

*Diocese of Palm Beach*  
*Palm Beach, FL*  
**John Carroll High School, Inc.**



## **BYLAWS - DIOCESAN HIGH SCHOOL ADVISORY COUNCIL**

### **PREAMBLE**

Catholic schools in the Roman Catholic Diocese of Palm Beach are established to carry out the teaching ministry of the Catholic Church. As such, the religious and educational work shall at all times continue to be in accordance with the teachings and laws of the Roman Catholic Church and the Diocese of Palm Beach.

At this time, it is the intention of the President of John Carroll High School to establish a School Advisory Council\* to assist him and his appointed Principal in the governance of John Carroll High School.

*\*The School Advisory Council shall operate as a Consultative Board as defined in Haney, R., Obrien, & Sheehan, L. (2009). A primer on educational governance in the Catholic Church (Second ed.). Washington, DC: National Catholic Educational Association.*

### **INTRODUCTION AND RATIONALE**

This School Advisory Council shall have as its primary concern the ministry of Catholic secondary school education: the spiritual, intellectual, physical, emotional, and social development of the students. The School Advisory Council, operating in conformity with the policies of the Diocese of Palm Beach, under the guidance of the Superintendent of Schools and the President of John Carroll High School, is to further the advancement of excellence in Catholic school education for students at John Carroll High School, in the town of Fort Pierce, FL by providing leadership, direction and support.

The School Advisory Council is by its nature advisory to the President and Principal. John Carroll High School, Inc. is a Florida non-profit corporation with a governing Board of Directors and appointed corporate officers; members of the School Advisory Council serve in a volunteer capacity and bring their counsel, resources, and talents to support the school administration in its delegated corporate authority. The function of the Council shall be for the exercise of shared responsibility for fulfillment of the mission as a center for excellence in Catholic school education, and to provide leadership assistance and

support for the school within the context of the mission of John Carroll High School.

## **ARTICLE I - NAME**

The name of this body shall be the John Carroll High School - School Advisory Council, herein after referred to as the SAC.

## **ARTICLE II – PURPOSE AND FUNCTION**

### *Section 2.1- Establishment*

The School Advisory Council is established by the President. A consultative board is a body that participates in the policy-making process by formulating, adapting, and recommending policy to the person with authority to enact it. The person with authority is required to consult the board before making decisions in designated areas, but is not bound by the board's advice.

### *Section 2.2 - Purpose*

The School Advisory Council is established to assist the President and Principal by providing advice and counsel particularly in the following areas:

1. Strategic Planning
  - a. To assist in formulating strategic goals for the long-term direction of the school;
  - b. To assist in formulating the school mission statement.
2. Policy Formulation
  - a. To provide advice and counsel with regard to policies in areas determined by the President and Principal.
  - b. The School Advisory Council formulates and recommends policies to the Pastor and Principal for their ratification and implementation
3. Evaluation of policies, plans, mission effectiveness, and self-evaluation.
4. Financial Planning and Financial Management
  - a. To provide advice and counsel with regard to long-range financial planning, annual budget development, budget monitoring, and financial reporting.
5. Institutional Advancement/Development
  - a. To provide advice and counsel with regard to the establishment and maintenance of comprehensive programs of institutional advancement and to enhance the image, enrollment, and financial viability of the school.
6. Communication and Mission Effectiveness
  - a. To provide advice and counsel with regard to communicating school policies, board goals and activities to the various school constituencies as well as to seek input.
  - b. To provide advice and counsel with regard to both mission effectiveness

and mission enhancement.

### **ARTICLE III - RELATIONSHIP WITH OTHER GROUPS**

#### *Section 3.1 - Diocese of Palm Beach*

Regular information from the Diocese of Palm Beach concerning Diocesan policies and other Council related information impacting Catholic secondary education shall be provided by the President as in-service to the SAC. The President shall implement Diocesan policies approved by the Bishop and promulgated by the Superintendent of Schools.

#### *Section 3.2 - President*

A President is appointed by the Bishop of the Diocese of Palm Beach with duties and responsibilities as set forth in the President's job description. The President is the administrative and spiritual leader of John Carroll High School. The School Advisory Council shall work in close collaboration with the President.

#### *Section 3.3 - Parent Organization (HSA - Home and School Association)*

An officer of the parent organization, or a designated representative appointed by the President, shall serve as an ex officio member of the SAC. The relationship between the SAC and the parent organization shall be characterized by a common vision, clarity of responsibilities, good communication, and collaboration.

#### *Section 3.4 - Faculty*

The relationship between the SAC and the faculty shall be characterized by mutual support, good communication, and cooperation. The President represents the faculty to the SAC. From time to time, teachers and/or administrative team members may be invited to share information with the SAC on matters concerning the school. The SAC shall have no role in hiring, evaluating, terminating, or renewing teachers.

### **ARTICLE IV - MEMBERSHIP**

#### *Section 4.1 - Membership Defined*

The SAC shall consist of a minimum of nine (9), but not more than seventeen (17) members appointed by the President with categorical membership as follows:

- I. Parents (no more than 49% of membership)

II. Alumni/ parents of alums

III. Leaders within the civic, business, and professional communities

IV. Registered members of area Catholic parishes

\*Note: 90% of SAC members shall be practicing Catholics in good standing with the Church.

#### *Section 4.2 - Ex Officio Members*

Non-voting, ex officio members of the School Advisory Council shall include the Superintendent of Catholic Schools, and the President and Principal of the high school. Additional individuals may be appointed as non-voting members at the discretion of the President of the high school. The President shall act as administrative officer to the SAC. All Council votes are subject to the President's approval.

An officer or a designee of the parent organization shall serve as an ex officio member of the SAC with full voting rights. An alumni association, booster organization, or other approved organization may also appoint an ex officio member to the SAC without voting rights upon formal approval by the SAC and ratification by the President.

#### *Section 4.3 - Nominations*

The SAC shall establish an internal policy with regard to nominations. The Executive Committee; consisting of the president and SAC officers; shall seek out and prepare a slate of prospective nominees who meet the following criteria:

- A. Interest in and commitment to Catholic education in general, and a specific commitment to the mission and philosophy of John Carroll High School.
- B. Availability to attend meetings and periodic in-service programs and to participate in committee work.
- C. Ability to maintain high levels of integrity and confidentiality.
- D. Ability to deal with situations as they relate to the good of John Carroll High School.
- E. Capacity to give witness to Catholic and moral values within the school community.
- F. Willingness to participate in and provide leadership for resource development programs for the school. It is the expectation that all SAC members will financially support the school to the best of their ability, consistent with the SAC's goal as presented in the annual development plan.

#### *Section 4.4 - Exclusions*

Employees of the school, and their immediate family, other than those who serve in ex officio positions, may not sit on the SAC. The term immediate family shall be defined as spouse, child, parent, brother, sister, or in-laws.

#### *Section 4.5 - Appointments and Terms*

Each SAC member, other than a SAC member who serves ex officio, shall be appointed by the President for a three-year term. Each ex officio SAC member shall serve only during the time he or she serves in the designated position for which they were appointed to the SAC.

In order to provide for staggered terms, the initial SAC members shall be divided into three groups of as nearly equal membership as possible with the term for one group of SAC members expiring each year during a three-year period. SAC members may be reappointed provided, however, that no SAC member shall serve more than two terms consecutively regardless of whether any such term shall be less than three years. SAC members shall be eligible for reappointment after having not served on the SAC for one year.

#### *Section 4.6 - Resignation and Removal of SAC Members*

Any SAC member may resign at any time by giving written notice to the chairperson of the SAC. Such resignation shall take effect at the time specified therein.

A SAC member may be removed by the President if it is deemed by the President that removal is in the best interest of the school.

#### *Section 4.7 - Vacancy*

Any vacancy on the SAC may be filled by the President after consultation with the SAC chairperson for the unexpired portion of the term in the same manner as provided for in the original appointment.

#### *Section 4.8 - Attendance*

Any SAC member who shall be absent from a total of three (3) SAC meetings in a year shall be deemed to have resigned as a SAC member unless reinstated with written approval of the President.

### **ARTICLE V - OFFICERS**

#### *Section 5.1 - Titles/Positions*

The officers of the SAC shall be the chairperson, vice-chairperson, and secretary. They shall be elected annually by the SAC membership, subject to ratification by the President.

#### *Section 5.2 - Election of Officers*

The election of officers shall take place at the annual meeting in June.

### *Section 5.3 – Executive Committee*

The Executive Committee shall consist of the President serving as administrative officer and the chairperson, vice-chairperson, and secretary.

### *Section 5.4 - Duties*

The duties of the officers shall be:

- A. Chairperson - The chairperson shall preside at all regular and special meetings of the SAC. The chairperson shall also preside at Executive Committee meetings at which the SAC agenda and packet is prepared. The chairperson, with SAC approval, shall have authority to assign additional duties and responsibilities to individual SAC members. The chairperson of the SAC shall be required to be a practicing Catholic.
- B. Vice-Chairperson - In the absence of the chairperson, the vice-chairperson shall perform all duties of the chairperson. The vice-chairperson shall also be a member of the Executive Committee.
- C. Secretary – The secretary shall be responsible for keeping accurate minutes; for keeping a record of the appointment of all committees of the SAC; and for all correspondence. Any of the duties of the secretary may be performed by an assistant secretary who shall be responsible to and report to the secretary. The secretary shall also be responsible for keeping a permanent record of attendance, terms and committee assignments, and all reports and documents related to SAC activities. The secretary, in cooperation with the President, acting as administrative officer to the SAC, shall ensure the timely distribution of SAC member packets in advance of SAC meetings.
- D. Administrative Officer - The President shall serve as administrative officer to the SAC. The President may also call meetings of the Executive Committee and shall be responsible for bringing information to the SAC, including Diocesan policies, procedures, regulations, best practices, and plans.

### *Section 5.5 - Term*

The term of office for SAC officers shall begin with their election in June and end with the election of their successor the following year. No individual may serve more than two (2) consecutive one (1) year terms as SAC chairperson.

## **ARTICLE VI - MEETINGS**

### *Section 6.1 -- Regular Meetings*

Regular meetings of the SAC shall be held bimonthly, at least six (6) times per year. It is assumed that the standing committees of the SAC will meet in the alternating months.

Regular meetings of the SAC shall be held in the school facility.

#### *Section 6.2 - Special Meetings*

Special meetings may be called by the President, the chairperson or by written request of one third (1/3) of SAC members. Written notice must be provided at least five (5) days prior to special meetings.

#### *Section 6.3 - Annual Meeting*

The annual meeting shall be held in June of each year.

#### *Section 6.4 - Meeting Protocol*

If any person, other than a SAC member, wishes to present a matter to the SAC, that person must obtain the approval of the Chair and Executive Committee at least ten days prior to the meeting in order to place the matter on the agenda. The request for inclusion of a matter on the agenda must be submitted in writing and be accompanied by an explanation of the item.

#### *Section 6.5 - Executive Session*

Confidential personnel matters, grievances, and security measures are to be addressed in Executive Session. Executive Sessions are closed to the public..

### **ARTICLE VII – RULES OF ORDER**

#### *Section 7.1 - Consensus*

As much as possible, the SAC shall reach consensus on all actions. Consensus is defined as the willingness of all attending members to support a decision being made. If consensus cannot be reached, the SAC will utilize parliamentary procedures.

#### *Section 7.2 - Parliamentary Rules*

Where necessary, parliamentary rules may be employed using Robert's Rules of Order (latest copyright) as a guide. The chairperson shall appoint a parliamentarian when appropriate..

#### *Section 7.3 - Policy Issues*

Decisions which establish policy or deal with other major issues cannot be made at the meeting at which they are introduced. The formulation of policy occurs after additional

consultation and clarification. At that time, the SAC begins its decision-making process.

#### *Section 7.4 - Quorum*

A simple majority of the voting members of the SAC shall constitute a quorum for each meeting.

### **ARTICLE VIII - COMMITTEES**

#### *Section 8.1 - Standing Committees*

The standing committees of the SAC shall be:

1. Executive Committee
2. Mission Effectiveness Committee
3. Policy and Planning Committee
4. Buildings and Grounds Committee
5. Finance Committee
6. Advancement Committee (with subcommittees for Development, Communication, Marketing, and Enrollment)

#### *Section 8.2 - Committee Charges*

Specific committee charges shall be adopted each year by the SAC at its annual meeting. Members of standing committees shall be appointed by the chairperson of the SAC. Committee chairpersons must be members of the SAC, although committee members may be drawn from outside of the SAC membership. The chairperson of the SAC and the administrative officer of the SAC shall be ex officio members of all standing committees.

#### *Section 8.3 - Special or Ad Hoc Committees*

Special or ad hoc committees shall be established by action and approval of the SAC. The function of all committees shall be to determine the facts, to deliberate, and to be consultative, but never to legislate or to administer. Recommendations by any committee shall be subject to review and approval by the Council and ratification by the President.

### **ARTICLE IX - COMPENSATION**

SAC members shall not receive compensation for their services. However, bona fide expenses may be reimbursed.

### **ARTICLE X - CONFLICT/DUALITY OF INTEREST**

Any SAC member having an interest in a contract or other transaction (including academic and/or student affairs) coming before the SAC or a committee of the SAC shall



give prompt, full, and frank disclosure of said interest to the SAC chair prior to the SAC acting on such contract or transaction. Upon such disclosure, the SAC member's interest shall be presented to the full SAC. The SAC shall determine, without participation by the interested member, at such time as disclosure is made to that body, whether the disclosure shows that a conflict of interest exists or can reasonably be construed to exist. If the SAC determines that such a conflict is deemed to exist, such member shall not vote on, or use personal influences on, or participate in the discussions or deliberations with respect to such contract or transactions.

For purposes of this section, a person shall be deemed to have an interest in a contract or other transaction if he or she is a party (or one of the parties) contracting or dealing with the school, or is a director, partner, officer, or spouse of a director, partner, officer, or has a significant financial or influential interest in, the entity contracting or dealing with the school.

#### **ARTICLE XI - AMENDMENTS**

These bylaws may be amended only following a two-thirds (2/3) majority vote of the SAC and written approval by the President and the Superintendent of Schools. SAC members must receive written notice about amendments one month before the vote to amend.

*Approved by:*

President \_\_\_\_\_

Date \_\_\_\_\_

*Ratified by:*

Superintendent of Schools \_\_\_\_\_

Date \_\_\_\_\_