

**SAINT JAMES CATHOLIC SCHOOL ADVISORY BOARD  
CONSTITUTION AND BY-LAWS  
REVISED 02/2010**

**Saint James School is a Roman Catholic School in the Diocese of San Bernardino, operating under the guidance and leadership of our Bishop, Gerald Barnes.**

**MISSION**

We, at Saint James School, in partnership with parents, strive to educate students in a caring environment, permeated by Catholic Gospel values and traditions that will develop the student's moral character, self esteem, love for learning and a sense of social responsibility.

**ARTICLE I: TITLE**

This organization shall be known as the Saint James School Advisory Council. The authority for establishing a School Advisory Council resides with the Parish Pastor and School Principal.

**ARTICLE II: PURPOSE AND FUNCTIONS**

Section 1:

- A.** The primary purpose of the Saint James School Advisory Council is to develop and define the policies which govern the operation of Saint James School in a Christ-Centered environment for the formation and growth of the whole child socially, emotionally, physically, academically, spiritually and culturally.
- B.** Building community, being of service, and worshiping together.
- C.** Being responsible for providing leadership in the development of a written long-range plan for the school.
- D.** Being available to the Pastor and the Superintendent for consultation in the hiring of a new principal if this is deemed necessary.

**ARTICLE III: POWERS**

Section 1: The duly constituted School Advisory Council shall have such powers as are required to fulfill their objectives as stated in this constitution.

Section 2: All actions of the School Advisory Council shall become final unless vetoed by the Pastor or Principal. The Pastor's decisions are final.

**ARTICLE IV: MEMBERSHIP**

Section 1:

- A** Membership in the School Advisory Council shall be open to all members of the communities served by Saint James School and Parish, who are 21 years of age or older. No member of the teaching staff shall be a voting member of the Council. Members of the School Advisory Council as a minimum shall consist of the Pastor (ex-officio), the School Principal (ex-officio), the Assistant Principal (ex-officio), the Parent-Teacher Group President and six additional members elected by the school community. Additional members may be selected or appointed by the Pastor and/or School Principal. The past president may serve an additional 1 year term as an ex-officio member to help facilitate in the election

and transition of the new president. The total number of School Advisory Council members, in any event shall not exceed fourteen.

- B The Pastor, Principal, Assistant Principal, or their representatives and the immediate past president, if not serving an existing term on the School Advisory Council, shall be non-voting members.

Section 2:

- A Each elected member shall serve a term of 3 years with a maximum of 3 consecutive terms. The Pastor or School Principal may fill vacated seats by appointment for the remainder of the term.

Section 3:

- A Each year in March, a nomination committee of three may be appointed from the existing School Advisory Council to seek well qualified nominees to replace School Advisory Council members whose terms of office are expiring. The nominating committee shall clear nominee names with the Pastor/School Principal prior to contacting the nominee. The committee shall submit its report at the April meeting of the School Advisory Council, after which the President shall ask for further nominations, if needed.
- B The President may appoint a nomination committee to prepare ballots and duly conduct an election that will give the school community sufficient notice and opportunity to vote for the candidates of their choice during the month of May. The nomination committee shall count the votes and announce the results under the supervision of the School Principal. The newly elected members shall take office at the first School Advisory Council meeting in August.

**ARTICLE V: OFFICERS**

Section 1: The officers of the School Advisory Council shall consist of a president, vice-president and secretary, all of whom shall be elected annually by the School Advisory Council membership at their first regular meeting of the new school year.

Section 2: The Pastor, School Principal, Assistant Principal, or Parent-Teacher Group President, are not eligible for any office.

Section 3: The duties of the officers shall be as follows:

- A The President shall preside at all regular and special meeting of the School Advisory Council. He/She shall, with the School Principal, prepare the agenda and have it distributed prior to the Council meetings.
- B The Vice-President shall perform all duties of the President when he/she is absent or unable to act.
- C The Secretary shall maintain a written record of all acts of the Advisory Council; prepare, receive, preserve, and dispose of all correspondence as directed. The secretary will preserve all reports and documents committed to his/her care. The secretary will find a replacement if not able to attend a meeting. The secretary will send minutes 15 days after the prior meeting.

**ARTICLE VI: POLICIES**

The policies of the School Advisory Council shall be subject to State and federal law as it applies to private schools. The school Advisory Council shall be subject and responsive to directives and policies established by the Education Office, Diocese of San Bernardino.

**ARTICLE VII: MEETINGS**

Section 1:

- A The School Advisory Council shall meet regularly once a month except the month of July at a publicly designated place, unless specifically changed by the School Principal and President.
- B Special meetings may be called by the President, School Principal or by a majority of the members.

Section 2: Quorum. For the purpose of transacting official business, it shall be necessary that a majority of the voting members be present.

Section 3: All meetings of the Advisory Council are to be open meetings unless designated as Executive. Decisions made in Executive sessions must be presented and voted on at open sessions before becoming effective. The right of non-members to address the Advisory Council may be limited to those whose petition has been approved for the agenda, in advance of the meeting.

Section 4: All regularly scheduled meetings of the school Advisory Council shall be open to members of the Parish and School community. Individuals who are not members of the Council and who wish to address the Council may do so at this time, providing they have been placed on the agenda prior to the meeting. In order to be placed on the agenda, contact must be made with the President or Principal at least 72 hours before the scheduled meeting.

Section 5: A written record of all acts of the School Advisory Council, maintained by the secretary, shall be preserved.

Section 6: Motions shall be brought before the School Advisory Council only by an active member of the Council. Motions affecting the objectives of the School Advisory Council will be presented to the secretary in writing and signed by its proposer.

Section 7: Any member who misses three or more meetings per year is liable for dismissal at the discretion of the School Advisory council. This issue shall be decided by secret written ballot.

Section 8: Any member who is deemed to be a disruption to the efficient operation of the Council can be removed at the discretion of the Pastor.

**ARTICLE VIII: VOTING**

Section 1: No motion shall be voted upon unless a majority of the voting members are present. A simple majority of those present and voting shall carry the motion unless otherwise specified.

Section 2: Voting shall be accomplished by oral response to the call of the President. The secretary shall record the vote and announce the result to the President, who will notify the Council. A call for a secret written ballot may be made by 2/3 majority vote of the voting members present.

#### **ARTICLE IX: CONSTITUTION AND BY-LAWS**

Section 1: The Constitution and attached By-Laws will govern the Saint James school Advisory Council in all affairs.

Section 2:

- A Amendments to the Constitution and By-Laws shall be proposed in writing and be submitted to the Council membership at least seven days prior to subsequent discussion and vote.
- B A simple majority of the members present and voting shall be required for passage of an amendment.

Section 3: Annual Review.

During the April meeting each year, the President will appoint a three-member committee to review the Constitution and By-Laws. The committee report will be in the form of a motion to change or not change the documents. If a change is requested, the committee chairperson will follow the established procedures for amendments. The committee will be composed of the Vice-President and two members appointed by the President, and confirmed by a majority vote.

#### **ARTICLE X: BY-LAWS**

Section 1: The standing committees that may be appointed annual are:

- A **WAYS AND MEANS:** The President of the Parent-Teacher Group will be appointed Chairperson of the Ways and Means Committee. The Ways and Means committee shall present to the School Advisory Council programs designed to enable the Parent-Teacher Group to carry out specific functions in support of the Ways and Means Committee to meet those financial goals approved by the School Advisory Council.
- B **facilities and equipment:** The Chairperson of the Facilities and Equipment Committee shall make recommendations to the School Advisory Council concerning all matters related to the facilities. The Chairperson will advise and assist the School Advisory Council and Principal as appropriate, but will in no case expend funds without prior approval of the School Advisory Council.
- C **PUBLIC RELATIONS:** The Committee Chairperson shall be concerned with promoting fundraising activities and other related activities promoting the good of the school and act as an advisor to the School Advisory Council in these areas.
- D **BUDGET AND FINANCE:** The main purpose of the Budget and Finance Committee is to offer input and advice to the Principal in the development of the budget and establishment of tuition levels. The President of the School Advisory Council has a standing position on this committee.
- E **OTHER COMMITTEES:** The President of the School Advisory Council may create additional standing committees and appoint chairpersons to meet the objectives of the School Advisory Council.

H The School Advisory Council shall publish its goals and objectives in the school newsletter, the parish bulletin, and the school and parish websites by October 1<sup>st</sup> of each year.

Section 2: Tuition Assistance. All applications for tuition assistance shall be reviewed and approved or disapproved by the School Principal and Pastor.