

St. Matthias Parish School

School Advisory Committee By-Laws

1. Purpose

The St. Matthias School Advisory Committee advises the principal on the construction and implementation of procedures consistent with the Milwaukee Archdiocese Schools Office. The School Advisory Committee's legitimate areas of concern shall include:

- Mission and Catholic Identity
- Budget and Finance
- School Advancement
- Enrollment Management
- Academic Programming and Technology
- School Culture and Communications
- Accreditation (Ad Hoc for 2018-2019 & 2019-2020)

2. Membership

There shall be up to 12 members on the St. Matthias School Advisory Committee.

2.1 Discerned Members

There shall be 7 discerned members on the School Advisory Committee, serving three-year staggered terms (2-2-3 year rotations).

No regularly scheduled paid employee of any parish education program or the spouse or parent or child of such an employee is eligible for membership on the Committee. This prohibition does not include substitute teachers or other randomly scheduled paid employees.

At least 4 of the discerned members must have a child enrolled in St. Matthias Parish School at the time of their election.

At least 2 members of the Committee must not have children currently enrolled in the school, but may be parish members or community members and have no parish or school affiliation.

Newly discerned members to the School Advisory Committee shall be installed at the last meeting of the school year during which they were discerned, after the completion of the regular agenda.

2.2 Ex Officio Members

There shall be 5 ex officio members on the School Advisory Committee.

These are: the Pastor or his designee, the Principal, one representative from the Parish Council, an elementary school faculty representative and a middle school faculty representative.

In addition, the immediate past Chairperson of the School Advisory Committee may also serve as an ex officio member for one year when that person is no longer filling an elected seat on the Committee. Ex officio members are not elected and do not vote on matters before the Committee.

2.3 Dismissal

Elected members who are frequently absent without good cause or who withdraw from the Parish and do not have students enrolled in St. Matthias School, or who withdraw their children from St. Matthias School and are not Parish members shall be dismissed from the Committee and replaced according to the guidelines set forth in Section 2.4.

2.4 Mid-Term Vacancies

Mid-term vacancies on the School Advisory Committee shall be filled by a majority vote of members present at a meeting after discernment, in which there is a quorum present. Nominations shall come from any member of the School Advisory Committee.

3. Officers

There shall be three officers on the School Advisory Committee. These are Chairperson, Vice-Chairperson, and Secretary.

3.1 Elections

Each year, at the first meeting of the school year, all three new officers will be nominated and elected by a majority vote of elected Committee members.

3.2 Mid-term Officer Vacancies

Mid-term vacancies in officer positions on the School Advisory Committee shall be filled in the same manner in which officers were elected at the beginning of the school year. These replacement officers must meet the requirements for officers as set forth in this document and shall serve for the remainder of the term of the officers they replace.

3.3 Terms of Office and Succession

The term of office for all officers shall be one year, beginning at the meeting of their election to the next meeting in which officers are elected. Officers may succeed themselves only once for a total of two consecutive terms in anyone officer position. Filling mid-term vacancies shall not constitute a term for the purpose of this succession rule. Eligibility for a particular officer position is restored after having not held that position for at least one year.

3.4 Duties of Officers

The following are the duties of the School Advisory Committee Officers:

3.4.1 Chairperson

The Chairperson shall schedule regular monthly meetings by announcing them at the first meeting of the school year, set the agenda for those meetings in consultation with other members of the board, and conduct the meetings as set forth in the by-laws and according to Roberta's Rules of Order. The Chairperson shall be in regular contact with the Principal.

3.4.2 Vice-Chairperson

The Vice-Chairperson shall fulfill the duties of the Chairperson in his or her absence.

3.4.3 Secretary

The secretary shall facilitate the taking of detailed notes of each meeting, distribute the minutes in advance of each subsequent meeting to members of the School Advisory Committee, deliver approved minutes to the parish council, school office, and other parish committees as appropriate, and keep a record of the year's minutes on file.

4. Procedures

4.1 Meeting Frequency

The School Advisory Committee shall meet monthly during the normal school year. Special meetings may be called by the Chairperson upon the written request of at least three members of the Committee which states the intended purpose of such a meeting. Notice of special meetings shall be sent to all members at least three days prior to the meeting and must state the time, place, and intended purpose of the meeting. No other business than that stated as the purpose shall be conducted at such a meeting.

4.2 Meeting Structure

St. Matthias School Advisory Committee Roberta's Rules of Order shall apply. In addition, at any meeting any member of the School Advisory Committee may invoke the "two meeting rule" which shall require that an issue under discussion at one meeting may not be voted upon until the next meeting at which a quorum is present. The School Advisory Committee shall be open to comment and discussion by those parish members and school families in attendance, even though they may have no formal status on the Committee. Such comment and discussion shall be made following the School Advisory Committee discussion and/or at such time as may be deemed appropriate by the Chairperson.

4.3 Executive Sessions

The St. Matthias School Advisory Committee shall retain the option and privilege of conducting executive sessions in deviation from the customary open meeting format. Executive sessions may be called upon by the motion of the Chairperson or by petition of three or more members of the School Advisory Committee. No member of the Advisory

Committee shall be excluded from executive sessions unless by notification from the Chairperson prior to executive session.

4.4 Committees

There shall be Committees of St. Matthias School Advisory Committee from year to year. Any deletion or addition of standing subcommittees shall be accomplished by vote of the elected members. Ad Hoc subcommittees may be established during the year by the Chairperson for the purpose of efficiently distributing the Board's workload. The Chairperson shall take into consideration the abilities and desires of School Advisory Committee Members in appointing them to subcommittees. Individuals who are not Board members may serve on the committees:

Standing Committees:

Mission and Catholic Identity
Budget and Finance
School Advancement
Enrollment Management
Academic Programming and Technology
School Culture and Communications

4.5 Quorum

Two-thirds of the voting members of the St. Matthias School Advisory Committee shall constitute a quorum for the transaction of business. If no quorum is present, meetings are cancelled.

4.6 Voting in Committee

The goal of the Saint Matthias School Advisory Committee is to operate by consensus of 55%. In the absence of consensus, each elected member of the **St. Matthias** School Advisory Committee in attendance at a meeting shall have one vote on any matter properly coming before the Committee for which the Chairperson shall poll a vote. The Chairperson shall be non-voting except for the purpose of breaking tie votes of a duly constituted quorum.

4.7 Annual Selection/Election/Discernment of School Advisory Committee Members

Discernment: Nominations for new members to the Advisory Committee shall be solicited via nomination papers in the home folders of the school children by April of each year. Interested individuals who meet the qualifications on section 2.1 for elected members shall submit their written nominations by a deadline announced by the Advisory Committee. If valid nominations in excess of the number of vacancies to be filled are submitted, all nominees will attend a discernment session at the School/Church. During this session new members will be discerned by a process of reflection and discussion.

Any issues as to the qualification of a nominee shall be resolved by vote of the Advisory Committee.

4.8 Amending the By-Laws

These by-laws may be amended by the members of the School Advisory Committee after consultation with the Pastor or designee, the Principal and the appropriate Archdiocesan offices.