

**BYLAWS OF
Holy Family Catholic School
Advisory Council**

ARTICLE 1

Title

Holy Family Catholic School is a ministry of Holy Family Catholic Church in Fort Worth, Texas. The name of this body shall be Holy Family Catholic School Council, herein referred to as "the Council."

ARTICLE 2

Nature and Function

Section 1 Mission

The School Advisory Council is representative of the school and parish community and functions as a consultative group that share in the education ministry of the school. The Council actively participates in school governance in concert with the school principal and pastor of the parish, using the consensus model. The purpose of the Council is to discern how the school can most effectively carry out the school's mission. This is done in four ways:

1. By advising the principal and pastor on policies that best serve the institutional and educational needs of the school, as well as the individual needs of the staff, the students, and their families;
2. By articulating the vision for, and coordinating the planning for the future well-being of the school;
3. By expressing broad goals that focus the activities of the school staff. And;
4. By working with the school principal and finance council to prepare the annual school budget for the approval of the pastor and diocesan officials, ensuring long-term viability of the school.

Section 2 Authority

This Council is charged with adopting policies for Holy Family Catholic School insofar as such policies are consistent with policies and guidelines established by the Diocese of Fort Worth (Diocesan School Advisory Council, Superintendent of Schools, and the Bishop).

ARTICLE 3

Purposes and Authority of the Council

Section 1 Purpose

The Council's responsibilities will include long-range planning, advising on policy, consultation with the administration, marketing and public relations, fundraising, and financial stewardship.

Although final decisions are reserved for the principal and pastor, using a process to build consensus, the Council may make recommendations to the school principal and pastor regarding issues affecting the program or philosophy of the school, policies regarding the overall quality of the education and religious education of the school, and in conjunction with the Finance Council, approval of the annual budget. With regard to the employment of the principal, representatives from the Council will be involved in the interview process of the prospective candidates at the pleasure of the pastor.

ARTICLE 4
Membership

Section 1 Number of Members

The Council shall be comprised of the following:

- 4 at-large members nominated by a Nominating Committee of the Council and confirmed through consensus by the Council members and Pastor**
- 1 appointed by the Pastor of Holy Family Catholic Church**
- 1 appointed by the principal of Holy Family Catholic Church**
- 1 HFCS parishioner**
- 1 officer of the PTO (typically the President)**
- 1 Dads' Club (typically President)**
- Principal of Holy Family Catholic School**
- Pastor of Holy Family Catholic Church**

All members present have equal opportunity for input in the process of making recommendations to the school principal and the Pastor of Holy Family.

The Council meetings are open meetings where any parent may observe except for portions of the meeting that the Council holds in executive session. Visitors that wish to address the Council must make a written request at least 1 week prior to the meeting through the Council President for approval. There will be no topics concerning personnel.

The Council may request that certain individuals attend a particular Council meeting depending on the circumstances.

Section 2 Eligibility

All members of the Council must have the approval of the pastor prior to having their name placed in nomination for membership. A Council member (including the member's spouse, immediate family, etc.) must not be a paid employee of Holy Family Catholic School/Parish and the Diocese of Fort Worth.

Section 3 Terms of Membership

Each member of the Council, with the exception of the PTO member, serves a 3-year term. Members are eligible to serve a maximum of two 3-years terms.

Nominations and appointments for the following year will be based upon the vacancies being left by exiting members. New members will be installed at the May meeting.

The PTO representative will serve on the Council for the duration of the representative's term as officer of the PTO, not to exceed a total of 3 years.

Positions of Council members who resign or otherwise vacate from the Council before the end of their respective term will be filled for the remainder of the term in the following manner:

- If the position was an appointment by the Pastor, the Pastor shall appoint a replacement member.
- If the position was an appointment by the principal, the principal shall appoint a replacement member.
- If the position was selected by the Council, the Council President shall appoint a replacement member, confirmed by consensus of the attending members.

Replacement members must have the prior approval by the pastor and will be installed at the next meeting.

Section 4 Attendance

Attendance at Council meetings is vital to the success of the Council. The Council shall not meet if the school principal is not in attendance. If circumstances occur in which the principal is not able to attend, the Council meeting may take place with the pastor attending.

A member of the Council who has unexcused absences of more than three (3) total regularly scheduled Council meetings during one calendar year may be subject to removal by consensus of the members of the Council. Where an absence is excused is within the discretion of the Council president. Depending on the circumstances, appropriate action is recommended by the Council president and approved by the Council which may include admonishment, probation, suspension, and / or dismissal.

ARTICLE 5 Officers

Section 1 Number of Officers

The Council shall consist of the Council president, vice president/president-elect, and secretary.

Section 2 Selection of Officers

An *ad hoc* committee comprised of the outgoing Council president, the vice president / president-elect, the school principal, and the pastor will have the responsibility of recommending a slate of officers to the Council at the March meeting. Candidates for office will be considered from the current Councils members. Prior to selection, officers must have the approval of the pastor to serve in an office. The vice president/president-elect, will assume the office of Council president. The remaining officers are slated for nomination and during the April meeting are confirmed by consensus of the Council.

Officers will be installed at the May meeting. Before leaving his/her position, the outgoing Council president will officiate over the installation of the new officers.

Section 3 Responsibilities

The responsibility of the Officers shall be:

Council President – The Council President shall be the executive head of the Council and shall preside at all regular and special meetings. Responsibilities also include setting the meeting agenda at least one week prior to the next meeting in conjunction with the school principal, assignments, planning the orientation of new Council members regarding the function of the Council, mentoring new Council members, and updating the bylaws. The Council president shall serve on the Finance Council and may serve on the standing committees as needed.

Vice-President / President-elect – The vice-president / president-elect shall perform the duties of the Council President at the request of, or in the absence of, the Council \President. The Vice President shall assist the Council President in carrying out the Council President's duties. At the end of the term of the Council President, the Vice-President shall assume the office of Council President. The Vice-president / President-elect shall serve on the Finance Council.

Secretary – The secretary shall be responsible for the minutes of Council and Finance Council meetings; maintain a written record of the acts of the Council; conduct, receive and dispose all correspondence as directed; preserve reports and documents; and record / notify members of attendance. It is also the duty of the Secretary to distribute the minutes to the Council no later than one

week prior to the next scheduled meeting. The secretary shall serve the Finance Council and one additional committee as needed.

Section 4 Eligibility

Any member of the Council is eligible for selection to an office of the Council, with the exception of the PTO council member, due to the office he/she holds.

Section 5 Terms

The term of the officers shall be for one (1) year. No member of the Council shall hold the same office for more than 2 consecutive terms.

Section 6 Replacement of Officers

If the office of the Council president is vacated before the end of term, the vice-president / president-elect will assume the roles and responsibilities of the Council president.

Vacancies in the vice-president or secretary positions will result in a replacement appointment by the Pastor at the next regularly scheduled meeting.

**ARTICLE 6
Meetings**

Section 1 Frequency

The Council shall hold regular monthly meetings from August to May. No meetings in June and July unless special meeting is called by principal or Pastor.

Section 2 Order of Meeting

The ordinary order of regularly scheduled meetings shall be:

Opening Prayer
Approval of previous meeting minutes
Principal report
Finance Council report
PTO report
Committee reports
Old business / action items
New business / action items
Pastor
Adjournment

The order of the meetings may be altered by either the principal or Council president with the approval of the other.

**ARTICLE 7
Finance Council and Committees**

Section 1 Finance Council

The Finance Council is advisory to the principal and pastor regarding the financial management of the school. The Council assists the school principal in preparing annual budgets and reviewing financial statements for approval by the Pastor and the Diocese of Fort Worth. The Council president shall serve as the Chair of the Finance Council and as a liaison from the Advisory Council. The Pastor will appoint one member to the Finance Council from his parish staff or parish finance council. A parent having appropriate expertise may be appointed by the principal or Pastor. Additionally, the Vice President and Secretary will serve on the Finance Council. The terms of service on the Finance Council shall be as follows: President of the Council shall serve as chair of the Finance Council for the duration of his / her term, not to exceed two consecutive terms. The Pastor appointee shall serve at the discretion of the pastor. The principal appointee (if necessary) shall serve a one-year term, not to exceed two consecutive terms. The additional appointees shall serve at the direction of the school principal or the diocese as appropriate. Finance Council meetings will be scheduled by the President of the Council.

Section 2 Committee Names and Purposes

The following committees are standing committees and meet monthly during the school year.

Catholic Identity Committee - This committee is advisory to the Pastor and principal regarding the mission of the school, as well as the school's Catholic Identity. In conjunction with the Pastor and school principal, this committee is responsible for ensuring the infusion of the Catholic faith throughout every aspect of the school. One Council member will serve on this committee. The Principal will chair.

Development and Marketing Committee – This committee is advisory to the school principal and is responsible for generating funds from within and outside the school community, which includes overseeing the Pot O' Gold, overseeing the annual appeal, obtaining grants and benefactors, and any other opportunity the school principal or Pastor chooses. These funds are used to support the operating budget of the school. This committee works with the principal to enhance the relationship between the school and the parish. This committee is also responsible for increasing the visibility of the school to the outside community. One member of the Council shall be Chair of this committee in conjunction with the school's Development Director and / or the school principal. Additional Council members, as well as, members from the community at large may serve on this committee.

Facilities and Grounds Committee – This committee oversees planning for facilities and grounds and advises the school principal and Pastor regarding the maintenance of the facilities and capital improvements. The vice-president / president-elect or other designated member from the Council shall serve as Chair of this committee.

Strategic Planning – This committee develops and maintains the school's strategic plan. One member of the Council shall be Chair of this committee. Additional Council members, as well as, members from the community, faculty and staff, and parents may serve on this committee.

Ad hoc committees will be created to serve any short-term needs of the school and Council. This includes **Technology, Policy, Nominating**, along with other committees deemed appropriate by school principal, Pastor, and Council President.

ARTICLE 8 Amendments

The Bylaws may be amended through a process of consensus by membership of the Council, provided, however, that any proposed amendment shall have been presented in writing at the regular meeting of the Council immediately preceding the meeting at which a consensus is determined. If a Council

member is unable to attend, the consensus process to amend may go forward as long as proper notification has been issued prior to the meeting and effort has been made to achieve 100% attendance. The Pastor has final approval.

Council President Signature

Date

School Principal Signature

Date

Pastor, Holy Family Catholic School Signature

Date

Superintendent of Catholic Schools Signature

Date