

**Seton Catholic
School
Advisory Council**

Bylaws

2 March 2020

Article I

Name

The name of the Organization shall be the Seton Catholic School Advisory Council (hereafter “the Council”).

Article II

Council Objective and Scope

Section 1. Objective

The Council advises the Pastor and Principal on matters of overall strategy in order to continue the successful operation of Seton Catholic School for the partnered parishes of Saints Agatha, Brigid, and Mary of Grace.

1. The Council will provide a viewpoint on aspects that affect the well-being of the school including:
 - a. Assuring that our Catholic faith is expressed by the activities and materials presented to the community.
 - b. Developing and maintaining the mission of Seton Catholic School.
 - c. Developing, implementing, and maintaining a strategic marketing plan.
 - d. Assisting with developing school policies as requested by the principal, noting their impact on students, parents, and recruitment.
 - e. Developing fund raising strategies and outreach to alumni.
 - f. Seeking creative ways to attract new families to Seton.
 - g. Bringing to the attention of the Pastor and Principal relevant external perceptions of the school.
2. The Council shall have delegated authority from the Pastor as specified in the pastoral plan, “Building in Truth and Love: Final Plan for Catholic Schools in the Diocese of Erie”, p. 8-9.

Section 2. Scope

The Council does not have authority over the day-to-day internal operations of the school, but can make recommendations where the internal operations affect the mission of the school; and perceptions of the school within the school, Catholic community, and the larger community.

Areas *outside* of the authority of the Council include the following.

1. Issues that focus on individual students or staff, including:
 - a. Academic matters.
 - b. Employment matters.
 - c. Discipline matters.
 - d. Personnel matters.
2. Hiring/firing of the Principal.
3. Final budget approval.
4. Facility renovation or relocation.

Article III

Membership

Section 1. Membership

Members of the Council are appointed by the Pastor of the partnered parishes of Meadville after recommendations are made by the Principal and the seated Council members. Council members' terms shall be for three (3) years; members may be reappointed to the Council.

Membership in the Council shall be open to those who meet the following criteria:

1. Interest in advancing the mission of Catholic education in general, and the mission and philosophy of Seton School in particular.
2. Commitment to support and work with school administration to maximize the student experience as defined by the school's mission.
3. Ability to maintain high levels of integrity and confidentiality.
4. Capacity to give witness to Catholic moral teaching within the school and broader community.

Membership shall consist of a diverse group reflecting all constituents of the school community.

Council may have from seven (7) to eleven (11) members. Recommendations for upcoming openings will be submitted by the seated council members to the Pastor and Principal at the May meeting. New council members' terms shall begin at the first meeting of the new school year.

In the event membership falls to less than seven, new council members will be appointed at that time.

Section 2. Officers

The Council officers of the school are comprised of the Chair, Vice-Chair, and a Secretary. Officers are elected by the Council. All council members are eligible for any office. The duties of the officers shall be as follows:

Chair shall preside at regular and special meetings of the Council.

Vice-Chair shall perform all the duties of the Chair when he/she is absent or unable to act.

Secretary shall maintain a written record of all acts of the council. The secretary shall conduct, receive, and dispose of all correspondence as directed; and shall preserve all reports and documents committed to his/her care.

A **Financial Officer** will be appointed by the Pastor.

Officers shall serve a one year term, and may be reappointed.

Section 3. Ex-Officio Members

The following positions of Seton Catholic School are ex-officio members of the Council:

Pastor of the partnered Parishes of Meadville

Principal

Advancement Director,

Teacher Representative

Section 4. Conduct

Council members who violate the standards of Catholic morality, break confidentiality, or don't adhere to the mission of the school will be terminated by the Chair after consultation with the Pastor and Principal.

Article V

Attendance & Procedures

Section 1. Meetings and Attendance

There will be a minimum of five meetings per calendar school year. Meeting days and times are set by the Pastor with the advice of the Principal and Chair. All Council members are required to attend all meetings unless there are extenuating circumstances. An excused absence can be granted by the Chair. If a council member is unable to attend a meeting, he/she should inform the Principal and Chair.

A term will automatically expire if a council member accumulates three consecutive unexcused absences.

Section 2. Voting

A quorum is needed for voting to occur. A simple majority of those present shall carry a motion.

Section 3. Open Meetings and Executive Sessions

All meetings of the Council are to be open meetings unless they are designated as being Executive Sessions. Decisions made in Executive Sessions must be presented and voted on at an open session before becoming effective.

Section 4. Public Input

Those who wish to address the Council must submit a written request five (5) days prior to the meeting. Public input shall not exceed ten (10) minutes unless a majority of the Council members present agree to extend the time.