

**By Laws**  
**Annunciation Catholic School**  
**Advisory Council**

Revised January 2023

Cave Creek, AZ

## TABLE OF CONTENTS

	<b><u>Page</u></b>
ARTICLE I. NAME	1
ARTICLE II. MISSION	1
ARTICLE III. DUTIES	1
ARTICLE IV. THE ADVISORY COUNCIL	2
ARTICLE V. OFFICERS	4
ARTICLE VI. MEETINGS	5
ARTICLE VII. RESPONSIBILITY AND AUTHORITY	5
ARTICLE VIII. AMENDMENTS	6

# **By Laws for Annunciation Catholic School Advisory Council**

## **Article I. NAME**

The name of this body will be the Annunciation Catholic School Advisory Council; hereinafter referred to as the “Council.”

## **Article II. MISSION**

The mission of the Council is to provide strategic counsel to the Pastor and Principal to assist them in accomplishing the mission of the school. The Principal is responsible for all school operations and will report monthly on operational status and other matters pertinent to the duties of the Council.

## **Article III. DUTIES**

A. The duties of the Council shall include, but not be restricted to:

1. To assist the Principal in developing school policies.
2. To conduct regular Council meetings and such special meetings as may be appropriate.
3. To establish and provide direction to standing committees and such special committees as may be necessary from time to time and to appoint non-Council members to serve on such committees as may be appropriate.
4. To review and provide feedback to the Principal regarding the school handbook and to support and promote consensus within the school community concerning the policies and procedures set forth therein.
1. To review/revise the Council mission statement annually.
5. To assist the Principal and staff in the ongoing accreditation process as requested.
6. To monitor the Accreditation Action Plan on a quarterly basis to ensure appropriate progress is being made.
7. To develop, maintain and implement a 5-year Strategic Plan for the school.
2. To market the school through positive messaging and communication of the school’s accomplishments.

3. To consult with the Pastor regarding his hiring of a new Principal.
4. To liaison with the following committees: Partners In Education (PIE), the Parish Finance Committee, the Safety and Security Committee and any established special committees. The Council Chair shall be the liaison to the Parish Finance Committee. Liaisons to other committees shall be appointed by the Chair in consultation with the Pastor and Principal.
5. Liaisons shall report on their respective committee activities for each Council meeting.

#### **Article IV. THE ADVISORY COUNCIL**

- A. Members. The Council shall consist of up to 9 voting members.
- B. The Council membership should include approximately 50% current parents and 50% others (alumni parents; grandparents; parishioners, etc.)
- C. The Pastor of St. Gabriel the Archangel, the Principal, and the Director of Development shall be ex-officio members of the Council.
- D. Nominations and Selection of Members.
  1. The Pastor, the Principal or Council members may recommend nomination of a qualified candidate based on the skills and talents needed on the Council. All candidates must complete the School Council Application form.
  2. Upon approval by the current Council, the current Council will recommend candidates to the Pastor for final approval.
- E. General Eligibility for Council Membership
  1. Council members may be any person who is twenty-one years or older and who: 1) demonstrates a deep interest in and commitment to Catholic education; 2) is willing to give time and energy for the betterment of Catholic education; 3) is willing to give time and energy to the betterment of Annunciation Catholic School; and 4) is a credible and active witness of the Catholic faith to the school and larger community.
  2. All Council members must complete any required parish or diocesan training.

3. Non-eligibility: No salaried employees of any Catholic parish will be eligible for a voting membership unless the appointment to the Council was made prior to the employment.

F. Term of Office.

1. The term of office for voting members shall be three years, up to two consecutive terms, except for persons occupying positions of Chair or Vice Chair, who would serve to the end of their respective position.
2. The office of Chair and Vice Chair shall be a two-year term not to succeed him/herself.
3. The Chair, Vice Chair and Secretary positions shall be appointed by the Pastor and the Principal from the Council voting members.
4. Any Council voting member may volunteer or accept appointment for the position of Chair, Vice Chair and Secretary.
5. The Council year shall commence on July 1.
6. The term of each respective Council member shall commence the date of their first respective Council meeting.

G. Removal of Council Members.

1. Any member may resign by tendering written notice of such resignation to the Chair of the Council.
2. A member may be removed from the Council for cause by a majority vote of the members.

H. Vacancies

1. Vacancies shall be filled by appointment, as per Article IV D.

G. Attendance

1. For purposes herein, "Present" is defined as follows:

"Present" means being physically in attendance at a meeting or being in attendance through electronic means, including, but not limited to, teleconference, ZOOM, or face time, provided a two-way conversation may take place between the physically convened Council and that member using such electronic means to communicate.

2. Each Council member should be Present for at least 80% of the meetings during a Council year.
3. A Council member may only be Present electronically if they are physically unable to attend a Council meeting because they (i) are out of town, (ii) have an illness, or (iii) have a work or family emergency.
4. If a Council member is Present electronically, they will be counted towards quorum and have voting privileges as if they were physically Present.

## **Article II. OFFICERS**

- A. The officers of the Council shall consist of a Chair, Vice Chair and Secretary. Officers of the Council must be practicing Catholics. The Vice Chair shall succeed to the office of Chair upon completion or interruption of the Chair's term of office.
- B. The duties of the officers are as follows:
  1. Chair
    - a) The Chair shall preside at all regular and special meetings of the Council.
    - b) The Chair shall schedule matters to be considered by the Council in such a manner as to provide ample opportunity for consideration by the Council for final action.
    - c) The Chair shall jointly construct meeting agendas with the Principal and distribute to all members at least five (5) days prior to the meeting.
    - d) The Chair shall have authority to assign, with Council approval, additional duties and responsibilities to individual Council members, oversee committee activities, plan orientation for new members with the principal, review Council self-assessment and guide the board to consensus on all decisions.
    - e) The Chair serves as the primary liaison to the Pastor and Principal.

2. Vice Chair

The Vice Chair, in the absence of the Chair, shall perform the duties of the Chair.

3. Secretary

- a) The secretary shall maintain written record of all acts of the council, handle all correspondence for the Council, preserve reports and documents, notify members of date and time of meetings, distribute minutes of all regular and special Council meetings, including attendance records.

**Article III. MEETINGS**

- A. The Council shall meet regularly on a designated day and at a designated time at least once each month except May and December. Special meetings may be called by the Chair, the Principal or the Pastor.
- B. All meetings shall follow an agenda, which shall be distributed to the Council at least five (5) days prior to a regularly scheduled meeting date.
- C. The minutes of the Council meetings shall be preserved in the school file for a period of seven (7) years and be available for review by any person.
- D. Any person may bring business before the Council if a written request is submitted to the Chair at least seven (7) days before the meeting and the Chair and Principal agree to such business being brought in front of the Council. Only the agreed upon business will be discussed at the meeting in the time frame allotted by the Chair.
- E. A majority of voting members of the Council must be Present to constitute a quorum for the purpose of transacting business.
- F. Each member of the Council shall have the right to one vote but must be Present to exercise such right. A majority vote of those Present is necessary to pass a motion.
- G. The Council may fix its own rules of procedure, but in the absence of such rules, Robert's Rules of Order Revised shall apply.

**Article IV. RESPONSIBILITY AND AUTHORITY**

- A. The Council supports the Pastor and Principal and promotes the mission of the school.
- B. The Council shall vote on recommendations regarding the adoption, modification, or rescission of a school policy or procedure, and the Principal will communicate the recommendation to the Pastor.

- C. If the Pastor does not accept any recommendation of the Council, he shall communicate his position and reason to the Principal who will include the decision in the next written Principal's report to the Council.
- D. The Pastor of St. Gabriel the Archangel Parish shall be ultimately responsible for the financial matters regarding the school.

**Article V. AMENDMENTS**

- A. By Laws of the Council may be amended by a simple majority vote of the authorized voting members of the Council, with the approval of the Pastor of St. Gabriel the Archangel Parish and the Principal.
- B. Amendments to the By Laws may be submitted in written form at least 30 days prior to a regular meeting and voted on at the subsequent regular meeting.
- C. The By Laws are subject to review by the existing Council annually.
- D. The revised By Laws as approved by the Council will go into effect upon the final approval of the Pastor and Principal.

1. By \_\_\_\_\_  
Pastor, St. Gabriel the Archangel

2. By \_\_\_\_\_  
Principal, Annunciation Catholic School

3. By \_\_\_\_\_



Chair, Advisory Council