

**ASCENSION CATHOLIC SCHOOL ADVISORY COUNCIL
BY-LAWS**

ARTICLE 1—NAME

Section 1.1 The name of this organization shall be the Ascension Catholic School Advisory Council and shall hereinafter be referred to as the Council.

ARTICLE 2—PURPOSE AND FUNCTION

Section 2.1 The Council shall act as an advisory council to the principals and pastor on appropriate matters concerning the operation of the school. The Council shall help to ensure the highest possible religious and academic education as well as the formation of the individual in the Catholic value system.

Section 2.2 The Council shall provide a vehicle for two-way communication among school, parents/guardians, and the parish.

Section 2.3 The Council shall participate in a year-end evaluation outlining the progress of the Council for that current year.

Section 2.4 Specifically, the Council shall have the following duties and functions:

1. Create better understanding and support of Catholic education within Ascension Catholic School and the total community
2. Support all policies under which administrative officers shall operate the educational program of the parish
3. Review the effectiveness of the overall educational program of the school
4. Recommend to the Parish Council—via the principals—policies relating to the planning, construction, and operation of facilities and equipment
5. Recommend to the principals and pastor the need for additional school programs or the expansion or modification of existing programs
6. Establish areas of interest and assign members to investigate needs according to priority
7. Review admission criteria for Ascension Catholic School
8. Review the proposed budget for the coming year prior to the submission to the Finance Council

ARTICLE 3—POLICY REVIEW PROCEDURE

Section 3.1 The Council shall review new procedures and policies contained in the parent/student handbook(s) as well as internal policies related to the administration of the school

Section 3.2 The Council is advisory only.

Section 3.3 The pastor remains the final authority in matters of policy in consultation with the principal(s).

ARTICLE 4—ADVISORY COUNCIL MEMBERSHIP

Section 4.1—Members

The Advisory Council shall consist of the following members: nine (9) persons (voting members) appointed that are formally nominated from the parish, along with the pastor, the principal(s), one (1) PTO representative, one (1) faculty member, and past Council chairperson (non-voting members).

Section 4.2 Qualifications of Appointed Members

Each member of the Council shall be an adult Ascension steward. A member shall not be an immediate relative of any member of the faculty, staff, or administration of Ascension Catholic School.

Section 4.3 Terms and Nominations of Appointed Members

1. Each member of the Council shall serve a three (3) year term. Members cannot serve for consecutive terms.
2. Terms of members shall be staggered such that the terms of membership for three (3) members shall expire in successive years.
3. Nomination Form: The pastor and principal(s) shall publish a notice stating the number of Council positions that are available for appointment at the end of a current term or when a position becomes vacant prior to the conclusion of a current term. The pastor, in consultation with the principal(s), shall develop a standard Application for Nomination Form to be completed by any person(s) wishing to be nominated for Council positions (creating a nomination pool) available for appointment no later than March 15th of each year.
4. Time-Line for Nominations/Appointments: On or before March 15th of each year, the pastor shall designate an Appointment Committee to review all applications completed by March 15th. Present Advisory Council members and the Appointment Committee, with approval from the pastor, shall appoint the number of Council positions prior to March 31st of each year. New appointees to the Council have until April 15th to decline or accept the appointment. New appointments will be announced prior to April 15th of each year.
5. Vacancies: In the event of a vacated position on the Council occurring prior to an expired term, the Appointment Committee shall appoint a new member from the prior nomination pool immediately, or the pastor can decide to leave the position open until the March 15th time-frame set for new nominations. An appointed member who serves over one-half of the school year shall be considered a member who has completed one full year of his/her term.
6. Attendance Requirements: Appointed members of the Council shall attend every meeting of the Advisory Council unless excused by the pastor. Any appointed member that misses two (2) regularly scheduled meetings during any Council year without an excuse will be deemed as having vacated such member's position on the Council. The resulting vacancy will be filled in accordance with Section 4.3 above.

ARTICLE 5—COUNCIL OFFICERS

Section 5.1 The officers of the Council shall consist of chairperson, vice-chairperson, and secretary. The results from a blind ballot vote from all current Council members will be forwarded to the pastor following the first meeting after the March appointment date. The pastor will contact the newly elected members from the consensus vote in order that the positions be accepted or declined by such elected member(s).

Section 5.2 Duties of the officers shall be as follows:

1. The chairperson to the Council shall coordinate all meetings of the Council. This shall be done in accordance with the principal(s).
 - a. The chairperson shall meet with the principal(s) no later than two weeks prior to the scheduled meetings to set an agenda.
 - b. The chairperson shall be responsible for the preparation and mailing of the agenda and shall include minutes from the prior meeting.
 - c. The chairperson shall be responsible for securing a meeting space for all meetings.
2. The chairperson shall assist the principal(s) with any projects relative to the Council.
3. The chairperson shall represent the Council at meetings other than Council meetings when necessary. The chairperson may appoint another officer or council member to attend in his/her absence.
4. The vice-chairperson shall attend all Council meetings. The vice-chairperson will perform the duties of the chairperson when he/she is absent or unable to act.
5. The secretary will attend all Council meetings and support the chairperson and vice-chairperson as necessary.
 - a. The secretary shall deliver minutes to the chairperson at least two weeks before the next scheduled meeting.
 - b. The secretary shall maintain a file containing all written Council information (agendas, minutes, reports, and all other information deemed important).
 - c. The secretary shall designate a Council member to take minutes at the Council meetings in his/her absence.

ARTICLE 6—MEETINGS

Section 6.1 Council Year and Timing of Meetings: The Council shall meet monthly or as needed from August 1 through May 31 of each year (Council Year). All scheduled meetings shall be announced in advance by the Chairperson and/or principal(s).

Section 6.2 Agenda: The principal(s) and chairperson or designee of the Council shall arrange the agenda for each regularly scheduled meeting of the Council.

Section 6.3 Special Meetings and Executive Session Meetings: The pastor and/or principal(s) may call for a special meeting (executive session) to discuss urgent matters upon three (3) days' notice delivered to each member. The pastor, principal(s), and/or chairperson may motion that meetings be in executive session for reasons of confidentiality or sensitive issues to be discussed. The pastor may close all meetings to outside parties.

Section 6.4 Open Meetings: Except when the Council is in executive session (as outlined in Section 6.3), all regularly scheduled meetings of the Council shall be open to members of Ascension parish and parents of students currently enrolled in Ascension Catholic School.

1. A schedule of the regular meetings of the Council shall be published in each weekly bulletin.
2. Any member of Ascension parish and/or parents of students currently enrolled in Ascension Catholic School may address the Council with at least 48 hours' written notice to the principal(s). The principal(s), upon consultation with the pastor and chairperson, shall deem the matters as appropriate or inappropriate for the Council agenda for the next scheduled meeting.

Section 6.5 Quorum: The presence of a majority of the appointed (voting) members shall constitute a quorum at any regular or special meeting of the Council.