

CONSTITUTION AND BY-LAWS
OF
SAINT ROSE SCHOOL ADVISORY COUNCIL
PERRYSBURG, OHIO

ARTICLE I

NAME

The name of this group shall be the Saint Rose School Advisory Council. The pastor is the superintendent of the parish school. He delegates the ordinary administration of the school to the principal.

ARTICLE II

PURPOSE AND FUNCTION

The Saint Rose School Advisory Council shall serve in a consultative and advisory capacity to assist the pastor and principal of the school in making decisions regarding school policies and practices. The Saint Rose School Advisory Council shall be a working committee, working outside of its regularly scheduled meetings to serve as a liaison between itself and other parish committees including, but not limited to, the Saint Rose School's Endowment Committee and Advancement Committee, as well as, St. Rose Parish's Pastoral Council and Finance Council. Responsibilities include:

- 1) Taking responsibility for and direct the parent component of the school strategic plan.
- 2) Performing an annual school community survey to evaluate the execution of the strategic plan. The information will be shared with and used by the Strategic Plan Steering Committee.
- 3) Enlisting the cooperation and support of the home, school, and parish communities in order to obtain the highest level of education for the students of Saint Rose School.
- 4) Informing the Saint Rose parishioners of the needs and goals of the school system.

- 5) Serving as parent ambassadors within the school and at school and parish events, attending, as available, such events as Saint Rose School's Annual Open House and Saint Rose Parish's Annual Moonlight and Roses Fundraiser.

ARTICLE III

MEMBERSHIP

- 1) The Saint Rose School Advisory Council shall be comprised of the parish pastor, school principal and assistant principal, and nine lay members. The nine lay members are elected and may serve one three-year term. Each year, the Saint Rose School Advisory Council may elect new members to replace one-third of the nine lay members at the end of their term(s), or those members may be asked to renew to serve an optional second term, with six consecutive years as the maximum years of service. The pastor, principal, and assistant principal shall be ex officio, nonvoting members.
- 2) Those eligible for membership include: parents, legal guardians, or other adult parishioners from school families interested in supporting the educational needs of students enrolled in Saint Rose School. Employed teachers and staff members of the school are not eligible for membership.
- 3) Lay member vacancies shall be filled by a vote of a majority of the remaining members of Saint Rose School Advisory Council. The person filling the vacancy shall complete any unexpired term and shall be eligible to serve an elected three-year term.
- 4) The President of Saint Rose School Advisory Council, with the approval of the pastor or principal, may establish Ad Hoc committees at any time, as needed.
- 5) Each new lay member of Saint Rose School Advisory Council shall be given a copy of Saint Rose School Advisory Council's Constitution and Code of Ethics. Both are to be read and kept for future reference. Lay members shall sign to re-commit themselves to the Code of Ethics each year.

ARTICLE IV

NOMINATION AND ELECTION OF MEMBERS

- 1) A nominating committee shall be established from the members of Saint Rose School Advisory Council. The pastor, principal, and assistant principal shall serve as ex officio members of this committee. The committee shall solicit nominations for candidates from school families during the month of April, unless otherwise designated by the Saint Rose School Advisory Council.
- 2) Each candidate of the Saint Rose School Advisory Council shall receive a copy of Saint Rose School Advisory Council's Constitution and Code of Ethics. The Code of Ethics shall be signed by the candidate.
- 3) The Nominating Committee shall have the ultimate responsibility for preparing the slate to be presented to Saint Rose School Advisory Council at the second meeting of the second semester, unless otherwise designated by Saint Rose School Advisory Council.
- 4) The full Saint Rose School Advisory Council may add to the slate, accept the slate, decide from the slate, or determine that a vote of all school families is necessary. If an election is necessary, it shall be held during the final meeting of the second semester, unless otherwise designated by Saint Rose School Advisory Council.
- 5) If there is a vacancy on Council, the pastor may directly appoint one member to Saint Rose School Advisory Council, following consultation with its full membership. Such person shall serve for one three year term but may be re-appointed by the Saint Rose School Advisory Council to a second term to fill the full lay member limit outlined in Article III.1.
- 6) Selected members shall take office at the first meeting of the new school year, unless otherwise designated by Saint Rose School Advisory Council.

ARTICLE V

OFFICERS

- 1) Saint Rose School Advisory Council's officers shall consist of President, Vice-President, and Secretary. The term of office shall be one year, with the possibility of re-election for a second year. Officer positions shall be filled by its lay members. The officers shall be duly elected by a majority of the lay members present at Saint Rose School Advisory Council's last meeting of the school year. Officers shall then assume office immediately.
- 2) The President shall be the executive officer of Saint Rose School Advisory Council, and shall preside over all of its meetings. The President, in consultation with the pastor and principal, shall also be responsible for developing the agenda for Council meetings.
- 3) Vice-President shall preside in the absence of the President.
- 4) The Secretary shall maintain a written record of all acts of Saint Rose School Advisory Council; shall conduct, receive, and dispose of all correspondence as directed; and, shall preserve all reports and documents committed to his/her care. A record of all proceedings is kept in the Saint Rose School office.

ARTICLE VI

MEETINGS

- 1) Saint Rose School Advisory Council shall hold three meetings per semester. Special meetings may be called by the President or by two members with the approval of the pastor and/or principal. No meetings, regular or special, may be held without the presence of the pastor and/or principal.
- 2) A simple majority of lay members shall constitute the quorum necessary for the transaction of business at Saint Rose School Advisory Council meetings.

ARTICLE VII

AMENDMENTS

Saint Rose School Advisory Council's Constitution and By-laws may be amended by at least a two-thirds majority vote at any regular meeting, provided the amendment has been presented at the Saint Rose School Advisory Council's previous meeting.

ARTICLE VIII

ATTENDANCE

Two consecutive, unexcused absences shall require a lay member to be voted back onto Saint Rose School Advisory Council.