

**SCHOOL ADVISORY COUNCIL  
ST. MARY'S CATHOLIC SCHOOL  
BLESSED SACRAMENT PARISH  
LAWTON, OKLAHOMA**

**BY-LAWS**

Article 1 – Policy

The School Advisory Council (SAC) is the organization that provides advice and recommendations to the Pastor on actions pertaining to the School.

This is accomplished during regularly scheduled meetings by which suggestions are made and discussed and then voted upon. If necessary, subcommittees are appointed to gather further information prior to voting.

If the vote is favorable, then the recommendation is submitted to the Pastor for his approval and implementation. If the Pastor exerts a veto then no further action is taken.

New School policies are published through entries in the School handbook and newsletter, announcements at organizational meetings and, if appropriate, notices to the community through local media.

Files of policies are maintained at the School office.

At the close of the fiscal year, the SAC will review each policy to determine if it needs to be updated or discarded.

Article 2 – Membership

Each year, two members will be selected by the Pastor to serve a three year term.

Notice of forthcoming selections will be published and members of the community who are over 21 years of age may submit requests to be selected to the SAC. Selections will be held each year during the month of May.

Selection requests will include a brief personal history and a statement as to why the position is desired and what the applicant hopes to accomplish. The Pastor must approve each request.

Information on the applications will be posted at the Church office and School office. The pastor will select a date for the selection.

In the event the member cannot fulfill their term, the member will submit a resignation letter.

In the event of a vacancy, the Pastor may appoint a replacement to serve out the remaining term of the person they are replacing.

### Article 3 - Officers

The officers of the SAC shall be the Chair, Vice-Chair, Finance Officer, and Secretary who shall be elected by SAC members.

One member shall be appointed as Finance Officer to monitor financial actions of the School. No funds will be authorized or allocated for the operation of SAC.

### Article 4 – Meetings

The SAC will meet every month on a date agreeable to the Pastor and members of the SAC.

Any agenda request made to an individual member must be referred to the Chair for appropriate action either by direct referral to the Pastor or inclusion at the next meeting.

Meetings will be open and visitors will be welcome. However, visitors may make only brief statements, if allowed by the Chair.

Executive sessions may be called at the discretion of the Chair, if the situation warrants (i.e. personnel or legal matters). Such meetings will be closed.

Special meetings may be called by the Chair by giving verbal or written notice five days in advance.

Meetings will follow procedures outlined in *Robert's Rules of Order*.

The meeting format will include the following

- Call to order
- Opening prayer
- Approval of minutes of last meeting
- Old Business
- New Business
- Report of Principal
- Remarks from Pastor
- Closing prayer
- Adjournment

### Article 5 – Committees

Committees will be appointed by the Chair with functions as approved by the membership.

### Article 6 – Amendments

Amendments of SAC policies will be handled as outlined in Article 1.

Passed and Approved on \_\_\_\_\_.

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Reverend Brian Buettner, Pastor

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Jo Ann Knecht, SAC Chair