

SCHOOL COMMITTEE BY-LAWS  
Auburn Area Catholic School  
Revised October, 2011

**Name**

This consultative body shall be known as the Auburn Area Catholic School Committee.

**Purpose**

A parish school is part of the educational mission of the parish for which the pastor is the canonical administrator. The pastor delegates, according to Diocesan policy, administrative responsibilities to the school principal who is accountable to the pastor.

The school committee is considered a consultative body in the process of policy-making by formulating and adapting policies but not to enact such policies. Consultation implies that the administrator will listen to the advice of the properly convened body in certain designated matters prior to a decision being made. The operating principle is that the administrator will not act contrary to the advice, which has been given especially when there is a consensus, unless the administrator has an overriding reason. The administrator will communicate such decisions and reasons to the consultative body.

**Membership**

Members of the Committee shall consist of the pastor and 8-10 lay persons with or without children in the school. Each year two or three (2 or 3) parents will be selected to serve on the Committee to ensure that there is a consistent flow of membership from year to year. Additionally, it is expected that the Marketing, Finance, Home & School Association and the Athletic Association send a representative to each meeting.

**Terms of Membership**

- Each member shall serve a term of three years, renewable once.
- Membership shall begin August 1 of the first year and expire July 31 of the third year following selection.
- The terms of the members are to be staggered so that two or three new members are selected each year.
- Upon receipt of the agenda, one week prior to the scheduled meeting, a member is to call the Chairperson or the principal in the event they cannot attend the meeting.
- In the event a member of the Committee has been absent, without excuse, from two (2) consecutive regular Committee meetings, the remaining members may declare that member's position vacant. Upon such declaration the member shall be deemed to have resigned.
- Whenever a vacancy occurs, the committee shall name a new member to complete the unexpired term.
- One person shall be selected to represent the Committee at the Parish Education Commission meetings.

## **Officers**

- The officers of the Committee shall consist of a Chairperson and a Vice-Chairperson, who shall be selected by the Committee members at its regular August meeting, and a recording secretary appointed by the Chairperson.
- The officers shall immediately assume their responsibilities.
- Any committee member is eligible for any office.

## **Duties of Officers**

- The chairperson will preside at all regular and special meetings of the Committee. With the principal, he/she shall determine the agenda. With the approval of the Committee, he/she shall have the authority to assign specific responsibilities to individual Committee members.
- The Vice-Chairperson in the absence of the Chairperson shall perform all the duties of the Chairperson.
- The recording Secretary shall maintain a written record of all acts of the Committee; conduct, receive, and dispose of all correspondence as directed; preserve all reports and documents committed to their care and deemed pertinent to the operations of the Committee.

## **Principal**

- The pastor shall hire a person to serve as principal. The Committee may be asked to serve on an interview team when candidates have been selected.
- The principal shall be responsible for the administration and general supervision of the school operation within Federal, State, and Diocesan directives and guidelines.
- The principal shall by professional experience and education be qualified for the position.

## **Meetings**

- The Committee shall meet monthly from August to May. The week and day of the week is to be determined by the committee at the August meeting. The meeting times will be communicated to parents and in the parish.
- Meetings of the Committee shall be open to all interested parties unless there is an issue that would require Committee members only then the meeting shall be closed.
- All issues handled by the Committee are resolved through consensus and/or open-ended discussion. (*Consensus means that all committee members agree to support the decision, which appears to be the best, under the present circumstances, for the greatest number of people.*)
- A quorum of two-thirds of the Committee members must be present at monthly meetings.
- Upon reaching consensus, the Committee members may change, alter, or modify the meeting's agenda.
- The agenda is to include reports from the Home and School Association, Athletic Association and sub-committees.

- A copy of the minutes of the previous meeting, as well as the agenda, shall be supplied to each Committee member at least one week prior to each meeting via the school secretary.
- Persons wishing to place an item on the agenda must submit their request to the Chairperson or principal one-week prior to the meeting.
- The Chairperson, principal, or Committee may determine that a concern or matter is not within the purview of the Committee and therefore will refer the matter to the appropriate authority.
- Special meetings of the Committee may be called at the request of the Pastor, Principal, or Chairperson.

### **Subcommittees**

The function of all subcommittees shall be fact-finding, deliberative, and advisory but never legislative or administrative.

The Chairperson is empowered to appoint special sub-committees of the Committee.

Such subcommittee shall operate until the duty assigned to them has been completed or at any earlier time at the discretion of the Chairperson.

The Chairperson shall appoint the members and chairpersons of all standing subcommittees at the August meeting of the Committee. The standing subcommittees shall be:

1. Finance and Budget
  - To assist the principal with developing plans and means to finance ongoing educational programs including setting tuition, book fees, negotiating subsidy and developing the annual budget. The sub-committee should create and maintain a five-year financial plan in order to assist the pastor and principal in long-range planning.
2. Marketing and Strategic Planning
  - The purpose of this school promotion committee is to assist in the creation and operation of programs that will enhance the public image of Auburn Area Catholic School and to increase enrollment. This sub-committee should work in unison with the finance and budget committee to acquire funds to bring plans and promotions to completion.
3. Endowment
  - In 2008 the school signed a participation agreement with The Catholic Community Foundation of Mid-Michigan (CCFMM). The Endowment will be managed by the CCFMM, and will hold and administer all property which Auburn Area Catholic School or any other person or organization contributes to the Endowment in accordance with the Agreement. The purpose of the Endowment is to receive and hold contributions that will be used in the following manner: tuition or scholarship assistance for students; in-service training and professional

development of faculty and staff; supplement salaries for Catholic school teachers, principals, and staff; augment operational expenses including but not limited to text books and equipment; promote, develop, market and recruit students for Auburn Area Catholic School; provide college assistance to students graduating from Catholic high schools within the Diocese of Saginaw; in the event that Auburn Area Catholic School should be discontinued for a period in excess of one year, disbursements from the Endowment Fund will be used for religious education programs for children and/or Catholic educational purposes for the children of St. Anthony/St. Joseph Parish which it from time to time maintains.

4. Technology Committee

- This Committee will assist the principal and staff in the acquisition and maintenance of all the technology needs of the school. This may include the creation of a school web-page as well as other needs as requested from other committees i.e. marketing, endowment, alumni.

5. School Improvement Committee

- This Committee, which can be the entire Committee membership, shall assist and advise the principal in matters of school improvement as related to the Michigan Non-Public Schools Accrediting Association. Annual reports are to be completed and mailed at the designated time to the MNSAA office. Every seven (7) years the school will become re-accredited.

6. Ad hoc Committee

- From time to time it may be necessary to form a committee for special concerns or projects. This committee would be short term in duration.

**Amendments**

These guidelines may be amended by consensus of the Committee provided that at such meeting there was a quorum and all changes are consistent with the policies and directives of the Magisterium of the Roman Catholic Church and its delegation of authority to His Excellency, the Bishop of Saginaw.