

St. Hilary School Advisory Council

By-Laws Adopted on January 1, 2022

ARTICLE I: NAME OF ORGANIZATION

St Hilary School Advisory Council

ARTICLE II: PURPOSE AND FUNCTION

The St. Hilary School Advisory Council will advise and support the school administration in the planning of programs OR special projects.

MISSION STATEMENT

The School Advisory Council exists to act in the best interest of the students, parish, parents, and staff toward the purpose of excellence in Catholic Education. The School Advisory Council shall advise and assist in the planning and implementation of school programs and special projects.

ARTICLE III: ORGANIZATION STRUCTURE

A. The Officers of the School Advisory Council shall consist of a Chair, Vice-Chair and Secretary.

B. The officers for the following year are elected during the May meeting by the next year's elected membership.

C. The term of each council member is two (2) years with an optional two (2) year extension with the approval of the council, and commences following the May meeting.

D. To be eligible to be Chair, a member must have served at least one year on Council.

E. The Chair has the following responsibilities: 1) To initiate and chair the meetings. 2) To prepare the agenda for each meeting. 3) To have regular, on-going communication with the Pastor and Principal.

F. The Vice-Chair has the following responsibilities: 1) To chair meetings in the absence of the Chair. 2) To represent the Council when requested 3) To conduct the annual request for new members and discernment process.

G. The Secretary has the following responsibilities: 1) To record the minutes at each meeting. 2) To provide copies of the minutes of the previous meeting to Council members. 3) To make the minutes of Council meetings available to the school community.

H. Responsibilities of all members are: 1) To be active in the parish school in order to be acquainted with the needs of the school, the children, and the parents. 2) To be familiar with the purpose and function of the Advisory Council.

ARTICLE IV: MEMBERSHIP

A. Members of the Advisory Council must be parents of children enrolled in the school. Membership shall be comprised of the following:

1) Not less than five (5) members but not more than ten (10) members. Each elected for a term of two years, with a renewable 2 years with the approval of the council members. Representatives must have a child at St. Hilary during the duration of their membership.

2) Pastor

3) Principal/ Assistant Principal/ Marketing Director/Other School Staff as Requested.

ARTICLE V: NOMINATING NEW MEMBERS

New members to the council will be sought based on various competencies desired by the council for the projects being considered. School administration and active council members will solicit prospective candidates for membership by asking them to provide a brief bio, and will review potential members by inviting them to a nomination meeting and then choose new members through a discernment process.

ARTICLE VI: AD HOC COMMITTEES

Any needed Ad Hoc Committee shall include members of the Council and persons appointed by the Chair of the Advisory Council.

ARTICLE VII: YEARLY MEETING

Council may request an annual meeting with the Pastor and Business Manager to review the school finances.