

**Saint Malachy Catholic Church & School  
School Advisory Council  
Bylaws**

**Article I: Purpose and Function**

We, the School Advisory Council of Saint Malachy Catholic Church, are established to assist through providing counsel, advice and stewardship to our Principal and Pastor in their duty of administering St. Malachy Catholic School according to the “five essential marks of Catholic schools” from *The Holy See’s Teaching on Catholic Schools*<sup>1</sup>:

- A Catholic school should be inspired by a supernatural vision,
- Founded on Christian anthropology,
- Animated by communion and community,
- Imbued with a Catholic worldview throughout its curriculum,
- And sustained by gospel witness.

**Article II: Membership**

Section 1:

The membership of the School Advisory Council shall consist of:

- at least five (5) but not to exceed nine (9) at-large members as well as a representative from the Pastoral Council. New members are recommended by the currently seated Pastoral Council; appointed by the Principal
- All terms of office shall commence on July 1 and expire on June 30
- No member may serve more than two (2) full nominated or appointed terms. An incoming member who is assuming the remaining term of a vacated position is eligible to be nominated and appointed to two (2) full terms.
- Membership on School Advisory Council may be terminated as a result of three unexcused absences within a 12- month period. Satisfactory explanation of absence will be left to the discretion of the Principal.
- Any term of office that cannot be completed by an at-large School Advisory Council member may be filled one of two ways:
  1. after input from the School Advisory Council, the Chairperson will gather recommendations for appointment by the Principal. This appointee shall complete the unexpired term of the resigning member; or
  2. the vacated position may remain unfilled until the next general nomination and appointment period, at which time the incoming at-large member will assume the remaining term of the resigned member.

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<sup>1</sup> The Holy See’s Teaching on Catholic Schools, p. 17

Section 2:

School Advisory Council members are called to be good stewards and maintain high ethical standards. To avoid potential or perceived conflicts of interest that could compromise the objectivity and damage the reputation of the individuals involved and the parish or school, each School Advisory Council Member shall act in accordance with the conflict of interest policy adopted by the Pastoral Council and attached as appendix (A) to this document:

- Annually sign a Conflicts of Interest Disclosure Statement for the Parish to make known any potential or perceived conflicts of interest; and
- Update their annual Conflicts of Interest Disclosure Statement during the year if there are changes to their potential conflicts of interest.

Section 3:

The Pastor, Associate Pastor, Principal and other parish or school staff as appointed by the Principal are ex-officio members of the School Advisory Council.

Section 4:

Persons eligible to serve on the School Advisory Council must be:

1. A Confirmed Catholic
2. Parent of an enrolled child at St. Malachy School
3. Registered member of St. Malachy Parish or another parish
4. Not be an employee or spouse of an employee of St. Malachy Catholic Church or School
5. Have completed a School Advisory Council Nomination / Application Form [Appendix D]

### **Article III: Responsibilities and Duties**

Section 1:

The School Advisory Council will:

- be representatives of the parish and an integral link in the chain of communication between the school community, Pastor, Principal and school staff – promoting the mission of the parish school community which is described in Article 1.
- operate as an integrated team in our parish school mission; the School Advisory Council and the various school organizations share responsibility for continuously communicating with each other.
- attend regularly scheduled Council meetings.
- participate as needed in Ad-Hoc subcommittees at the discretion of the Principal and Executive Committee [see Appendix B]
- will respect one another's views, allowing fellow members to speak, engaging in open and honest communication.

Section 2:

The School Advisory Council will:

- continually seek and encourage fellow parishioners and other school parents to participate on the Council, including nominating candidate(s) in April of each year:
- assist each parishioner/school parent in the completion and submission of the Nomination / APPLICATION Form [see Appendix D] one week prior to the April meeting of each year.

#### **Article IV: Nominations, Appointments and Terms of Office**

##### Section 1:

The Chairperson will call for recommendations from the sitting Council for all seats vacated or to be vacated in June at the March meeting. All nominations will be submitted one week prior to the April meeting and reviewed in the April Council meeting. Appointments will be announced in May by the Principal.

##### Section 2:

Nomination and appointment of at-large School Advisory Council members shall be in accord with the process and procedures described in this document.

##### Section 3:

At-large members of the School Advisory Council shall serve a three (3)-year term commencing July 1. One-third (1/3) of the at-large membership shall be appointed each year.

##### Section 4:

The Pastor/Principal shall have the right to remove any member of the School Advisory Council.

#### **Article V: Executive Committee**

##### Section 1:

The Executive Committee will consist of the Pastor, Principal, a Chairperson, Vice-Chairperson and Secretary; all roles are effective July 1. The Chairperson, Vice-Chairperson and Secretary shall serve one-year terms and no more than two consecutive terms, except as outlined in this document. An exception for a third and final consecutive year may be found in this document.

At the May meeting, members of the School Advisory Council shall be nominated or volunteer to serve two positions: Vice-Chairperson and Secretary each year [the current year Vice-Chairperson becomes the Chairperson for the following year allowing for transition]. If any of the 2 positions have 2+ persons nominated and agreeable to serve – then the Council will vote to fill the position; if a vote is necessary a nonvoting member will count the ballots.

## Section 2:

The Chairperson shall have the following duties:

- to call and chair all meetings of the School Advisory Council;
- to oversee all activities of the School Advisory Council;
- to convene the Executive Committee in order to prepare the School Advisory Council meeting agenda and when special assistance or decisions are required on parish business.
- post all open meetings to the parish and school community
- Assign chairpersons to Ad Hoc Subcommittees [see Appendix B]

## Section 3:

The Vice-Chairperson shall have the following duties:

- to chair meetings in the absence of the Chairperson;
- to assist the Chairperson in overseeing the Council's activities;
- to succeed the Chairperson in case of resignation or disqualification.
- capture / update biographies of each School Advisory Council member and publish to the parish community
- Meet with new / incoming members to provide an orientation to the Council

## Section 4:

The Secretary shall have the following duties:

- to maintain written records of minutes of all School Advisory Council meetings
- to maintain an attendance record of all School Advisory Council members along with each member's term(s) on the School Advisory Council;
- to maintain a current record of the names, addresses and telephone numbers of all School Advisory Council members;
- to distribute prior to School Advisory Council meetings the agenda of the forthcoming meeting and the minutes of the previous meeting.
- Calendar School Advisory Council meetings (July – June), inviting current members

## **Article VI: Meetings**

### Section 1:

Regular meetings of the School Advisory Council shall be held at least nine (9) times per year on the first Thursday of the month, at a time determined by the School Advisory Council unless changed by the Principal with at least ten (10) day notice.

### Section 2:

Other meetings of the School Advisory Council may be called by the Pastor, Principal or Chairperson upon written or verbal notice given to all members of the School Advisory Council at least forty-eight (48) hours prior to the date of the meeting.

Section 3:

School Advisory Council meetings shall be open to all members of St. Malachy School and Parish, except when special conditions warrant the call for a closed meeting. Special conditions for holding a closed meeting or any portion of a regular meeting as closed shall be determined by the Pastor or Principal with advice from the Executive Committee.

Agenda topics may be submitted by any parishioner or school parent to the School Advisory Council in writing. Topics should be sent via email to: [sac@stmalachy.org](mailto:sac@stmalachy.org) or in writing to the school office. Disposition of the agenda topic follows the normal procedure for new business for the School Advisory Council.

Section 4:

No person or delegation shall be entitled to address the School Advisory Council unless they have been placed on the agenda for that meeting by the Executive Committee. Any person wishing to address the School Advisory Council shall submit an agenda topic as outlined in this document. Requests for agenda topics may be deferred to the appropriate parish/school organization or ministry for resolution. If a satisfactory resolution cannot be arrived at, an opportunity to address the entire School Advisory Council may be arranged by the Executive Committee.

If discussion or action is to be taken concerning the spokesperson(s) or delegation's topic of concern during the meeting at which the delegation is present, it shall be done in closed session.

## **Article VII: Amendments and Revisions**

Section 1:

This School Advisory Council Overview may be amended and/or revised at any regular or special meeting of the School Advisory Council.

Section 2:

Amendments and revision shall be presented in writing to all members of the School Advisory Council at least ten (10) days prior to any meeting. Any amendment or revision submitted to the School Advisory Council shall be discussed at the

meeting at which it is presented but shall not be agreed upon until the next meeting.

Section 3:

Amendments and revisions are passed by agreement of the full membership of the School Advisory Council.

**Article VII: Conflict of Interest:**

All School Advisory Council members must disclose any relationships that could be an actual, potential, or perceived conflict of interest in accordance with this document. Members shall exclude themselves from the discussion or portion of the meeting dealing with any matter for which the member may have a conflict.

Date of Approval by School Advisory Council:

School Advisory Council review / approval dates:

**Appendix (A)**  
**CONFLICTS OF INTEREST DISCLOSURE STATEMENT**

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Name

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Position with Corporation

**Circle One:** Finance Committee / Pastoral Council / School Advisory Council / Other

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I hereby acknowledge and accept the responsibility to assist

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(“Corporation”) to adhere to high standards of ethical and legal business practices. I understand that I have a fiduciary responsibility to act in the best interest of the Corporation and I may not receive income, personal gain or receive any kickback, substantial gift, favors, or special consideration as a result of any transaction or business dealing involving the Corporation. I understand that in order for the Corporation to assure compliance with the Conflicts of Interest Policy, that I am required to make timely disclosure of any Conflicts of Interest, which may affect my relationship with the Corporation, to the Chairman of the Board of Directors (or his designee) and/or the Conflicts Committee of the Board of Directors.

I hereby acknowledge that I have received a copy of the Conflicts of Interest Policy and agree to comply with its provisions.

Except for the Financial Interest disclosed herein, I affirm that neither any Family Member nor I have a Financial Interest in any Organization (as described in the above Conflict of Interest Policy), which presents a potential, possible or actual Conflict of Interest in fulfilling my duties and obligations to Corporation.

I further affirm that I am not aware of any potential Conflict of Interest, Financial Interest or Significant Relationship except:

(Please describe any and all interests or transactions in which you have a Financial Interest or Significant Relationship or a potential Conflict of Interest which may result in any private or personal benefit by virtue of your relationship to the Corporation.)

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Signature

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Date

## **Appendix (B)**

### **Ad Hoc Subcommittees Overview**

**Overview:** From time to time the School Advisory Council may form an Ad-hoc committee to address a specific issue or topic to support our parish.

**Structure:** Ad-hoc committees will include 2-3 School Advisory Council members, 1 parish staff team member and other parishioners (as needed). A leader will be declared by those participating on the committee.

Each School Advisory Council member is expected to participate on at least one ad-hoc committee on an annual basis.

**Meetings:** These committees will meet outside of the monthly scheduled School Advisory Council meeting times.

During these meetings, committee members will initially complete a brainstorming exercise to identify new ideas, strengths, weakness, etc. as it relates to the committee's specific issue or topic.

**Goals:** The committee will develop suggestions, approaches or ideas that seek to address the specific issue or topic -- creating a proposal / plan. The proposal / plan should include: (a) timeline (b) key targets / goals (c) priorities.

**Duration:** Ad-hoc committees should complete the work relating to the specific issue or topic within a 4-month period.



**Appendix (C)**  
**School Advisory Council Annual Meeting Calendar**

<b>Month</b>	<b>Notes</b>
<b>January</b>	No regular meeting
<b>February</b>	Regular meeting + <ul style="list-style-type: none"> <li>● Chairperson asks sitting council members to identify potential new members for nomination to the Council</li> <li>● Annual Review of Bylaws</li> </ul>
<b>March</b>	Regular meeting + <ul style="list-style-type: none"> <li>● Chairperson asks: <ul style="list-style-type: none"> <li>○ sitting Council to submit Nomination Form(s) by the one week prior to the April meeting for parishioners/school parents to replace members exiting June 30</li> <li>○ current members to consider participation on the Executive Committee</li> </ul> </li> </ul>
<b>April</b>	Regular meeting + <ul style="list-style-type: none"> <li>● Review each Nomination Form submitted to replace exiting members</li> <li>● Discuss list of current members interested in serving on the upcoming year's Executive Committee</li> </ul>
<b>May</b>	Regular meeting + <ul style="list-style-type: none"> <li>● Election of the Executive Committee</li> <li>● Principal announces new members who will be joining the Council effective July 1</li> </ul>
<b>June</b>	Regular meeting + <ul style="list-style-type: none"> <li>● Executive Committee out-going &amp; in-coming member transition occurs outside of the meeting</li> <li>● In-coming Vice Chairperson meets with in-coming members prior to the August meeting</li> </ul>
<b>July</b>	No regular meeting
<b>August</b>	Regular meeting + <ul style="list-style-type: none"> <li>● New Executive Committee and School Advisory Council members are welcomed</li> <li>● Each Council member will complete a Conflicts Of Interest Disclosure Statement</li> </ul> <p>Blessing of the School Advisory Council during Sunday Mass</p>
<b>September</b>	Regular meeting
<b>October</b>	Regular meeting
<b>November</b>	Regular meeting
<b>December</b>	Regular meeting

**Appendix (D)**  
**SCHOOL ADVISORY COUNCIL APPLICATION FORM**

We, the School Advisory Council of Saint Malachy Catholic Church, are established to assist through providing counsel, advice and stewardship to our Principal and Pastor in their duty of administering St. Malachy Catholic School according to the “five essential marks of Catholic schools” from *The Holy See’s Teaching on Catholic Schools*<sup>2</sup>:

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- And sustained by gospel witness.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Have you been baptized? Y/N

Year of Baptism: \_\_\_\_\_

Location (church): \_\_\_\_\_

Are you registered at St. Malachy/another parish \_\_\_\_\_? Y/N

Membership Year: \_\_\_\_\_

Do you regularly attend Weekend Mass at St. Malachy/your parish? Y/N

Do you support the financial livelihood of St. Malachy? Y/N

Do you volunteer at St. Malachy? Y/N

Have you been confirmed in the Catholic Church? Y/N

Are you now...

Married\_\_\_ Single\_\_\_ Engaged\_\_\_ Separated\_\_\_ Widowed\_\_\_

If married, were you married in the Catholic Church? Y/N na

If engaged, are you planning to be married in the Catholic Church? Y/N na

If single, are you living with someone who is not your spouse? Y/N na

If yes, please explain the relationship: \_\_\_\_\_

In a few sentences (on the next page), please describe what gifts you feel you would bring to the School Advisory Council?

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<sup>2</sup> The Holy See’s Teaching on Catholic Schools, p. 17

