

# **St. Patrick School**

## **School Advisory Council**

### **Bylaws**

Established 2022

#### **ARTICLE I - NAME**

The name of this organization shall be Saint Patrick School School Advisory Council (hereinafter referred to as “the SAC”).

#### **ARTICLE II - MISSION**

To assist the Principal and school staff by leveraging the expertise and skills of school parents, parish members, and community leaders to facilitate the mission of St. Patrick School.

#### **ARTICLE III - COUNCIL MEMBERSHIP**

Membership in the SAC will consist of the following:

1. The Principal of St. Patrick School
2. The Vice Principal of St. Patrick School
3. The Chairpeople of the SAC Standing Committees
4. The President of the St. Patrick School Mothers’ Club
5. The President of the St. Patrick School Dads’ Club

#### **ARTICLE IV - STANDING COMMITTEES**

The SAC will have several standing committees to help carry out the Mission stated in Article II. The standing committees will include the following:

1. Christian Service Committee
2. Family and Child Formation Committee
3. Auction and Fundraising Committee
4. Marketing and Open House Committee

Liaisons will exist for the following plans and topics:

James Perry- Technology

Each committee will have outlined goals and work together with other SAC Committees, school teachers and staff, school organizations, the athletic department, and parish where interests and responsibilities overlap. Each committee will have a named Chairperson, appointed by the Principal, charged with fulfilling the goals of the committee.

Committees should meet a minimum of four (4) times a year.

Committees will have a minimum of three (3) members including the Chairperson. Committees can have as many members as necessary to fulfill their responsibilities.

## **ARTICLE V - COMMITTEE AREAS OF RESPONSIBILITY**

### **Christian Service Committee**

1. To develop a fundraising and budget tracking document, as well as track progress each month of Christian Service Events.
2. To meet with the new Teacher Chairperson by the end of September to make a plan of their role and document their input about adding grade-level specific outreach events in the local community that correlate with the Religion curriculum.
3. To plan and deliver an exceptional Catholic Schools Week series of events within budget
4. To integrate the Corporal Works of Mercy into the planning and communications of events to expose the children to a variety of services they can give.
5. To improve Parish Connection by contacting Parish Christian Service Committee by October to request a list of Family-friendly Christian Service events throughout the year and communicate them to the families in the school website or newsletter.
6. To define a large annual school-wide event (such as Kids Against Hunger and typically during Catholic Schools Week) for the next school year.
7. To decorate the school grounds with Religious visuals according to the Liturgical Calendar.

### **Marketing and Open House Committee**

1. To create one central and consistent process to capture information and photos from school events, organizations, and teacher achievements to be used for social networking, branding, retention, and growth.
2. To help to distinguish the St. Patrick School brand from competitors by aiming to create a lasting impression in the minds of our families and potential customers with paid media and content to drive over capacity for each classroom.
3. To create more awareness for St Patrick School to the local community, county, Diocese, Southern Michigan and eventually a national presence.
4. To enhance a sense of community with the school so families feel heard, appreciated, connected, and inspired which will increase volunteerism, evangelism, and financial support.
5. To foster and grow the relationship between the School and Alumni and gain their time, interest, support and participation in the school.
6. To leverage data to produce actionable insight that improves enrollment performance and drives results.

## Technology Committee

1. To audit and evaluate existing school technology and identify needs and deficiencies at the start and end of each school year by touring the school and interviewing staff.
2. To provide recommendations to staff to improve the utilization of existing technology and streamline processes by locating and offering Professional Development.
3. To increase access to technology for students and teachers by advising on the acquisition of additional technological devices or learning software.
4. To identify sources of money for future tech purchases by communicating with the office and parish staff as well as other SAC committees and reviewing possible grant opportunities.

## Family and Child Formation Committee

1. To promote Social and Emotional Healthy Learning Development.
2. To foster an exemplary co-curricular program for a well-rounded student.
3. To increase coordination, development and overall awareness of non-athletic student development opportunities.
4. To develop, launch, and facilitate a student leadership program.
5. To research career exploration and future development

## Whole Family Committee

1. To seek input from all parish and school families about family-related topics in our culture.
2. To host Family Connection nights throughout the school year to provide resources for school families around the topics most relevant to them.

### **ARTICLE VI - COMMITTEE CHAIRPERSON**

Each Standing Committee will be chaired by a single individual appointed by the Principal of St. Patrick School and will serve a one (1) year term. The Chairperson can be asked to serve additional terms by the Principal with no limit on the number of terms. The Chairperson serves at the pleasure of the Principal and can be asked to step down at any time. Appointees should have some experience, either career or life, in the relevant area pertaining to the committee they are to chair.

If a Chairperson finds they cannot fulfill their assigned duties for any reason, they should provide written notice to the Principal stating such and state their desire to step down from their chairpersonship. The Chair should actively work to transition in-progress work to any newly appointed replacement or proxy chair to ensure the continuity of their committee.

### **ARTICLE VII - COMMITTEE MEMBERSHIP**

Membership in SAC Committees is open to all persons who have or have had children, step-children, adopted children, or is the legal guardian to a child enrolled at Saint Patrick School. Membership is also open to members of St. Patrick Parish, St. Mary Magdalene Parish, and the community at large where an individuals' skills or resources are seen as beneficial or complimentary to the mission of the committee.

Committee membership opportunities will be published to the school community at least one (1) month prior to the start of the school year.

Committee Chairs are tasked with filling their committees with members that will aid them in fulfilling the responsibilities of the committee. At the first meeting of a new school year, they will present a list of the members of their committee for approval of the Principal. In the event a member does not have a direct connection to the school, through either having or had a student at the school, a description of why their inclusion is necessary should be included with the membership roster.

#### **ARTICLE VIII - COMMITTEE MEMBERSHIP REMOVAL**

A Committee Chair can ask for the resignation of a member from their committee at any time for any reason.

#### **ARTICLE IX - COUNCIL MEETINGS**

The Council will meet a minimum of four (4) times a year. A meeting must consist of either the Principal or Vice Principal and at least 5 additional members of the SAC. (See ARTICLE III)

The Principal will preside over the meeting. If the Principal cannot be present at the meeting, the Vice Principal will stand in and perform the duties that the Principal would normally be assigned. One member of the Council will be tasked with keeping meeting minutes as an official record of the proceedings.

The meeting structure will contain, but is not limited to the following:

1. Call to Order - Principal
2. Opening Prayer - Principal or designee
3. Call to approve prior meeting's minutes - Principal
4. Principal's Report - Principal
5. Committee Reports - Committee Chairs
6. New Business - Council at large
7. Closing Prayer - Principal or designee
8. Call to Close - Principal

#### **ARTICLE X - COUNCIL MEETING MINUTES**

Meeting minutes will be kept at every meeting by a member of the SAC designated at the beginning of the meeting. Meeting minutes author should make every attempt to capture any major decisions or discussions, as well as any designations of responsibility or assigned tasks.

Prior to the next meeting of the SAC, the meeting minutes from the previous meeting should be circulated to the members of the SAC to review. Any revisions or corrections should be expressed to the minutes author so that the minutes can be edited prior to the next meeting. In the next meeting, the Principal will call for the approval of the minutes, and upon approval by all present members of the SAC, the meeting minutes should be published to the school public.

The meeting minutes must be published in such a way that they are accessible to all members of the school community. If it is not possible to publish the meetings so they are available to all members equally, the school office should have access to the meeting minutes so that if they are requested by a member of the school community, they can be printed and presented in hardcopy.

In the event that the SAC covers a topic that the Principal, Vice Principal, or the members of the SAC deem to be too sensitive or confidential for general publication, the meeting minutes should contain a redacted section. The topic should NOT be omitted from the meeting minutes by the minutes author, and should be recorded as carefully as possible to maintain the unaltered record of the meeting. The official meeting minutes should be kept intact by the Principal as a reference, and a redacted version of the meeting minutes should note there was a redaction, and should be published.

#### **ARTICLE XI - FINANCES**

Each standing committee will be allocated \$500 at the start of every school year. If the committee does not spend their allocation, it cannot be rolled over to the next school year.

In the event that a standing committee would like to hold an event or make a purchase that exceeds their allocation, they have several options which should be pursued in the following order...

1. Partner with another SAC Standing Committee to pool funds
2. Petition the School Administration for the funds
3. Petition the Mothers' Club or Dads' Club for the funds
4. Petition the Principal for permission to fundraise

#### **ARTICLE XII - PARENT CLUBS**

The St. Patrick School Mothers' Club and St. Patrick School Dads' Club (hereinafter referred to as "the Clubs") are organizations tasked with helping facilitate and supplement the programming done by the school staff and teachers. Their events and responsibilities naturally overlap the responsibilities of the Standing Committees of the SAC.

The Clubs maintain their own bylaws, membership, and budgets, and fall under the governance of the Principal as the Principal's general responsibility. As members of the SAC, the Presidents of the Clubs hold the same

standing and privileges of the Chairs of the Standing Committees, but are not bound by the rules pertaining to the Standing Committees unless specifically specified herein.

### **ARTICLE XIII - AMENDMENTS**

1. The Bylaws may be amended, altered, or repealed by a two-thirds vote of members and approved by the Principal.
2. The Bylaws shall be reviewed by the Council and Principal at the beginning of each school year, and made available to the membership for review.
3. Any changes must be in accordance with diocesan guidelines.

### **ARTICLE XIV - HISTORY OF BYLAW AMENDMENTS**

1. These bylaws adopted and revised, XXXXXXXX