



# ALL SAINTS CATHOLIC SCHOOL



## Advisory Board By-Laws

ALL SAINTS CATHOLIC SCHOOL, CANTON, MI  
BY-LAWS

**PREFACE**

All Saints Catholic School is a Catholic, inter-parish, co-educational school established to serve the families of the four sponsoring parishes (Resurrection Parish, Canton, MI; St. John Neumann Parish, Canton, MI; St. Kenneth Parish, Plymouth, MI; and, St. Thomas a 'Becket Parish, Canton, MI), surrounding Catholic parishes, and other communities.

**ARTICLE I – NAME**

The name of this body shall be the All Saints Catholic School Advisory Board, hereinafter referred to as the “Board.”

**ARTICLE II – PURPOSE AND FUNCTION**

Section 1

The existence of the Board is based on a belief in the importance and power of shared leadership. The Pastor Designate, Administration and the entire Board work together to set directions and determine policy in accordance with the mission of All Saints Catholic School and the policies and procedures of the Archdiocese of Detroit Catholic Schools Office.

The primary function of the Board is to provide advice and assistance to the school Administration in the development of policy.

The advisory nature of the Board is predicated on the experience and expertise of Board members to strengthen the decision making process. This assistance is provided through the function of appointed committees. It is through the work of these committees that decisions are reached, direction is set and policy is developed.

Section 2

The main responsibilities of the Board include the following:

- a) Stewardship in ensuring school plans and activities align to school mission and vision
- b) Financial Planning and Management: providing advice and counsel with regard to long-range financial planning, annual budget development, budget monitoring and financial reporting.
- c) Strategic Planning: development and regular updating of a three-year strategic plan for the school; annual goal-setting for the school and for the Board.
- d) Advancement: formulation and implementation of an advancement program (marketing, development and student recruitment) for the school.
- e) Evaluation: evaluating the school’s mission statement, goals and policies to ensure the Board continues to have a system of checks and balances in place, per the accreditation standard
- f) Recommendations for the appointment of the principal: when a vacancy occurs, some Board members will be asked to participate in the search process.

## **ARTICLE III- MEMBERSHIP**

### Section 1

The Board will consist of the Executive Committee and chairs of sub committees. The Executive Committee has the responsibility of seeking and recommending to the Board eligible candidates for participation on the Board. All Executive Committee members and sub-committee chairs shall have voting rights.

Criteria for nomination is as follows:

- a) Strong adherence to mission statement of school
- b) Genuine interest in Catholic education/schools
- c) Ability to work effectively with others, including effective ability to communicate
- d) Ability and willingness to make necessary and substantial time commitment for Board activity
- e) Willingness to maintain high levels of integrity and confidentiality
- f) Have a sense of future vision for the school
- g) Expertise to chair a specific subcommittee

### Section 2

New members, officers of the Board, and the Pastor Designate will be installed at the regular meeting of the Board in June.

## **ARTICLE IV-OFFICERS AND THEIR DUTIES**

### Section 1

The Administration, Pastor Designate, and officers of the Board will comprise the Executive Committee. Officers of the board shall be the President, Vice President and Secretary. Officers shall be elected annually by the Board

### Section 2

The membership and duties of those on the Executive Committee shall be:

President – The President shall preside at all regular and special meetings of the Board. The President shall have authority to assign additional duties and responsibilities to individual Board members, oversee committee activities, plan orientation for new members with Administration, review Board self-assessment and guide the Board to consensus on future plans.

Vice President – In the absence of the President, the Vice President shall perform all duties of the President.

Secretary – The Secretary maintains written record of all acts of the Board; handles all correspondence for the Board; preserves reports and documents; notifies members of date and time of meetings; ensures timely distribution of Board packets in advance of Board meetings; distributes minutes following each meeting and other materials as appropriate.

Administration – The Principal shall serve as the Administrative Officer to the Board. In that capacity, the Principal is a member of the Executive Committee. The Principal may also call meetings of the Executive Committee and shall be responsible for bringing information to the Board, including Archdiocesan policies and plans.

Pastor Designate (ex-officio) –The Pastor Designate shall serve in the capacity of representing parish and archdiocesan leadership. The Pastor is a member of the Executive Committee and may also call meetings of the Executive Committee. The Pastor will also promptly inform the Executive Committee of any items which are of significant concern to the other Pastors with respect to the operation of the school, the performance of its personnel, or the conduct of the Board or any of its committees.

## **ARTICLE V- COMMITTEES**

### Section 1

The Board will operate through committees that will be formed as needed and determined by the Board and Administration. Each committee formed will have a chairperson as the leader of the committee. The chairperson of the committee will also serve as member of the Board. The Chairperson will be responsible for:

- a) Ensuring the committee's goals and objectives are fulfilled
- b) Recruiting other members for the committee
- c) Reporting on the status of the committee to the Board at the scheduled meetings
- d) Presenting committee issues and recommended solutions to the Board
- e) Evaluating the committee's effectiveness and progress at the end of the school year

### Section 2

Standing committees and their functions are listed below:

#### Executive Committee

The Executive Committee consists of the Administration, Board President, Vice President, Secretary, and Pastor Designate.

Duties:

- a) Plans agenda for regular meetings
- b) Represents the whole Board when directed by the Board to make decisions
- c) Addresses urgent situations that cannot wait for the next full Board meeting
- d) Provides for Board member orientation and training
- e) Facilitates annual Board evaluation
- f) Ensures that all committees have written committee charges
- g) Approves tuition recommendations from the Finance Committee

#### Finance Committee

The Finance Committee monitors the current year's budget and, in collaboration with Administration, develops and proposes to the Board a budget for the next fiscal year. It also prepares, updates and monitors long-range financial plans for the school and oversees, from a policy and planning perspective, the business operations of the school.

Duties:

- a) Monitors and reports to the Board on the status of the current fiscal year's budget highlighting actual versus projected revenue and expenses (monthly, quarterly and annually)
- b) Formulates with Administration a proposed budget for the upcoming fiscal year
- c) Oversees the school's investments, including the endowment, and policies for growth, management and distribution of proceeds

- d) Formulates with the school Administration policy concerning the business affairs and activities of the school, including such areas as the food services, outside contractors, purchasing, rental agreements, contracts, etc.

#### Advancement/Development Committee

The Advancement/Development Committee assists the Administration with planning, creating, implementing, monitoring, and evaluating the school's advancement and development plan.

Duties:

- a) Advises and assists in creating an annual development or an institutional advancement plan
- b) Assists the Administration and Board in the implementation of alumni and alumni parent events and activities
- c) Participates in, and provides leadership for, programs of annual and planned giving and periodic capital campaigns
- d) Participates in the identification and solicitation of major donor prospects
- e) Reports periodically to the Board on development/institutional advancement activities
- f) Supports the school's development director

#### Marketing/Enrollment Management Committee

The Marketing/Enrollment Management Committee assists the Administration with planning, creating, implementing, monitoring and evaluating the school's marketing plan.

Duties:

- a) Advises and assists Administration in creating and implementing an annual marketing plan
- b) Assists with measuring and assessing outcomes and modifying marketing programs as needed
- c) Advises and assists the Administration in creating and implementing a student retention plan

#### Facilities Committee

The Facilities Committee develops and monitors long-term facility maintenance, capital improvements, security, space utilization and emergency management plans for the school.

Duties:

- a) Designs and monitors long-term maintenance plans for the school
- b) Designs and monitors a long-term capital improvement plan for the school
- c) Assesses future facility needs in light of curriculum and enrollment goals
- d) Reviews space utilization plan in light of the school's strategic plan

### Strategic Planning/School Improvement Committee

The Strategic Planning/School Improvement committee assists the Administration in creating a three to five year strategic plan and monitors its implementation and evaluation.

Duties:

- a) Assists the Board in establishing long-range strategic goals, based on an appropriate assessment and analysis in light of the school's mission statement and annual assumptions
- b) Monitors the progress of the strategic plan (goals and objectives) quarterly through committee reports to the Board
- c) Writes and submits school's narrative report in collaboration with Administration.
- d) Presents summary to the Board before submitting required documents for accreditation.

### Catholic Identity Committee

The Catholic Identity committee assists the Administration in ensuring that the Catholicity of the school is present in all aspects of school life.

Duties:

- a) Monitors the cultivation of an atmosphere and opportunities within the school that incarnates Gospel values (i.e. those exemplified in the Corporal and Spiritual works of mercy) and celebrates the vitality of the Catholic Faith through prayer, liturgy and the sacraments as well as through the signs, symbols and traditions of the faith
- b) Supports service outreach programs within the schools as a way of life that benefit the Church and the civic community through active encouragement of students, parents and staff to become involved members of those communities

### Parent Activity Committee

The Parent Activity Committee provides voluntary services and plans social, spiritual, and academic activities to strengthen the school community.

Duties:

- a) Sponsor staff appreciation activities (such as luncheons) throughout the year
- b) Determine school community-building activities for the calendar year
- c) Provide hospitality for functions that occur throughout the school year
- d) Provide opportunities for adult faith formation and faith-based family events
- e) Support school functions by providing volunteers where needed to make the function successful

Section 3

The Board (and all committees) has no authority for formulating policies separate from Administration.

### **ARTICLE VI-MEETINGS**

Section 1

The Board shall generally meet six (6) times a year. Board meetings will be held in August, October, December, February, April, and June. The meeting schedule will be determined by the Executive Committee in August. Special meetings may be called at the request of the President, Pastor Designate, or Administration.

Section 2

A written agenda, committee reports, monthly financial statement, principal's report, and a copy of the minutes of the previous Board meeting will be made available to all Board members at least one week prior to each regularly scheduled Board meeting.

Section 3

A quorum shall be established when a simple majority of voting members is present for a regular or special meeting. The action of a majority of voting members taken at a meeting at which a quorum is present shall constitute action of the Board.

Section 4

The rules of parliamentary procedure as contained in Robert's Rules of Order shall govern meetings of the Board except as otherwise provided in the By-Laws.



## **ARTICLE VII-AMENDMENTS**

The By-Laws shall not be amended without thorough deliberation of the Board. The By-Laws may be amended by presenting the amendment at one Board meeting and upon a formal vote at a subsequent meeting. The By-Law changes will be accepted by consensus of the quorum.