

RESURRECTION CATHOLIC SCHOOL SITE ADVISORY COUNCIL BY-LAWS

ARTICLE I: NAME

Resurrection Catholic School Site Advisory Council

ARTICLE II: PURPOSE

The Site Advisory Council's responsibility is governance responsibilities of Resurrection Catholic School. It will serve as an important parent and parish member feedback and consultation body for the site principal, the GRACE President, and the Board of Trustees. The Council will govern Resurrection Catholic School in accordance with the School's mission of stewardship; fostering Christian leadership by witnessing the Gospel message, embracing a stewardship way of life, and striving for moral and academic excellence.

- The Council will make recommendations on matters related to school or system policy, operations, budgets, and programming.
- The Council will not direct day-to-day operations or make school or system policy.
- The Council will have responsibility for all site-based fundraising.
- The Council will support school marketing and enrollment promotion.
- The Council will oversee the Resurrection Catholic School Parent-Teacher Organization.
- The Council shall meet monthly, or as otherwise deemed necessary by the Council; from August through June.
- Council meetings shall be open, with the exception of executive sessions. Council meetings shall be announced in the School newsletter and Parish bulletin.
- The Council chairperson, Council members, principal, GRACE president, teachers, Resurrection School parents, or Resurrection Parish members may bring issues to the Site Advisory Council.
 - Anyone requesting meeting with the council; should contact the school office to obtain a form requesting permission to address the council, fill out the form and submit it for consideration. Forms will also be available online. A member of the council will review and let the requester know if meeting request is approved. The requester shall follow all protocols as stated on the request form and grievance policy in the handbook. Requests may be refused with or without cause.
- The Council shall be consulted by the GRACE system on issues related to school policy, the administration of school policy, school program needs, and site-based fundraising.
- The Council will support the development and maintenance of extracurricular and extraordinary activities funded by site-based fundraising.
- The Council's top fundraising priority will be raising the "GRACE Budget Contribution."

- Funds raised by the Council through activities and events fall into two categories:
 1. Unrestricted funds: are priority funds called “Budget Contribution” necessary to support the School’s operating budget as part of the overall system budget.
 2. Restricted funds: are funds raised in excess of the annual “Budget Contribution” reserved for spending on projects or items that support the School site.
- The “Budget Contribution” determined by GRACE must be met before any restricted funds can be allocated.
- Restricted funds may be spent at the discretion of the Council in consultation with the principal.
- The Council will have its own non-lapsing fund within GRACE.
- All funds raised by the Council, on behalf of the School or that are given to the School (except those designated to endowment special funds) must be deposited in this account.
- The GRACE system will establish procedures that ensure the safe handling and proper management of funds. These procedures will be communicated to the Council Treasurer. The Council Treasurer must follow these procedures to ensure that these funds are managed to maintain the trust of donors and contributors. That trust is maintained by properly accounting for and managing all funds.
- GRACE system staff will annually provide training to the Council Treasurer. This staff will also perform basic audit and oversight to ensure procedures are followed.

ARTICLE III: COMPOSITION

The Site Advisory Council may have a maximum of 15 people. It will consist of: the Resurrection Catholic School principal; one Resurrection Catholic Parish member; and seven Resurrection Catholic School parents. If a Resurrection Catholic Parish member is unavailable to serve on the Council, then a Resurrection Catholic School parent may fill that seat. All Council members will have an equal vote. The Council Chairperson, Secretary and Treasurer shall serve a 2 year term. All other Council members shall serve a 1 year term, with the opportunity to serve additional terms as approved by the Council.

- The Council shall meet monthly, or as otherwise deemed necessary by the Council; from August through June.
- All Council members shall sign a Code of Conduct to ensure that each member fulfills their Council responsibilities and obligations in the best interest of the School and Parish communities.
- All Council members are expected to regularly attend Council meetings.
- Any Council member may call for the formation of a committee when deemed necessary.
- Open Council positions may be filled by majority Council vote.

- Selection for all Council members will be held annually in May.

ARTICLE IV: OFFICERS/MEMBERS

The Site Advisory Council shall include a Chairperson, Secretary, and Treasurer and up to five additional voting members. Members will serve a minimum of a two year commitment.

The Site Advisory Council shall also include the following Committees: Enrollment and Alumni; Site-Based Fundraising; Marketing, and Site-Based Technology. Other Committees may be created as deemed necessary by the Council. The Site Advisory Council will also have a representative to the Resurrection Pastoral Council. (Appendix A)

- Chairperson Duties Include:
 1. Serves a 2 year term, unless elected by the Council to serve an additional term.
 2. Implements/leads all directions of the Council.
 3. Liaison to the School principal.
 4. Presides over Council meetings and prepares meeting agendas.
- Secretary Duties Include:
 1. Serves a 2 year term, unless elected by the Council to serve additional term.
 2. Will schedule and facilitate Council meetings in the absence of the Chairperson.
 3. Records minutes at Council meetings.
 4. Provides minutes to Council members.
 5. Posts minutes on School website.
- Treasurer Duties Include:
 1. Oversees collection of third-source funding and miscellaneous funds collection.
 2. Presents monthly and year-to-date summary to Council members.
 3. Oversees and reports to the Council on all fundraising accounts and Council Restricted Funds.

Other responsibilities

Liaison to Parish Council
Liaison to Finance Committee
Liaison to GRACE

ARTICLE V: EXECUTIVE SESSIONS

Executive Sessions will consist of all Council voting members, unless others were invited to attend.

ARTICLE VI: FISCAL YEAR

The Site Advisory Council's Fiscal Year will coincide with GRACE's fiscal year: July 1 through June 30.

ARTICLE VII: SELECTIONS

- Nominations:
 1. Announcement of Council vacancies will be announced.
 2. Any Council member shall be eligible to be nominated for Council Officer positions.
 3. Previous Council experience is recommended, but not required, for the Chairperson and Treasurer positions.

- Placements:
 1. Placements will be decided at the May Council meeting.
 2. New Council members will officially take office August 1st each year.

- Vacancies:
 1. In the event of a Council vacancy or resignation, the position shall be filled through appointment by the Council. The person selected to fill the vacancy will serve for the remainder of the unexpired term.
 2. A member who has three unexcused absences from the regularly scheduled or specially convened Council meetings during any 12 month period will relinquish their membership on the Council.

- Succession:
 1. The Chairperson, Secretary and Treasurer shall serve 2 year terms. All other Council members have the opportunity to serve additional terms as approved by the Council.
 2. Preference shall be given to the Secretary succeeding the Chairperson on the Council.
 3. Vacant Council positions shall be announced in the School newsletter.
 4. All succession of Council member positions shall be approved by a majority vote of the Council.
 5. Succession planning will begin at the February meeting.

- Removal:
 - i. Any officers or council members can be removed from the council or be asked not to attend a council meeting, with or without cause by majority vote of the council.

ARTICLE VIII: BY-LAWS

- Review:
 - ii. All officers and council members shall annually review the by-laws and make appropriate changes as deemed necessary by two-thirds vote of the council.

ARTICLE VIII: APPENDIX