

**DIOCESE OF RALEIGH**  
**CONSTITUTION OF THE SCHOOL ADVISORY COMMITTEE**  
**OF**  
**OUR LADY OF PERPETUAL HELP CATHOLIC SCHOOL**

ARTICLE I  
TITLE

The name of this body shall be the School Advisory Committee of Our Lady of Perpetual Help Catholic School.

ARTICLE II  
NATURE AND FUNCTION

Section A

In accordance with the provisions of Canon Law and the policies of the Diocese of Raleigh, the Advisory Committee is established to assist and advise the principal who in turn is accountable to the pastor. The principal with the Advisory Committee's assistance will be better able to provide quality Catholic education.

Section B – Duties and Functions

The Advisory Committee:

1. Advice in implementing policies and regulations as stated in the Catholic Schools Administrator Handbook issued by the Diocesan Superintendent of Schools.
2. Relates (is responsible) to the Pastoral Council. Therefore, the Advisory Committee will relate to the council headed by Fr. Clyde T. Meares.
3. Is responsible (relates) to the pastor who reserves the following powers:
  - a. To establish the philosophy of the organization
  - b. To amend the constitution and bylaws
  - c. To appoint the executive board of the organization
  - d. To dissolve the organization
  - e. To approve expenditures of the organization in consultation with the executive committee of the organization.
  - f. To remove an officer who acts in a manner that hinders the operations of the organization.
4. Proposes policies that relate to the overall operation of the school to insure quality Catholic education.
5. Assists the principal in formulating the annual budget to be presented to the Parish Finance Committee.
6. Gains support of various groups and publics for the school.
7. Creates better understanding of Catholic education and promote financial support for OLPH Catholic School.
8. Cooperates with and supports the principal in his/her role as defined by diocesan guidelines.

9. Approves all fundraising for the school.
10. Assists the principal in evaluating the maintenance of school facilities. The principal in turn informs the pastor.

ARTICLE III  
MEMBERSHIP

Section A – Members

There will be 9 voting members of the School Advisory Committee.

1. Membership that represents various ethnic groups is encouraged
2. One of these voting members will be president of the Parent Organization or delegate.
3. The remaining eight at large voting members shall be selected from but not restricted to the following groups:
  - a. Parents – Catholic or other denominations
  - b. Educators
  - c. People with expertise in finances and public relations
  - d. At least seven shall represent the Catholic community
4. The faculty may have a non-voting faculty liaison.

Section B – Length of Term

After the initial establishment of the Advisory Committee, members shall serve a term of two years, with terms expiring May 31.

Terms shall be staggered so that each year not more than five of the nine voting members at large will conclude their terms and be replaced.

Article IV  
Officers

Section A

The officers of the Advisory Committee shall consist of a chairperson, vice-chairperson, and secretary and these officers shall be elected annually at the August meeting. These three officers, with the principal, shall form the executive committee.

Voting members of the Advisory Committee are eligible for any office.

Section B

The duties of the officers shall be as follows:

1. The chairperson shall preside at all regular and special meeting of the Advisory Committee. This officer shall confer with the principal before the meetings to prepare the agenda, appoint ad hoc committees as needed, report to the Advisory Committee concerning particular problems which may arise, and appoint all committee chairpersons.

2. The vice-chairperson shall perform all the duties of the chairperson when the chairperson is absent or unable to act.
3. The secretary shall take the minutes of the meetings and send copies to all members, receive, conduct, and dispose of all correspondence as directed.
- 4.

ARTICLE V  
MEETINGS

Section A

The Advisory Committee shall meet monthly, during the school year. Special meetings may be called by the executive committee as needed.

Section B

Quorum: For the purpose of transacting business, it is required that a simple majority of the voting members be present.

Section C

All meeting of the Advisory Committee shall be open to parents of the students enrolled in the school. The right of parents of students and visitors to address the Board shall be limited to those whose petition or proposal has been approved for the agenda in advance of the meeting.

ARTICLE VI  
BY-LAWS

The Advisory Committee may have several committees as defined by the By-Laws

ARTICLE VII

The Advisory Committee shall establish such By-Laws as are necessary to conduct business.

ARTICLE VIII  
CONDUCT OF MEETINGS

The rules of parliamentary procedure as contained in Robert's Rules of Order shall govern meetings of the Advisory Committee.

ARTICLE IX  
AMENDMENTS

Section A

The constitution may be added by a 2/3 majority of the voting membership. Amendments must conform to the provision of Canon Law and the policies of the Diocese of Raleigh and be approved by the superintendent.

Section B

Amendments must be presented in writing to the Advisory Committee at the meeting previous to the one at which the proposals to be voted upon.

BY-LAWS

MEMBERS

If an Advisory Committee member is replaced, the person who received the next highest votes at the time of the recent Committee selection shall be considered as a replacement.

The present chairperson is responsible for the smooth continuity of office until a new chairperson is elected in June.

The principal and the chairperson of the Advisory Committee are responsible for the orientation for the new Committee members.

The nominating sub-committee will work closely with the principal to prepare the ballot for elected membership for the pastor's approval. The principal will recommend members for appointment to the Advisory Committee, to the pastor.

TERMS

In establishing the new Advisory Committee there shall be:

1. Three members with a term of one year
2. Three members with a term of two years
3. A total of three members to be appointed by the principal.

The principal will determine the terms of the appointed members.

OFFICERS

The chairperson will ensure that each Advisory Committee member receives, at least one week in advance of each meeting, the following materials:

1. Minutes of the previous materials
2. Monthly financial report
3. Committee reports
4. Agenda

The secretary shall take the minutes of the meetings and send copies to all members, receive, conduct, and dispose of all correspondence as directed.

### MEETINGS

The Advisory Committee shall meet monthly during the month of August through June.

Members who have three unexcused absences from meetings may be dropped from the Advisory Committee. The Committee shall vote on removal.

### STANDING COMMITTEES

The Advisory Committee shall have, but not be limited to, the following standing committees:

1. Budgetary – to assist the Principal in preparing the budget and monthly reports.
2. Executive – composed of the chairperson, vice-chairperson, secretary and principal. This shall not be a decision-making body, but one whose purpose shall be to set up the agenda for the next Advisory Board meeting to discuss in a small group the problems of the school before they are set before the entire Advisory Board, to form a line of communication between the principal and the committees of the Advisory Board, and to undertake any other duties which may arise.
3. Nominating – with the principal, proposes nominees for the pastor's approval.
4. Development – to plan, to implement, and to report to the Advisory Board fund raising programs of a temporary and permanent nature, subject to the acceptance of the Advisory Board and final approval of the pastor.
5. Publicity/Recruitment – To make the parish, community and the parents aware of the school's posture, and then plan and initiate recruitment of students for OLPH Catholic School.

### AMENDMENTS

These By-Law may be amended by a simple majority of the voting members provided the amendment has been submitted in writing at a previous meeting. These amendments are subject to the directives of the Bishop of the Diocese and the approval of the principal and pastor.

### CONSULTANTS

Consultants as needed may be invited to assist the Advisory Committee with voice but no vote.