

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

CONSTITUTION

Article - 1 The official title of this organization shall be

SCHOOL ADVISORY COUNCIL
ST. MARY’S CATHOLIC SCHOOL

Article 2 - Purpose

The purpose of the School Advisory Council (SAC), St. Mary’s Catholic School shall be to advise and recommend to the Pastor of Blessed Sacrament Catholic Church (hereinafter referred to as “Pastor”) actions pertaining to St. Mary’s Catholic School (hereinafter referred to as “School”) involving the following:

- Planning
- Develop, formulate and adopt policies
- Collaborate with the Pastor in hiring of principal
- Review and advise on the finances of the operation of the School, on the annual budget, and determine sources of funding
- Development, including public relations and marketing
- Collaborate with the Archdiocesan Principal Evaluation process

The SAC is an advisory body to the Pastor only and has no responsibility in the direct functioning of the School or its programs.

The SAC will meet once a month unless called more frequently by the Pastor.

The overall goal of the SAC is to support continuous growth of student membership and Catholic educational opportunities in St. Mary’s Catholic School.

Article 3 - Membership Composition

The voting membership of the SAC shall be at least six members who are over 21 years of age and have a commitment to advance Catholic education in Southwest Oklahoma through the functioning of St. Mary’s Catholic School. If possible, at least two members shall be parents of students at St. Mary’s Catholic School.

The Pastor of Blessed Sacrament Catholic Church is an ex-officio member of the SAC and is responsible for approving or vetoing recommendations of the SAC. He is responsible for enacting Council recommendations.

The Principal of St. Mary's Catholic School is the Executive Officer of the SAC and implements SAC actions as directed by the Pastor. The Principal attends all meetings of the SAC and is responsible for the normal operations of the School.

Members shall be selected by the Pastor for three year terms, staggered so that only two members are selected each year.

If the necessity arises, the Pastor may appoint members directly to fulfill vacant terms. The Pastor may override criteria for selection of members.

Article 4 - 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 5 – Membership

Members are expected to attend all meetings unless excused by the Chair. An absence of four consecutive meetings is grounds for dismissal from the SAC.

A quorum of three voting members is required for passage of SAC recommendations. This may be waived by the Pastor in case of emergency.

Meetings are open to the public. Non-Council members may make statements during the meeting as permitted by the Chair.

Executive sessions involving sensitive topics (such as personnel or legal matters, etc) will be closed and not open. The decision will be made by the Chair.

Article 6 – Relationships

All policies and actions of the SAC will be in accordance with policies of the Archdiocese of Oklahoma City. Any request to the Archdiocese for variance will be the responsibility of the Pastor.

St. Mary's Catholic School is a parochial school of Blessed Sacrament Catholic Church and serves the Lawton – Ft. Sill regional community. However, the School's close relationships will be accomplished with the Pastors and Parish Councils of parishes served by the School, namely Blessed Sacrament Catholic Church, Holy Family Catholic Church and the Fort Sill Catholic Community. The pastors of the local Catholic Churches may attend meetings as ex-officio members of the SAC.

Relationship with the School faculty will be the responsibility of the Principal.

Relationship with the parents will be handled through the Parent/Teacher Organization (PTO) and through the weekly school newsletter.

Relationship with the community is of utmost importance. It is imperative that the community know of the benefits of a St. Mary's Catholic School education. The SAC, with the assistance of the Principal, is responsible for drawing the attention of the community to the benefits of St. Mary's Catholic School through direct contact with individuals and organizations within the community and to promote the recruiting of prospective students for the School. Outside sources, with an expertise in community relations, may be obtained. The Principal is responsible for direct coordination with appropriate organizations (e.g. media) in matters of publicity dealing with School activities and achievements.

A close relationship with the Parish Council of Blessed Sacrament Catholic Church will be maintained to ensure maximum cooperation regarding financial matters. The Principal of St. Mary's Catholic School shall be an ex-officio member of the Blessed Sacrament Catholic Church Parish Council.

Article 7 – Committees

Standing committees will be appointed by the Chair.

Ad hoc committees will be appointed by the Chair to handle special items of concern.

Standing committees will have only SAC members as members.

Members of ad hoc committees need not be members of SAC, however, one SAC member will be tasked to monitor the committee's functioning.

Passed and Approved on _____.

Reverend Brian Buettner, Pastor

Jo Ann Knecht, SAC Chair