



Holy Redeemer Catholic School
School Advisory Council Constitution

We the members of the Holy Redeemer Catholic School Advisory Council, act as ambassadors in our community, bringing forth the thoughts and ideas of our partners; the parents, community members and parishioners of Holy Redeemer.

Guided by our faith in Jesus and the teachings of the Catholic Church, we advise and support the school administration in their efforts to create and maintain a faith centered Catholic education for our children; fostering a desire for lifelong learning and honoring the God given gifts and potential within our diverse community.

ARTICLE I

TITLE

The name of this body shall be Holy Redeemer Catholic School Advisory Council, hereinafter referred to as the Advisory Council or SAC.

ARTICLE II

NATURE AND FUNCTION

The purpose of the Advisory Council shall be to provide direction for program needs of the school, especially in Planning, Finances and Development; to promote the implementation of said policies, and to insure that all local policies are in accord with the intent and spirit of the policies established for the Catholic schools of the Archdiocese of Portland.

ARTICLE III

MEMBERSHIP OF THE COUNCIL

Section 1. *Number and Composition*

a) Members of the School Advisory Council shall be the Pastor of Holy Redeemer Church (ex officio), the school Principal (ex officio), a representative (liaison) from the Holy Redeemer School Parent Club (ex officio, non-voting), five representative school parents or parishioners, chosen from those recommended by School Advisory Council members using SAC member nomination guidelines, and four representatives, appointed at large, by the

pastor and the school principal.

b) The School Advisory Council shall have an executive officer, the school principal, responsible to the Advisory Council for carrying out its policies and accountable to the pastor and to the Department of Catholic Schools through the Archdiocesan Superintendent of Schools.

c) Said Council is advisory to the pastor and to the principal and has no governing and/or regulatory power. The pastor is the enactor of all school policy.

Section 2. *Tenure of Office*

Each elected member shall serve a term of three (3) years.

Section 3. *Election, Vacancies, Removal*

a) A new membership Committee consisting of the Principal, Pastor and the School Advisory Council, shall seek out and prepare a slate of prospective council member nominees. They will also determine the process by which nominations, selections and appointments will take place. Newly selected members of the Advisory Council shall take office at the September meeting. Outgoing members shall leave office at the end of the June School Advisory Council meeting.

b) Unexpired terms of Advisory Council members or of Advisory Council members who are disqualified, shall be filled by the Pastor and Principal through appointment.

c) Any member of the Advisory Council, other than an ex officio member, who is absent from two regular meetings of the Advisory Council during one academic year, September through and including June, shall, unless excused by action of the Advisory Council, cease to be a member.

ARTICLE IV

OFFICERS

Section 1. *Organization*

The officers of the Advisory Council shall include a Chairperson, an Assistant Chairperson, and a Secretary. The Chairperson, Assistant Chairperson, and Secretary shall be voting members of the Advisory Council.

Section 2. *Election of Officers*

a) Officers shall be elected at the September meeting of the council. They should hold office for one year and may be re-elected for one additional year. Voting is usually done by secret ballot.

b) All members of the Advisory Council are eligible for any Office, with the exception of

the pastor, principal and Parent Club representative.

Section 3. *Duties of Officers*

- a) The Chairperson shall preside at all regular and special meetings of the Advisory Council.
- b) The Assistant Chairperson shall perform all the duties of the Chairperson when s/he is absent or unable to act.
- c) The Secretary shall maintain a written record of all acts of the Advisory Council; conduct, receive, and dispose of all correspondence as directed; and preserve all reports and documents committed to his/her care.

ARTICLE V

MEETINGS

Section 1. *Regular and Special Meetings*

- a) The Advisory Council shall meet monthly, either in person or online publicly.
- b) Special meetings of the Advisory Council may be called by the Chairperson as needed or by a majority of the voting members. If time permits, notice of special meetings shall be given twenty-four (24) hours in advance stating the nature of the meeting, the time and the place.
- c) Because of the advisory nature of the Council, no meeting will be held without the Pastor and/or Principal in attendance.

Section 2. *Quorum*

- a) For the purpose of transacting official business, it shall be necessary that the majority of the total voting members be present and voting. "Voting members" of the Advisory Council shall mean the Holy Redeemer Catholic School selected/appointed representatives. Those council members designated as "ex-officio", have no voting prerogative.
- b) A simple majority of those present and voting shall carry the motion, decision, and/or election unless otherwise specified in the constitution,
- c) Voting in absentia may be allowed only under the following conditions:
The voter shall convey a vote in person, or in direct conversation via telephone/virtually, to either the Chairperson or the Assistant Chairperson of the Advisory Council. The voting member shall have been in attendance at the previous meeting of the School Advisory Council. The item under voting consideration shall have been recommended as an issue in the previous Advisory Council meeting. The absent council member's vote shall be expressed verbally to the Advisory Council by the contacted Chairperson or Assistant Chairperson.

Section 3. *Open Meetings*

All meetings of the Advisory Council are to be open meetings unless designated as being closed.

Section 4. *Visitors*

- a) Meetings of the School Advisory Council shall be open. The Advisory Council reserves the right to declare closed sessions whenever confidential matters may be discussed.
- b) The right of non-members to address the Advisory Council shall be limited to those whose petition has been approved by the Pastor or Principal in advance of the meeting,

Section 5. *Archives*

A written record of all acts of the Advisory Council, maintained by the Secretary, shall be preserved in the archives.

Section 6. *Rules and Procedures*

The Advisory Council may fix its own rules of procedure, but in the absence of such rules, Robert's Rules of Order shall apply.

ARTICLE VI

COMMITTEES

Section 1. *Standing Committees*

- a) The Advisory Council shall have one seated representative on the Holy Redeemer School Finance Committee.
- b) The Standing Committees for the Holy Redeemer Catholic School Advisory Council shall be: Finance, Marketing/Recruitment, Diversity, Equity and Inclusion (DEI), and Strategic Plan.

Section 2. *Temporary Committees*

- a) The Advisory Council may, by resolution, provide for such other committees as it deems advisable and may discontinue the same at its pleasure.
- b) Each committee shall have such powers and shall perform such duties as may be assigned to it by the Advisory Council and shall be appointed and vacancies filled in the manner determined by the Advisory Council. In the absence of other direction, the Chairperson shall appoint all committees,

ARTICLE VII

AMENDMENTS

Section 1. *Amendments*

This constitution may be amended, supplemented, suspended, or repealed, in whole or in part, by a vote of two-thirds of the total voting membership subject only to regulations of the Archdiocese and the approval of the Pastor.

Section 2. *Presentation*

Amendments must be presented to the Advisory Council in writing at least twelve days prior to the next School Advisory Council meeting for discussion and voted on at a subsequent meeting.

Section 3. *Bylaws*

Bylaws may be amended by a two-thirds vote of the total members of the Advisory Council providing the amendment has been presented at the previous meeting of the Advisory Council and subject to approval by the Pastor and the Superintendent of Catholic Schools. the completion of its task. Each entity shall have such powers and shall perform such duties as may be assigned to it by the Advisory Council and shall be appointed and vacancies filled in the manner determined by the Advisory Council. In the absence of other direction, the Chairperson shall appoint all committees

STANDING ADVISORY COUNCIL COMMITTEES

The Advisory Council may, by resolution, provide for such other committees as it deems advisable and may discontinue the same at its pleasure. Each committee shall have such powers and shall perform such duties as may be assigned to it by the Advisory Council and shall be appointed and vacancies filled in the manner determined by the Advisory Council. In the absence of other direction the Chairperson shall appoint all committees.

The Standing Committees of the Holy Redeemer Catholic School Advisory Council shall be: Finance, Marketing/Recruitment, Diversity, Equity and Inclusion (DEI) and Strategic Planning. Also, one representative seat on the Holy Redeemer School Finance Committee is held by a School Advisory Council member.

DUTIES OF OFFICERS/MEMBERS

CHAIRPERSON

The Chairperson shall preside at all regular and special meetings of the Advisory Council; appoint all committees unless otherwise specified by the Advisory Council, pastor or principal; execute on behalf of the Advisory Council all written instruments except as otherwise directed

by the Advisory Council, pastor or principal and, in general. Perform all duties incident to the office of Chairperson and such other duties as from time to time may be assigned to him/her by the Advisory Council, pastor or principal.

ASSISTANT CHAIRPERSON

The Assistant Chairperson shall be an aide to the Chairperson, and in case of the absence or disability of the Chairperson, shall pro tempore assume and perform the duties of the Chairperson.

SECRETARY

The Secretary shall keep the minutes of the meetings of the Advisory Council, be they open or closed; submit a copy of the minutes within a reasonable time to the school advisory council members for approval, see that all notices are fully given in accordance with the provisions of the constitution, be custodian of the records of the Advisory Council and provide the school principal with copies of same for the school office/archives; and, in general, perform all duties incident to the office of the Secretary of the Advisory and such other duties as from time to time may be assigned by the Chairperson; in the absence of the Chairperson and Assistant Chairperson, the Secretary shall chair the meetings of the Advisory Council.

INDIVIDUAL MEMBERS

Advisory Council members have authority only when acting as an Advisory Council officially in session. The Advisory Council shall not be bound by any statement or action on the part of any individual member of the Advisory Council except when such statement or action is in pursuance of specific instruction of the Advisory Council.

METHODS OF OPERATION

ADOPTION OF ADMINISTRATIVE REGULATIONS

The Advisory Council does not adopt administrative regulations and is not to involve itself in the administration of the school.

ADOPTION/AMENDMENT OF POLICIES AND BYLAWS

Any proposed new policy or bylaw of the Advisory Council must be submitted in writing and read at a regular meeting of the Advisory Council and must lie over until the next regular meeting. A two-thirds vote of the Advisory Council shall be necessary for its adoption as well as the approval of the pastor.

Bylaws of the Advisory Council may be amended by a two-thirds vote of the total members of the Advisory Council providing the amendment has been presented at the previous meeting of the Advisory Council and has been approved by the pastor.

MEETINGS (REGULAR. SPECIAL)

The Advisory Council shall meet monthly, subject to change by the Advisory itself or to postponement by the Chairperson, pastor or school principal. Special or additional meetings shall be held whenever called by the Chairperson or the majority of the Advisory Council. Meetings will not be held without the pastor and/or principal in attendance.

TIME, PLACE, AND NATURE

All meetings may be held at such times and places as fixed by the Chairperson or by a voting majority of the Advisory Council upon not less than five (5) days' notice. All meetings of the Advisory Council are to be open meetings unless designated as being closed.

CONSTRUCTION OF THE AGENDA

The Chairperson with the assistance of the principal shall be responsible for preparing the agenda. Individual Advisory Council members desiring an item to be included on the agenda shall notify the Chairperson or school principal at least ten (10) days prior to any regular meeting.

QUORUM

A majority of the voting members of the School Advisory Council is necessary for the transaction of any business.

MEETING CONDUCT (Agenda)

I. Call to Order and Opening Prayer (7:00)

II. Recommended Actions

- A. Routine Matters (7:05)
 - 1. Roll Call
 - 2. Approval of the minutes from previous meeting
- B. Old Business
- C. New Business
 - 1.

III. Information and Reports

- A. From Professional Staff
 - Pastor
 - Principal
- B. From Parent Groups
 - Parents' Club
- C. Interim Reports from Committees

- 1. Finance
- 2. Marketing/Recruitment
- 3. DEI
- 4. Strategic Plan
- D. Correspondence
- E. Time for Topics that come up
- F. Suggested Topics for Future Business

IV. Future Business/Concerns

- A. Committee Tasks
 - 1. Finance
 - 2. Marketing Recruitment
 - 3. DEI
 - 4. Strategic Plan

B. Future Topics

V. Executive Session (if one is held)

VI. Closing Prayer and Adjournment

LENGTH OF MEETING

The goal of the Holy Redeemer Catholic School Advisory Council shall be to conduct its meetings within a two-hour time limit.

PARLIAMENTARY PROCEDURE

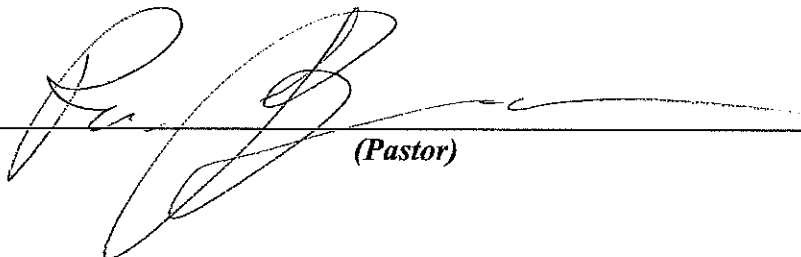
The Advisory Council may fix its own rules of procedure to be followed at meetings, but in the absence of such rules, Robert's Rules of Order shall apply.

MINUTES OF MEETINGS

The minutes of each meeting shall be sent by the Advisory Council's secretary to the pastor, principal, and individual Advisory Council members.

OFFICIAL SIGNATURE

DATE: 10-11-23

APPROVAL: 
(Pastor)