

BY-LAWS
ST. FRANCIS OF ASSISI CATHOLIC SCHOOL COUNCIL
WICHITA, KANSAS

ARTICLE I

NAME

Section 1. The name of this organization shall be St. Francis of Assisi Catholic School Council.

ARTICLE II

PURPOSE AND FUNCTIONS

Section 1. The St. Francis of Assisi Catholic School Council, in conformity with the Policies of the Diocesan School Council, subject to the approval of the Pastor and Principal, shall recommend educational policies, study and recommend solutions to issues referred to the council, and assist the Pastor and Principal in the development, implementation, and protection of the mission and vision of St. Francis of Assisi Catholic School.

Section 2. The School Council will assist the Pastor and the Principal with the following matters:

1. Promote better understanding and wider support of Catholic education.
2. Recommend policies relating to the planning, operating and maintenance of facilities and equipment.
3. Strategic planning for the school.
4. Establishment of basic school policies.
5. Upon request of the Pastor or Principal the school council will act in an advisory role in resolving school problems.
6. Serve as requested on planning committees for new educational facilities or renewal or updating of exiting facilities.
7. Establish committees on standing or ad hoc basis according to need.

ARTICLE III

RELATIONSHIPS WITH OTHER GROUPS

-See Attachment 1.-

ARTICLE IV

MEMBERSHIP

- Section 1. The School Council will consist of twelve (12) members. In addition, the Pastor Principal and Assistant Principal will be ex officio members of the Council.
- Section 2. Members of the Council shall be duly registered members of the St. Francis of Assisi Parish and shall be selected by the Pastor from the annual stewardship renewal forms.
- Section 3. All Council members shall serve for a period of three (3) years. One-third of the membership will be replaced each year.
- Section 4. The Pastor will appoint members filling unexpired terms. Members filling an unexpired term of less than one year shall be eligible to serve a full term in addition to the unexpired term.
- Section 5. The terms of all members shall commence on July 1 and shall end on June 30.
- Section 6. Council members have authority only when acting as a Council in session. The Council shall not be bound by any statement or action on the part of any individual member of the Council except when such statement or action is in pursuance of specific instruction of the Council.
- Section 7. No immediate relative of any employee of the school or parish will be eligible to serve on the Council.
- Section 8. Any Council member may be removed by the Pastor.

ARTICLE V

OFFICERS AND DUTIES

Section 1. The members of the Council shall elect their officers annually at the June meeting.

Section 2. The officers of the Council shall consist of the following:

CHAIR: The Chair shall preside at all meetings, appoint members and chairpersons of standing committees and special committees. He/she shall call special meetings. He/she shall be an ex officio member of all committees. In conjunction with the principal, the chair will be responsible for the preparation of the agenda for each meeting.

VICE-CHAIR: The Vice-chair shall be assistant to the chair and will possess the authority of the Chair in his/her absence.

SECRETARY: The Secretary shall be responsible for the accurate minutes of the Council meetings; for the correspondence of the Council, and notification of the members regarding the time and place of the meetings; and the distribution of the agenda for each meeting. Each member of the council shall receive a copy of the agenda and minutes of the previous meeting a minimum of one week in advance of the meeting.

ARTICLE VI

MEETINGS

Section 1. The St. Francis of Assisi School Council shall meet monthly on the grounds of St. Francis of Assisi Parish, or at a time and place agreed to by the council and approved by the Pastor and Principal.

Section 2. A simple majority of the membership shall constitute a quorum.

- Section 3. All decisions shall be reached by consensus unless requested otherwise by the Pastor.
- Section 4. All meetings of the Council shall be open to all members of the parish, to all parents of children attending St. Francis of Assisi School, and to special guests. The rights of non-members of the Council to address the Council or to place items on the Council's agenda shall be upon such terms and conditions as provided for in the by-laws of the Council.
- Section 5. Closed sessions may be held when discussion will involve personnel, disciplinary matters, sensitive financial matters, or other matters deemed confidential by the Pastor or Council.
- Section 6. A written record of the acts of the Council, maintained by the Secretary, shall be preserved in the Parish archives.

ARTICLE VII

EXECUTIVE COMMITTEE

- Section 1. The Executive Committee of the Council shall consist of the Pastor, Principal, Council Chair, and vice-chair. The Executive Committee shall act in urgent matters for the Council in the interim between regular meetings.

ARTICLE VIII

STANDING AND AD HOC COMMITTEES

- Section 1. All standing or ad hoc committees shall be appointed by the Chair with the approval of the Council and Pastor.
- Section 2. The Chair of the Council may appoint an ad-hoc committee for any special purpose. Special committees shall be disbanded upon the acceptance by the Council of the committee's final report.

Section 3. A non-member of the Council may serve in any role other than committee chair on any committee.

ARTICLE IX

AMENDMENTS

Section 1. Any by-law may be amended by a simple majority of the members present, provided that there is a quorum and provided that the amendment has been presented at the previous meeting of the Council. Final approval by the Pastor is necessary.

ARTICLE X

RULES OF ORDER

Section 1. Retiring Council members and newly appointed members will attend the June meeting. Election of new officers will take place at the close of the meeting.

Section 2. Each member shall receive notice of the meeting and a copy of the agenda and minutes of the previous meeting a minimum of one week in advance of the meeting.

Section 3. The Chair shall be responsible for preparing the agenda with the Principal. Individual Council members desiring an item to be included on the agenda shall notify the Chairperson as far as possible in advance of the regular meeting.

Section 4. Any non-member wishing to address the Council at their regular meetings must contact the Chair prior to the meeting in order to request that they be placed on the agenda. If the Chair and Principal determine that said person should be placed on the agenda, a time limit may apply in addressing the Council. The Chair may request that a written summary of the issue be provided for distribution to the Council prior to the meeting.

Section 5. Except by consent of the majority of the members present, no member may speak longer than five minutes at one time and no more than once on the same motion until all other members have had an opportunity to speak on the motion.

Section 6. All council recommendations must be approved by the pastor in order to be enacted. The Principal is the Council's executive officer unless otherwise delegated by the Pastor.

Fr. Daryl Befort
Pastor
St. Francis of Assisi Catholic Church
Wichita, Kansas

Date

Ms. Candace Buser
Principal
St. Francis of Assisi Catholic School
Wichita, Kansas

Date

Mr. Donald Brugman
Chair
St. Francis of Assisi Catholic School Council
Wichita, Kansas

Date

Mr. Bob Voboril
Superintendent of Schools
Catholic Diocese of Wichita

Date

