

**HOLY TRINITY SCHOOL ADVISORY COMMITTEE
BY-LAWS (Revised May 2021)**

ARTICLE ONE – TITLE

The name of this body shall be Holy Trinity School Advisory Committee, hereinafter referred to as SAC.

ARTICLE TWO – PURPOSE

The SAC shall support and advise the school administration and pastor in their efforts to uphold the school's mission, values, and goals.

ARTICLE THREE – AUTHORITY

All considerations and recommendations brought by this committee, as established or amended, shall be consistent with the policies and directives of the Kansas State Department of Education and the policies and procedures outlined in the Administrative Handbook of the Archdiocese of Kansas City in Kansas.

ARTICLE FOUR – FUNCTION AND RESPONSIBILITY

The SAC shall serve as a body representing all school families in the interest of the school. The function is to serve as collaborators with the school administration and pastor to support and strengthen operation of the school and to promote a better understanding of and support for Catholic education. The SAC shall develop and monitor a long-term strategic plan for the school, assisting the pastor and principal in identifying needs and concerns so objectives can be reached effectively. SAC shall also aid in the public relations and promotion of the school.

ARTICLE FIVE – MEMBERSHIP

Section 5.1 Number of Members – The SAC shall consist of eleven appointed persons, the pastor, vice principal, principal, and a teacher representative. Only the eleven appointed persons shall be voting members. Appointed persons shall be chosen from the school community and reflect a balance of those with children enrolled in the school. Appointed persons should also reflect a diversity of age, gender, children's grade levels and should demonstrate parish/community involvement and leadership.

Section 5.2 Terms of Appointed Members – Each appointed member shall serve a term of three years and may not serve consecutive terms; unless appointed to fill an unexpired term. If a vacancy occurs before the term ends, the remaining members shall appoint someone to serve the unexpired term. Members terms shall be staggered so three vacancies occur annually. Terms begin on June 1.

Section 5.3 Manner of Appointment of Members – SAC will send a letter to parents in the spring soliciting any open positions. SAC will discuss candidates who have expressed interest in serving on the committee and make recommendations to the pastor and principal for final approval. Appointments shall be made prior to the final SAC meeting of the year.

ARTICLE SIX – OFFICERS

A Chairperson, Vice-Chair and Secretary shall be selected at the last meeting of the year and shall lead the SAC. The Chair shall normally be a second or third year committee member. The Vice-Chair shall serve in the absence of the Chair and will not necessarily be the incoming Chair the following year.

ARTICLE SEVEN – MEETINGS

Section 7.1 Regular Meetings – SAC shall meet monthly during the school year, (excluding December). Alternate dates may be selected as necessary. The Chair, in consultation with the principal, may call or cancel meetings at any time.

Section 7.2 Executive Session – The chairperson, principal or pastor may call for an Executive Session at any time to discuss serious or sensitive issues requiring confidentiality. Only SAC members may attend Executive Sessions.

Section 7.3 Quorum – Five members shall constitute a quorum and all decisions require a consensus of those present or represented by proxy.

Section 7.4 Attendance – Committee members are expected to maintain regular attendance at all meetings and functions.

Section 7.5 Order of Business – The committee’s agenda shall be set by the Chair in collaboration with the principal. The following shall be the usual order of business:

1. Open with a prayer
2. Introduction of guests and agenda
3. Approval of minutes
4. Pastor’s report
5. Principal’s report
6. Parish Council report
7. Old business
8. New business
9. Adjournment with a closing prayer/blessing

ARTICLE EIGHT – AMENDMENTS

These By-laws may be amended by consensus, subject to approval by the Pastor.