

IHMCS Advisory Council Constitution

Article I Name

The name of this body shall be Immaculate Heart of Mary Catholic School (IHMCS) Advisory Council, hereafter referred to as “the Council” or “SAC”.

Article II Purpose

The Council is established to provide leadership in identified functional areas, and in so doing, provide assistance and advice to the Pastor and the Principal in the governance and management of the school.

Article III Nature and Function

Section 1: Nature

The Council is a consultative group. All decisions regarding the work and recommendations of the Council rest with the Pastor and Principal. The members cannot act apart from the Pastor and the Principal and cannot make decisions binding for the school without the approval of the Pastor. Consultation also means that decisions will not be made in major matters until and unless the Council has been consulted.

Section 2: Duties & Function

The Council, with ratification by the pastor and principal, has responsibilities in the areas outlined below. Additional areas and responsibilities may be added, as needed, to provide support and assistance in the governance and management of the school. Efforts and initiatives will be aligned with the goals of the broader parish and when appropriate, partnerships created.

- A. Planning
 - 1. Establish and review the mission statement, annual goals and long-range plans.
 - 2. Share output with school community and parish leadership, as appropriate.

- B. Policy Incorporation
 - 1. Draft policies for the governance and direction of the school.

2. Propose incorporation of the policies and recommendations from the Archbishop and the Office of Catholic Education and Formation Ministries.
3. Recommend personnel policies for teachers and staff, including qualifications, salaries, termination procedures and benefits.
4. Recommend admission policies.
5. Outline policies regarding parish/school relationship.

C. Finance

1. Assist and aid in the development of management and financial reporting.
2. Propose and support efforts to implement proper internal controls.
3. Establish rates of tuition and fees and oversee the collection thereof.
4. Prepare, submit and oversee an annual budget.
5. Establish procedures for and determine allocation of financial assistance.

D. Development

1. Research practices and establish a process and approach for ongoing development efforts.
2. Oversee completion of the capital campaign effort and coordination with the parish.

(Development includes fundraising initiatives and activities directed at meeting the long-term financial and strategic needs of the school.)

E. Public Relations and Marketing

1. Represent and communicate the work of the school with all segments of the school, parish and broader community to facilitate positive and informed support and perceptions.
2. Oversee all new student recruitment efforts.
3. Work cooperatively with the parish to identify and execute on co-marketing efforts.

F. Evaluation

1. Facilitate evaluation of the School and Council on their effectiveness in performing assigned duties and functions. Assess efforts and results against annual goals and long-range plans.
2. Share results with the school community and parish leadership, as appropriate.

G. Volunteerism and Fundraising

Facilitate and oversee the fundraising and volunteer efforts within the school.

(Fundraising is targeted at the current school and parish community and includes efforts to raise funds to meet the current year financial needs of the school.)

H. Selection of the Principal

Assist the Pastor in the search process for the Principal.

Article VII Meetings

Section 1: Meetings

- A. The council shall meet regularly as specified in the By-laws.
- B. All regularly scheduled meetings of the Council shall be open to school parents and parishioners.
- C. The Council may go into Executive Session upon the motion of any member approved by a simple majority of the members present. Executive Sessions are restricted to Council members and are appropriate for issues of a confidential matter.

Section 2: Meeting Purpose

The work of the Council will primarily be done at the committee level. The meetings of the full Council will be used as a mechanism to:

- Discuss and establish prioritization of Committee/Council efforts
- Ensure regular updates on committee work, recommendations and implications
- Further gather input from trusted and representative individuals

Section 3: Records

The Council Chair will appoint an individual to ensure meeting notes and other documentation are captured, recorded and distributed as appropriate. A written record of all agendas and minutes of the Council shall be preserved in the school offices.

Article V Membership

Section 1: Members

- A. Members of the Council shall consist of the Pastor, Principal and seven (7) appointed members. At any one time, membership seats will be filled such that there will be 3-4 members with two-year term obligations and 3-4 members with one-year obligations.
- B. The Principal shall function as the Executive Officer of the Council. The Principal is responsible for implementing policies formulated by the Council and enacted by the Pastor, informing the Council of the condition of the educational system and proposing the adoption of needed policies and practices.

Section 2: Eligibility

- A. Individuals eligible for selection to the Council include adult parishioners of IHM, school parents of IHMCS and any other identified adult individuals having specific talents and experiences judged of value to the Council.
- B. With the exception of the Principal and Pastor, paid employees of the school or Parish and their immediate family are not eligible for the Council.

Section 3: Selection

A. Member Selection (Excluding Home and School Member):

1. A Nominating Committee is charged with encouraging nominations and awareness of the process, reviewing all nominations and determining those for appointment.
2. The Nominating Committee is made up of the Pastor, an IHM Trustee, the Council Chair, a 1st year member, a 2nd year member, and the Principal. The Pastor, Principal and Council Chair will be responsible for identifying the Nominating Committee members.
3. Members are nominated (self or other) in the spring. Interested candidates complete an application form and visit with the Nominating Committee.
4. Upon conclusion of all visits, the Nominating Committee discusses their findings and puts the applicants to a secret vote. Selection will be by a simple majority of the Nominating Committee members present.

B. Member Selection (Member Leading Home and School):

The member on the Council who will chair the Home and School Committee will be chosen per the process outlined under the Home & School Committee By-Laws.

C. Composition

1. The goal of the Council is to source members based on the following priority list:
 - Demonstrated integrity and leadership abilities
 - Willingness to commit the effort required
 - Relevant interests and talents
 - Diverse and representative across the constituencies of the parish and school.
2. The following will guide the composition of the seven appointed members:

- A minimum of three school parents
- Up to two non-parent/non-parish individuals
- Up to two non-parent parishioners

Section 4: Terms

- A. The term of office for each appointed Council member is two years with the exception of the Council member leading the Home & School Committee and the Council Chair. The Council member leading the Home & School Committee is appointed to serve a one year term and the Council Chair may serve a third year if served as the Chair.
- B. Individuals may serve any number of terms, however consecutive terms are not permitted.
- C. Terms shall terminate on June 30th of each year. Terms of newly appointed members shall commence on July 1st of that year.

Section 5: Vacancies

Unplanned vacancies shall be filled by appointment of the Pastor to complete the term of the vacancy.

**Article VI
Officers**

Section 1: Officers

The officers of the Council shall consist of a Chair.

Section 2: Eligibility

Candidates for Council Chair must have served at least one year as a Council member.

Section 3: Selection

Individuals shall be nominated and voting conducted at the regular Spring meeting of the Council. Selection will be by a simple majority of the Council members present. Election will be by secret ballot. Results will be tallied and announced by the Pastor and/or Principal. The elected officer will take office on the following July 1.

Section 4: Duties

The Chair shall preside at all regular and special meetings of the Council. The Chair shall collaborate with the Pastor and Principal to plan all meetings, appoint all committee chairpersons, ensure minutes and written documentation are created and maintained as

necessary and provide updates to the broader school/parish community on a regular basis. Subject to the approval of the Council, the Chair shall appoint any ad hoc committees necessary for the proper functioning of the Council.

Article VII Committees

Section 1: Standing Committees

- A. Standing committees will be as follows:
 - Finance
 - Policy and Evaluation
 - Public Relations and Marketing
 - Development
 - Home and School
 - Strategic Long-Range Planning
- B. Each Council member is asked to serve on one to two standing committees. All Council members will serve on the Strategic Long-Range Planning Committee.
- C. The chair of each of the standing committees must be a member of the Council. Other committee members need not be members of the Council.
- D. The Committee Chair and Principal will define committee size and composition based on the needs of the committee and interest shown by others.
- E. Those individuals having applied but not selected to serve on the Council are encouraged to serve on one of the standing committees.

Section 2: Ad Hoc Committees

Ad hoc committees shall be created as needed by the Council.

Section 3: Duties

The duties of both standing and ad hoc committees shall be determined by the Council.

Article VIII
Amendments

This Constitution may be amended by a vote of two-thirds of the total membership of the Council and ratification by the pastor. Amendments must be presented in writing to each member of the Council at least one week in advance of that vote.

Approved by: Father Patrick Hipwell

Date:

IHMCS Advisory Council

BY-LAWS

Article I Meetings

Section 1: Time and Location

- A. The Council will define a projected meeting schedule at the onset of the year. A minimum of four scheduled meetings will occur during the September through June period. Additional meetings may be scheduled as required.
- B. Committees will meet and conduct work as necessary and effective. Individuals interested in the activities of the committees will be encouraged to contact the committee chair for information regarding efforts.

Section 2: Visitors

- A. Meetings are “Open” to the school and parish community unless the matter is of a confidential nature, in which case that portion of the meeting will be “Closed”.
- B. Visitors wishing to make a presentation at a Council meeting must request a place on the meeting’s agenda by contacting the Council Chair either verbally or in writing 48 hours prior to the meeting. Such presentations are to be no longer than 15 minutes in length.
- C. Visitors do not participate in Council discussion.

Article II Membership

Any member who has an absence from two (2) or more regular or special meetings without justifiable cause shall forfeit membership on the Council.

Article III Amendments

These By-Laws may be amended by a vote of two-thirds of the total membership of the Council and ratification by the pastor. Amendments must be presented in writing to each member of the Council at least one week in advance of that vote.

Approved by: Father Patrick Hipwell

Date: