

St. Kevin Catholic School

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Modified 2009

BY-LAWS FOR ST. KEVIN SCHOOL ADVISORY COMMITTEE

Article One: Title

This organization shall be known as the St. Kevin School Advisor Committee hereinafter referred to as SAC.

Article Two: Nature and Function

SAC is an advisory body counseling in the operation of educational programs at St. Kevin School, subject to regulation of the canon law of the Catholic Church and directives of the Archdiocese of Miami.

SAC shall assist in the formulation and implementation of policy governing the operation of St. Kevin School in the following areas of activity and responsibility:

- Budget and finance
- Personnel: staff and faculty
- Curriculum
- Physical plant and equipment
- Transportation
- Community relations
- Inter-parochial relations with other schools
- Relations and with federal, state, and local agencies

Article Three: Membership

Board membership shall consist of the pastor (ex-officio), the school principal (ex-officio), and six lay persons who are registered members of the parish and/or are school parents and who also have fulfilled their religious and financial obligation to the parish.

Lay members shall be nominated by parishioners and the nominating committee of SAC who will screen; with the approval of the pastor and elected in a secret ballot by the members of the parish. Each member shall serve a term of two years.

The election shall be held during the May-June period of the prior school year. The terms of elected members shall last two years and begin on the August first following their election.

Article Four: Officers

The officers of the Board shall consist of a president, vice-president, and a secretary, each of whom shall be elected annually by the membership in the first meeting of the new school year.

The president shall be elected from the three incumbent members.

The duties of the Board shall be as follows:

- The president shall preside at all regular and special meetings of SAC
- The vice-president shall perform all the duties of the president when he is absent or unable to act.
- The secretary shall maintain a written record of all acts of the SAC.

Article Five: Meetings

SAC shall meet regularly at a time, date, and place determined by the president with the advise of the SAC members. Special meetings may be called by the president and pastor as needed.

Meetings may be either open or closed. Normally they shall be closed unless SAC shall have voted at its previous meeting to hold an open meeting where registered members of the parish may attend. For the purpose of liaison between the Home and School Association (HSA) and SAC, an active member of HSA (without vote) must attend SAC meetings. An active member of SAC (without vote) must attend HSA meetings.

Article Six: Quorum

For the purpose of transacting official business it is required that a majority of the total members be present and voting.

Article Seven: Voting

Each member of SAC, except the ex-officio members, shall be entitled to one vote. All votes will be carried in a single majority.

Article Eight: Conduct of Meetings

The rules of parliamentary procedure as contained in the latest edition of Roberts Rule of Order shall govern meetings of SAC.

The usual order of SAC meetings shall be:

- prayer
- roll-call
- approval of minutes president's report
- principal's report
- pastor's report
- unfinished business
- reports of committees
- new business
- setting time of next meeting adjournment
- prayer

Article Nine: Amendments

This constitution may be amended by a two-thirds vote of the total membership of SAC with the consent of the pastor expressly given.

Amendments must be presented to SAC for its consideration at the meeting of SAC preceding the meeting at which the vote of SAC is to be taken on the amendment.

By-laws may be passed and/or amended in the same manner as the amendments to this constitution.

Article Ten: Scholarship Guidelines (Revised By-Laws 1987)

OBJECTIVE: Moneys coming from “INTERESTS OF ENDOWMENT OF ST KEVIN SCHOOL” will be used to support the education of children of our community in St. Kevin School.

POLICIES: Members of the FINANCIAL COMMITTEE will have the saying in the application of these moneys Each member of the Financial Committee shall be entitled one vote. The principal of the School of St. Kevin shall be entitled one vote. The Secretary of St. Kevin Parish shall be entitled to one vote. **Pastor recommendation. No Vote only VETO.**

CONDUCT OF MEETINGS: Robert’s Rule of Order shall govern these meeting
The usual order of these meetings is

- a) Prayer.
- b) Roll-call
- c) Approval Of minutes.
- d) Study of the applications and qualifications.
- e) Personal information from Pastor, principal, secretary of Parish. Recommendations.

Rationale for Local School Advisory Committees.

Since Vatican II, the role of the laity in the Church has been greatly emphasized. This role was seen as firmly based on theological grounds, particularly the sacramental system. It views the baptized particularly as the “People of God,” moving together to transform the world in Christ. With this in mind an effort is underway to involve the laity in considering all facets of the educational program of the Archdiocese. However, a proper understanding of the roles of the laity, the pastors and the hierarchy of the Church is necessary prior to making any procedural commitments.

The Church is still bound by hierarchical structure and requirements of Canon Law. This means that the Bishop is ultimately responsible for any and all phases of operation of diocesan schools and institutions. As his representative in each parish, there is an appointed pastor who is responsible for the operation and accountable to the Bishop for its functioning. All phases of the parish life must come under the pastor’s jurisdiction and direction. In order to secure the best advise in matters of parish concern, the pastor is expected to pull together knowledgeable people in the Parish Council and the School Advisory Committee. Because of the structure of the Church and the present requirements of Church Law, these bodies will be primarily advisory and with his authorization can assume a jurisdictional character! The reason they are advisory is that the Bishop, himself, as a Corporation Sole, is responsible for each parish or institution. He relies on the pastor for guidance and advice in regard to the parish and the pastor relies upon the laity. The Church through the Bishop calls upon the laity to share their vast knowledge and experience with all the People of God for the betterment of the institutions working for the sanctification of the world. A central

theme in the pastoral on education *To Teach As Jesus Did* is the need to share responsibility for the educational ministry of the Church. The pastoral letter states:

“Under the leadership of the Ordinary and his priests, planning and implementing the educational mission of the Church must involve the entire Catholic Community. Representative structures and processes should be the normative means by which the Community, particularly Catholic parents, addresses fundamental questions about educational needs, objectives, programs and resources.”

In the final analysis, only the Bishop has the legal, fiscal and moral responsibility for the activities which go on. The lines of accountability make it mandatory that such policy-making are advisory to the pastor and ultimately to the Bishop.

With the incorporation of the laity into the administration of Church organizations, there is a need for clarification of the role of these bodies, particularly School Committees. Since their counterpart in public education has a different origin and reason- for being and accountability, we need to make certain distinctions.

In the Catholic Church the origin of the School Committee or Board is in the sacramental system, which conceives of the People of God through their representatives under the direction of the hierarchy moving toward salvation of all men. In their functioning there must be cooperation rather than confrontation. They are accountable to the people whom they represent, and the pastor who is the representative of the Bishop on the local scene. Their attitude must always be one of interest in the total parish and not that of a special interest group trying to secure all that they can, of the benefits available from the parish resources. This board is not subject to legal action on the part of any segment of the society which it serves, whether they are students, parents, interested parishioners, or outsiders.