. Election. Voting members shall be elected and appointed in the following manner:

- 1. Open Positions.** Open positions will be announced to Alumni/Parents/Guardians of St. John Catholic School students on or before February 1 of each year.
- 2. Applications.** The form shall be available all year online, in the School office, and by Council Members; and, may be submitted at any time prior to the closing date. Applications must be complete and submitted to the Membership Chair.
- 3. Applications Date.** Feb 1 nominations formally open. The applications are submitted to the Council by the Membership Chair on or before the last regularly scheduled Council meeting in March at which time all applications/nominations shall be considered.
- 4. Review and Selection.** The voting members of the Council and the Principal decide the best individuals after reviewing the credentials and discussing any comments and recommendations concerning the candidates. The Pastor has veto power.
- 5. Current Members.** Any current Council member, within their six-year term eligibility, may be nominated as a candidate before May 1 of each year. A member may be appointed if it is necessary to ensure that the composition of the Council is balanced and meets the needs of the School.
- 6. Appointments.** All appointments will be made on or before the last regularly scheduled meeting in May and will be announced at the regularly scheduled or June Council Meeting.
- 7. Ex-officio Non-Voting Members.** Appointed as in ARTICLE III: MEMBERSHIP Section 2.

- B. Vacancy.** If recruitment for a new member is necessary before year end (June), the Council shall take into consideration those members who may have inquired for positions in previous elections and also those who have already or will submit immediate applications. The new person will be filling the term of the person they replace.
- 1. Resignation.** Members who resign shall submit their resignation in writing to the Pastor.
 - 2. President.** If the office of the President becomes vacant for any reason, the Vice President shall fill the office, until a new president is elected if necessary, from the eligible members, by an affirmative majority of the voting members of the Council. Should the positions of President and Vice-President be concurrently vacated, at least one of the positions will be filled immediately by vote of the voting members prior to the acceptance to the Council of any new voting members.
 - 3. Removal from Office.** The Pastor, after consultation with the Principal, shall have the authority and discretion to remove from the membership of the Council any voting member who does not or is unable to attend four out of six consecutive duly scheduled meetings or otherwise fails to contribute to the achievement of the duties and functions of the Council as indicated in this document. The sole remedy of any individual so removed shall be to appeal to the Council, which may reinstate the individual by a majority vote.

Section 4. Officers.

- A. Eligibility.** The eight voting members (excluding the ninth voting member, the HSA President) of the Council are eligible for Office. The President must be a member of St. John Before the Latin Gate Parish. A Committee Chair may be elected to an Office.
- B. Positions/Election.** The officers of the SAC shall consist of President, Vice President, and Secretary, all of whom shall be elected annually each by majority vote of the Council voting membership at the first regular meeting in July. The term of office shall be July 1 - June 30.
- C. Duties.** The duties of the officers shall be as follows:
 - 1. President.** The President shall preside at all regular and special meetings of the Council. The President in consultation with the Chief Executive Officer, the Principal, plans the agenda. The President also represents the Council in official School matters and serves as an ex-officio member of all established Council committees. The President shall present an annual report in writing to the Council which gives an account of the educational program for the year, School condition, finances, enrollment, etc., plus recommendations for the future. A copy of this report will be preserved in the Parish archives.
 - 2. Vice President.** The Vice-President shall perform all the duties of the President when he or she is absent. The Vice President shall be responsible for welcoming and orienting new Council members as well as organizing in-service education for all Council members and special Council activities.
 - 3. Secretary.** The Secretary or designee shall maintain a written record of all acts of the Council, conduct, receive, and dispose of all correspondence as directed, and preserve all reports and committee documents to his/her care in the Parish archives. The Secretary or designee shall supply a copy of the minutes of the Council meeting to each Council member prior to the next regular scheduled council meeting.

Section 5. Standing Committees. A voting member of the Council shall each chair a Standing Committee. The HSA President and an 8th voting member may be exempt. See ARTICLE III: MEMBERSHIP, Section 1. Voting Members.

The Committee Chairs will be decided upon and appointed by the current Council members. These three committee chairs: the* Development Committee Chair, the *Planning Committee Chair, and the *Finance Committee Chair, with the recommendation of the Council and Principal, will be appointed by the Pastor.

All Committee Chairs will be decided by the last day of school or in the last regularly scheduled meeting in May and will serve in that role for the following school year.

The Chair of each SAC Standing Committee shall appoint the members of their committee, these committee members do not have to be Council members. All committee decisions and recommendations are subject to the approval of the Council. The following Standing Committees are established by the Advisory Council and shall meet as needed:

- A. *Development Committee.** The Development Committee shall be responsible for promoting St. John School within the school community and the local Catholic parishes. The committee, with guidance from the Pastor, shall plan and implement student recruitment efforts within St John Parish, St. James, Our Lady of Guadalupe, St. Catherine, and Immaculate Conception parishes. The committee shall promote continued financial support from parishioners, general school promotion, local and national corporate support, local and national foundation and endowment support and alumni involvement.
- B. *Finance Committee.** The Finance Committee shall at a minimum include the appointed Finance Committee Chair, SAC President, Pastor, and Principal. The committee shall help the Principal develop the annual budget and tuition scale for Council approval. The committee shall review the school's financial condition and monitor income and expenses on a monthly basis. The committee shall also prepare the annual budget report to be submitted to the Superintendent of Schools for approval.
- C. *Planning Committee.** The Planning Committee shall be responsible for updating the School's five-year strategic plan and to assist in developing and monitoring a maintenance and improvement plan for the School.
- D. Facilities Committee.** The Facilities Committee shall be responsible for assisting the Principal, with guidance from the Pastor, in developing and monitoring a maintenance and improvement plan for the building and grounds. The word Facilities shall mean Buildings and Grounds.
- E. Membership Committee.** The Membership Committee shall be responsible for soliciting nominations and approaching potential Council members. The committee shall conduct the annual election for new Council voting members. See: ARTICLE VII: BY-LAWS, Section 3. Membership Appointment.
- F. Policy Committee.** The Policy Committee shall review current school policies and make recommendations regarding changes to these policies. The committee shall also be responsible for formulating new policies for Council approval.
- G. Public Relations Committee.** The Public Relations Committee shall be responsible for developing plans for promoting and marketing St. John School to the community outside of the school, student recruitment from the general population, and general public relations and advertising.

Section 6. Other Committees.

- A. Ad Hoc and Special Committees.** The President of the Advisory Council shall be authorized to create special committees and sub 3 committees as needed to study various issues. The chair of such committees shall be appointed by the President after thorough discussion and agreement of the voting members. Each chair shall appoint the members of their committee. The chair and members do not have to be Council members. All committee decisions and recommendations are subject to approval of the Council.
- B. Executive Committee.** The voting members of the SAC/the Standing Committee Chairpersons, the Principal and the Pastor constitute an Executive Committee.

Section 7. Meetings.

- A. Time and Place.** The Council shall meet regularly each month at a designated room in the Parish facilities, or at such other time and/or place selected by the President. Each year a specific day/date of the month shall be decided. The date is confirmed before each meeting, and with an agenda, is emailed to the members. Notice of these Open meetings must be given to all Council members at least forty-eight hours in advance. Meetings will be posted. Formal minutes will be kept. Standing committees meet as needed. Special meetings may be called when necessary by the President, Principal, or Pastor. Sufficient notice must be given to the members.
- B. Official Business.** The Council will endeavor to arrive at consensus in its deliberations. Issues and policies are the focus of discussion at Council meetings, while listening to and involving each person within the discussion. The Principal or the Pastor will be present.
- 1. Voting.** The Council is unable to reach a consensus, a vote shall be taken in accordance with *Robert's Rules of Order, Newly Revised*.
 - 2. Quorum.** A majority of the voting members shall constitute a quorum. For the purposes of transacting official business, an affirmative vote of the majority of the voting members is needed to carry a motion.
 - 3. Proxy Voting.** The President may hold and cast a voting member's specific directed proxy vote. The President or the Secretary must possess the voting member's dated written note stating the voting member's intended up or down vote. A proxy may be used for quorum purposes. The Secretary will record any proxy vote.
- C. Parliamentary Procedural Rules.** The rules of parliamentary procedure as contained in *Roberts Rules of Order, Newly Revised* shall govern meetings of the Council.
- D. Executive Session.** The Council can vote to adjourn to or call an Executive Session to discuss at any time. The Executive Session shall include only the voting Council members, the Principal and/or Pastor, and, if necessary, anyone invited by the Principal or Pastor. All discussion items are considered confidential. No minutes should be kept. The President, the Principal, or the Pastor may call and chair an Executive Session.
- E. Non-Member Participation.** All regular meetings of the Council shall be open to anyone, but is limited to the observation of the proceedings and not to participation, questioning, or addressing the Council. Anyone wishing to address the Council must make such a request in writing to the President at least forty-eight hours prior to the meeting. The request shall contain the topic and basic purpose. The President shall have the right to request the speaker limit their statements to ten minutes in length and to the topic and purpose contained in the written request or the President may adjourn the meeting.
- F. Agenda and Notice.** The President will prepare and distribute the agenda for the next meeting at least forty-eight hours in advance of the regularly scheduled meetings. The President, the Principal, or the Pastor may chair a meeting. Minutes should be specific and verifiable. Discussion should not be documented.

Section 8. Amendments.

- A. Notice.** Amendments to the Constitution or By-laws must be presented to the voting members of the Council and Principal in writing or email attachment for advance reading prior to the meeting at which the discussion or a vote will be conducted.
- B. Vote.** The Constitution and By-laws may be amended by an affirmative majority vote of the voting membership of the Council subject to regulations of the Diocese. The Constitution and By-laws and any amendments shall then be presented with required signatures of the Council and Principal, to the Pastor for his reading and signature. After final approval of the Superintendent at the Diocese of Tulsa Office of Catholic Education, they become effective immediately. Notification of amendments shall be given to the St. John Before the Latin Gate Parish Council.

ADDENDUM to CONSTITUTION AND BY-LAWS
ST. JOHN CATHOLIC SCHOOL ADVISORY COUNCIL

NATURE AND RELATIONSHIPS

Although the Council is not legislative, it significantly influences all-important areas of the School. Both the Principal and the Advisory Council function within the policies of the Tulsa Diocese and under the jurisdiction of the Superintendent of Catholic Schools. For quick reference: Policy of nine of the individual twelve relationships based on the Tulsa Diocese Policies and Guidelines Handbook Sections 5120.2 to 5120.29 follows:

- A. With Pastor.** By Canon Law the Pastor is the administrator of the Parish. For that reason, the Pastor's approval is required before any school policy becomes effective. The Pastor is also the official agent for any contract at the local level.
- B. With Principal.** The Council relates to the School through the Principal who is the CEO of the SAC as well as the educational leader of the School. Because the Principal implements Council policy, directs the curriculum, selects, implements, assigns and evaluates teachers, and accounts for all the internal funds, the Principal is in an excellent position to suggest needed policy areas and to be involved in drafting the instructional budget.
- C. With Teachers.** The Council does not select nor evaluate teachers. Teachers approach the Council through the Principal; and, the members in their council role, relate to the teachers through the Principal. The Principal does keep the Council up to date on the teacher's achievements and classroom activities.
- D. With Parish Finance Committee.** The Council relates in matters pertaining to the funding requested by the Parish. The SAC Finance Committee reviews and approves the annual School budget for presentation to the Parish Finance Committee. The Parish Finance Committee does not determine the line items of the School budget, but approves the amount the Parish will allocate to the school. Any needed adjustments to the School budget are made by the SAC or the SAC Finance Committee.
- E. With Parish Community.** The Council shall find effective ways to communicate with the Parish community so there can be a coordination in functions and activities even to including them in the Parish bulletin avoiding conflicts.
- F. With Parents and Students.** The Council sets guidelines but does not apply the guidelines to specific cases. This is done by the Principal and Staff. The Council shall follow the established procedures. Parents and students shall contact a teacher first and, if necessary then the Principal.
- G. With Superintendent.** The Superintendent shall be an ex-officio member of each advisory council in the Diocese and shall be an ex-officio member of the Council. Any major revisions to the constitution and by-laws are submitted ordinarily but not exclusively by the President, to the Superintendent for approval and encouraged to contact him/her for clarification and/or guidance.
- H. With Other Organizations.** Along with other School Councils and Associations, the Council (the Principal or the President) shall send a copy of the agenda for each meeting to the Superintendent. The minutes of the previous meeting, and a copy of all financial reports provided to the SAC shall be provided to the Superintendent prior to any meeting.
- I. With Diocesan Policy.** All Council policies shall be consistent with Diocesan policy, none shall be contradictory.

**ST. JOHN CATHOLIC SCHOOL ADVISORY COUNCIL
CONSTITUTION AND BY-LAWS**

Revision Approved by the 2018-2019 Council on this date _____



E Burke Council President

7/23/2019
Date



Michael Young Council Vice President

8-10-19
Date




Ed Burke Council Secretary

7/23/2019
Date

On behalf of the 2018-2019 Council Voting Members :


Ed Burke, Jason Elmer, Elsie Enterkin HSA President, Tara Stevens, Mary Wetzel,
Misty Wishall, Michael Young

Reviewed and approved:



Mrs. Lexi Radebaugh
Principal, St. John Catholic School, 121 W. Eighth St., Bartlesville, OK, 74003

Date 7/23/19



Fr. John O'Neill
Pastor, St. John Before the Latin Gate Parish, 715 S. Johnstone Ave., Bartlesville, 74003

Date 7/23/19



Mr. David Dean, Superintendent
Catholic Schools Office, Roman Catholic Diocese of Tulsa P.O. Box 690240 Tulsa, OK 74169-0240

Date 10/21/19

Revision Oct 21, 2019
St. John Catholic School SAC
Mary Wetzel Revision Chair

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