

**BYLAWS  
OF  
THE MEMBER SCHOOLS OF THE  
ASSOCIATION OF CATHOLIC SCHOOLS OF  
GREATER KALAMAZOO**

**LOCAL ADVISORY  
COUNCILS**

Adopted April 24, 2015

## PREAMBLE

Msgr. John R. Hackett Catholic Prep (“Hackett”), St. Augustine Cathedral School (“St. Augustine”) and St. Monica Catholic School (“St. Monica”) are affiliated with or have been established as Juridic Persons under the Code of Canon Law of the Roman Catholic Church. Collectively Hackett, St. Augustine and St. Monica will be referred to herein as “Schools” and singularly as a “School”. The Bishop of the Roman Catholic Diocese of Kalamazoo (“Bishop”) holds title to all of the real and personal property associated with the Schools and is canonically responsible for oversight, review and approval of the administration and management of the Schools. Any policy or program adopted by the Schools is subject to the approval of the Bishop. The Schools are also subject to the pertinent canonical oversight of their affiliated pastors (for St. Augustine and St. Monica) or a Canonical Administrator (for Hackett), which authority is referred to herein singularly as the “Pastoral Administrator”.

## ARTICLE I PURPOSES AND MISSION

A Local Advisory Council (“LAC” or “Council”) for each of the Schools has been established, and will be governed as provided for in these Bylaws. The LAC shall be an advisory body to the Principal of the pertinent School. The purpose and mission of the Schools is to promote and facilitate Catholic education in the manner of Jesus Christ in the Kalamazoo, Michigan, area.

## ARTICLE II ROLES OF THE PRINCIPAL AND THE LOCAL ADVISORY COUNCIL

### Section 2.1 Principal.

- 2.1.1 The Principal shall be the chief executive officer of their respective School. The Principal has authority granted by the Bishop to create policy and operate its respective School in accordance with Diocesan policies and procedures.
- 2.1.2 The Principal shall be appointed by the Bishop after recommendations by the Pastoral Administrator of the pertinent School, the CSGK Board, the School’s LAC, and the Superintendent of the Office of Schools for the Diocese.
- 2.1.3 The Principal may seek the advice of the LAC regarding the operation of the School, including, but not limited to, matters of finance, facilities, grounds, development, marketing, alumni relations, community relations, relations with parishes and clergy, and other matters affecting the School, its staff, students and families.

Section 2.2 Local Advisory Council.

- 2.2.1 In conjunction with 2.1.3 above, the LAC will, as requested by the Principal, assist and inform the Principal in establishing policy, programs, priorities, and strategic planning to achieve the purposes and mission of the School.
- 2.2.2 The LAC will inform the Principal with respect to matters as requested by the Principal and on matters of particular concern to the LAC, including but not limited to the operation of the School, including, but not limited to, matters of programing, policies, finance, facilities, grounds, development, marketing, alumni relations, community relations, relations with Parishes and clergy, and all other matters affecting the School, its staff, students, and families.
- 2.2.3 The LAC, in accordance with Diocesan policies and procedures, will conduct an annual evaluation of the Principal and shall report the results of that evaluation to the Principal, the Superintendent of the Diocese of Kalamazoo, the pertinent Pastoral Administrator, and the CSGK Board. Outside of the annual evaluation process the LAC, in accordance with Diocesan policy, may communicate recommendations or concerns regarding the Principal to the CSGK board and the pertinent Pastoral Administrator.
- 2.2.4 The LAC, in accordance with Diocesan policies and procedures, will assist the Diocesan Office of Schools, the pertinent Pastoral Administrator, and the CSGK Board in identifying, recommending and selecting the Principal. When the current Principal is no longer willing or able to serve, the LAC shall assist the Diocesan Office of Schools, the pertinent Pastoral Administrator, and the CSGK Board in identifying and recommending an interim Principal.
- 2.2.5 Notwithstanding the foregoing, the Bishop retains the right to approve, appoint and/or remove the Principal.
- 2.2.6 The LAC shall be elected and/or appointed in accordance with Article III of these Bylaws.
- 2.2.7 The LAC shall at least annually consider the fiscal year budget for the School as presented by the CSGK Finance Committee, and will periodically and regularly monitor the budget with the Principal.
- 2.2.8 Members of the LAC shall attend orientation and training sessions as scheduled and promoted by the Diocesan Office of Schools, the pertinent Pastoral Administrator, the CSGK Board or other Diocesan offices.

ARTICLE III  
MEMBERSHIP OF THE LOCAL ADVISORY  
COUNCIL

Section 3.1 Number and Qualification. The LAC shall consist of not less than five, and not more than nine members. The members may consist of parents or guardians of students, or other qualified professionals or community members. Members may not be employees or students of the School, and may not be immediate family members of School employees as defined in Diocese of Kalamazoo Schools Policy Manual at Administrative Regulation 8250-R.

Section 3.2 Appointment. Members of the LAC shall be elected by vote of the parents and guardians of students attending the School. Nominees will announce their willingness to serve on the LAC to the Principal, who will provide the names of potential LAC members to the CSGK board. Nominees must provide a letter of support from their pastor (or other pertinent clergy member) prior to being placed on the ballot. The CSGK board, after consulting with the Principal, will approve of the placement of the nominee's name on the ballot. Voting shall take place in a manner designated by the LAC, which may include electronic (e.g. email or web-based) balloting. All candidates for a seat on the LAC shall also be subject to approval by the Bishop.

Section 3.3 Term. The term of each LAC member shall be for three years, or as otherwise determined by the LAC. A term begins with the first meeting after June 1<sup>st</sup> of a given year.

Section 3.4 Removal; Vacancies. Any member of the LAC may be removed by: (1) the unanimous vote of the remainder of the LAC, excepting the member under consideration for removal; (2) by the Principal, with the approval of the pertinent Pastoral Administrator; (3) by the Superintendent, as the delegate of the Bishop. The LAC may conduct business with vacant seats, provided that a quorum is present at any meeting during which business is conducted.

Section 3.5 Non-voting Director. A representative or representatives of the Bishop may be appointed by the Bishop or the Superintendent of the Office of Schools from time to time, and shall be ex officio non-voting members of the LAC.

Section 3.6 Participation by Communication Equipment. A member of the LAC may participate in a meeting by means of conference telephone or similar communications equipment through which all persons participating in the meeting can communicate with the other participants. Participation in a meeting pursuant to this section constitutes presence in person at the meeting.

Section 3.7 Action Without a Meeting. Any action required or permitted to be taken at any meeting of the LAC may be taken without a meeting if, under authorization voted before or after the action written consents thereto are signed by all members of the LAC then in office

and such written consents are filed with the minutes of the proceedings of the LAC.

#### ARTICLE IV OFFICERS

Section 4.1 Officers. The officers of the LAC shall be a President, a Vice-President, and a Secretary. The President, Vice-President, and Secretary shall be elected from the LAC by a majority vote of the directors at the first regular meeting of the LAC to be held after July 1 of each year and they shall serve a one (1) year term commencing upon installation, holding office until their successors are elected and qualified or until they resign. The officers may succeed themselves. The Office of Schools, as the delegate of the Bishop, shall have the right to remove any officer within his sole discretion.

Section 4.2 Vacancy. Any vacancy in the position of officers of the LAC shall be filled by the LAC for the unexpired term.

#### ARTICLE V RESPONSIBILITIES OF OFFICERS

Section 5.1 President. The President shall preside at all meetings of the LAC and prepare the agendas for such meetings. The President shall perform all other duties usually incident to such office, with the right to vote.

Section 5.2 Vice-President. The Vice-President shall, in the absence of the President, exercise presidential authority and fulfill presidential duties, and the Vice-President shall fulfill such other duties as are assigned by the President or the LAC.

Section 5.3 Secretary. The Secretary shall keep or cause to be kept the minutes of the LAC meetings and perform the usual functions of that office. The Secretary shall fulfill such other duties as are assigned by the President or the LAC.

#### ARTICLE VI MEETINGS OF THE LAC

Section 6.1 Regular Meetings. Regular meetings of the LAC shall be held monthly (or less often as determined by the LAC) at such times and places as determined by the LAC.

Section 6.2 Special Meetings. Special meetings of the LAC may be called by the President or upon written request of any two (2) members of the Council filed with the President or Secretary, with notice to all members of the LAC in either case.

Section 6.3 Quorum. A simple majority of voting members shall constitute a quorum.

Section 6.4 Voting. Except as provided in Sections 3.6 and 3.7 hereof, LAC members, to have a voice in any annual, regular or special meeting, must be personally present, and no

proxy shall be entitled to recognition. Resolutions will pass by a majority vote; as a tie is not a majority, a tie vote results in an item or items failing to pass.

Section 6.5 Agenda. Meetings of the LAC shall be conducted in accordance with an agenda prepared by, or at the direction of, the President.

Section 6.6 Minutes. Minutes shall be prepared by the secretary following each meeting of the LAC and promptly distributed to the LAC members, the Diocesan Office of Schools Principal, and to the President of CSGK. Such minutes shall be submitted for approval at the next meeting of the LAC.

Section 6.7 Meetings. Meetings of the LAC shall be open, unless an executive session is established pursuant to Section 6.8, below.

Section 6.8 Executive Session. The LAC, at the discretion of the President, may meet in executive session to discuss matters that are confidential. Matters discussed at an executive session shall not be recorded in the minutes. Executive sessions will be open to the Principal (except for matters associated with the evaluation of the Principal) and the pertinent Pastoral Administrator.

## ARTICLE VII COMMITTEES

Section 7.1 Committees. At the discretion of the LAC, committees, both ad hoc and permanent, may be established from time to time, when the LAC determines that a committee is needed for a specific purpose. Members of a committee need not be LAC members. The LAC may also appoint a chairperson for each committee, or allow the committee members to select a chairperson from the members of such committee. The chairperson of each committee will be responsible for reporting committee activities to the LAC, upon request. All committees may be dissolved by the LAC, at its discretion.

## ARTICLE VIII AMENDMENTS

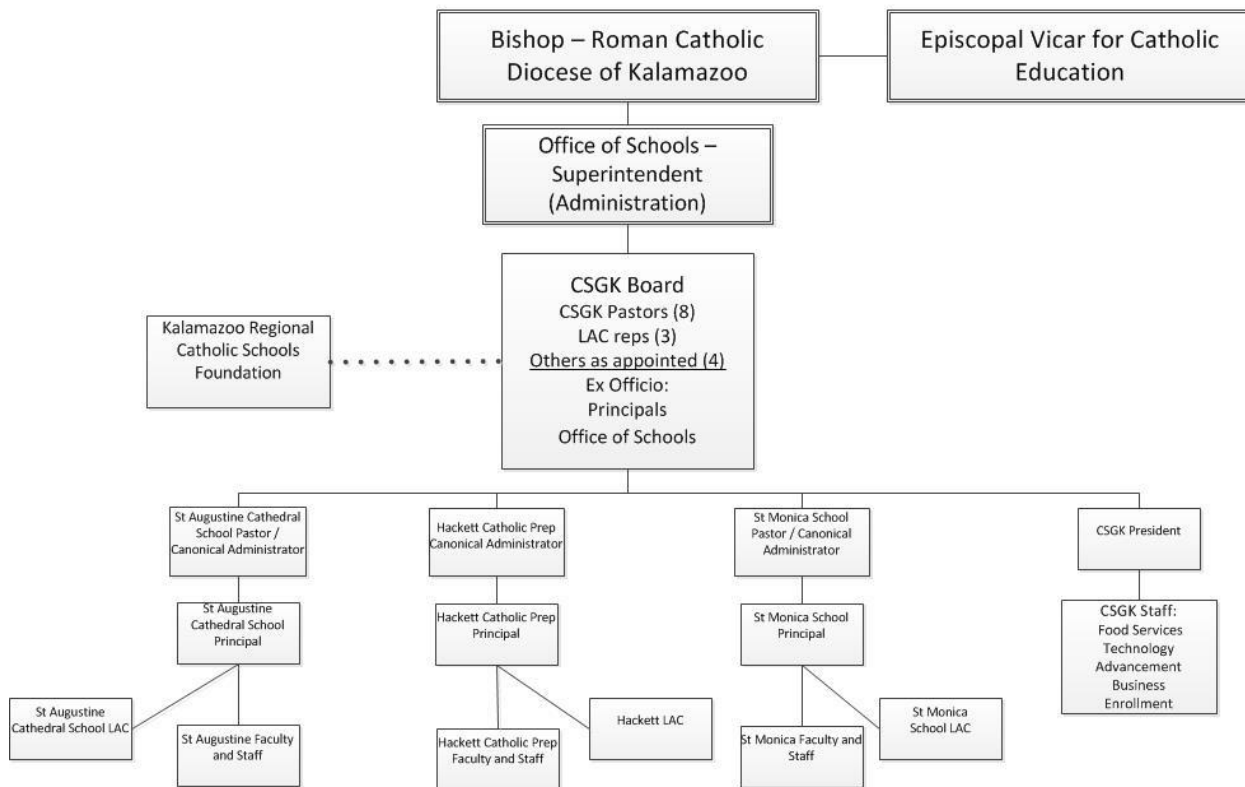
Any requests for amendments to these Bylaws, or any portion of them, will be submitted to the CSGK Board and the Diocesan Office of Schools for consideration and approval.

## ARTICLE IX PARLIMENTARY AUTHORITY

Unless otherwise specified in these Bylaws, parliamentary authority shall be the latest edition of *Roberts Rules of Order*.

# APPENDIX

## Approved



Accepted and approved by CSGK Board of Directors April 24, 2015