

# BLESSED TRINITY CATHOLIC SCHOOL

109 S. Military Road • Dane, WI 53529 • (608) 592-5711, ext. 7

[www.btcatholic.us/school](http://www.btcatholic.us/school)



## School Advisory Committee Bylaws

**Parish Mission Statement:** *“We are a Catholic community of intentional disciples who strive to know, love, and serve God – the Father, Son, and Holy Spirit – in Lodi and Dane, and help others to do the same.”*

**School Mission Statement:** *“Blessed Trinity Catholic School seeks to provide a holistic, Christ-centered education that equips our students to become the young men and women that God created them and calls them to be.”*

### Article I: Title

- A. The name of this body shall be the Blessed Trinity Parish School Advisory Committee, hereinafter referred to as the School Advisory Committee (SAC).

### Article II: Purpose

- A. The purpose of the School Advisory Committee is to assist the Pastor, Principal, and Pastoral (and Finance) Council(s) of Blessed Trinity Catholic Parish and School in the effective operation, strategic planning, and ongoing promotion of the parish school.
- B. The Committee is to fulfill its purpose and exercise its functions in accord with the mission of the parish, the educational policies and regulations of the Diocese of Madison, and the laws of the State of Wisconsin.

### Article III: Nature

- A. The School Advisory Committee is advisory in nature. It exists to assist the Pastor, the Principal, and the Pastoral Council in formulating, adopting, and implementing policies, but it does not have the authority to enact policies of its own initiative without the approval of the Pastor and/or Principal.
- B. The School Advisory Committee operates as an essential subcommittee of the Parish Pastoral Council.
- C. The School Advisory Committee operates in close collaboration with the Parish Finance Council.

### Article IV: Functions

The functions of the School Advisory Committee are:

- A. **Planning:** assist in the development and implementation of strategic short-term and long-term goals and plans so that BTCS can continue to provide an excellent Catholic education to students both now and into the future.
- B. **Promotion:** assist with the promotion of Blessed Trinity Catholic School to prospective families/the local community so that BTCS can maintain a strong and healthy enrollment number, and so that BTCS can educate as many students as possible according to the heart and mind of Jesus Christ.
- C. **Policies and Procedures:** assist in the development and recommendation of policies and procedures that touch upon the day to day operation of the school, and that impact the lives of the staff, students, and their families.
- D. **Fundraising:** assist with the strategic fundraising plans and efforts of BTCS so that it is able to operate in a financially viable manner, and so that it can provide an excellent education to students at a reasonable tuition cost to their families.
- E. **Programs:** assist in the development and implementation of academic, spiritual, and social programming at the school.
- F. **Evaluation:** assist in a regular evaluation of the school and its offerings so that BTCS can continue to improve; bring feedback from parents and families to the attention of the Pastor and Principal.

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## Article V: Membership

- A. The School Advisory Committee shall be composed of nine (9) members. This includes the following two (2) ex officio members: the Pastor and the Principal.
- B. Members of the School Advisory Committee are appointed by the Pastor in consultation with the Principal for a two-year term. Members may serve a second term, but terms are renewable only once in succession. Terms shall be staggered to avoid a complete turn-over of membership. Terms end June 31<sup>st</sup> of each calendar year and new terms begin on July 1.
- C. If a seat on the School Advisory Committee is vacated the seat will be filled by an appointee of the Pastor.
- D. Members are expected to attend all scheduled meetings unless serious reasons prevent them from being able to do so. If they are unable to make a meeting the Pastor, Principal, or Chairperson should be notified as soon as possible.

## Article VI: Officers

- A. Officers (Chairperson, Vice-Chairperson, and Secretary) will be elected for the following academic year annually at the May meeting. The same person may hold the same position up to two (2) consecutive years.
- B. The duties of the Chairperson, the Vice-Chairperson, and the Secretary are as follows:
  - The Chairperson: presides at all meetings, and sends email reminders of upcoming meetings;
  - The Vice-Chairperson: performs all the duties of the Chairperson when the Chairperson is absent or is unable to fulfill his/her duties;
  - The Secretary: maintains accurate minutes.

## Article VII: Meetings

- A. Meetings will be held three to four (3-4) times per year (unless otherwise determined by the Pastor and/or Principal): (If need be) in late August, and in early October, early March, mid May.
- B. To transact School Advisory Committee business, a quorum of four (4) of the seven (7) non-ex officio members must be present.
- C. All meetings of the School Advisory Committee are open to members of the parish and school families. If confidential matters are to be addressed, they may be asked to step out for that portion of the meeting. Such non-members of the Committee may address the Committee if their petition has been approved for the agenda in advance of the meeting or if the Committee members decide upon other procedures.
- D. Members should contact the Principal or Pastor if he/she is unable to make a scheduled meeting.

## Article VIII: Conduct of Meetings

- A. The rules of parliamentary procedure, as contained in *Roberts Rules of Order, Revised* shall govern all voting on School Advisory Committee proposals and actions.
- B. The agenda for all meetings shall be prepared by the Executive Committee. Items of business shall be accepted from the Pastor, the Principal, members, and other interested parties.

## Article IX: Amendments

- A. These bylaws may be amended by a simple majority vote of the membership present with the approval of the Pastor.

***Adopted August, 2017***