

# **ALL SAINTS ACADEMY EDUCATION COUNCIL**

## **BYLAWS**

*(Adopted January 19, 2011)*

### **INTRODUCTION**

The Catholic elementary school is an expression of the educational mission of the Diocese. Therefore, the Principal is responsible to the Superintendent for the administration of the school.

The Principal functions as the chief administrator of the school. Regular and open communication between the Principal and the Superintendent is essential. Today's Catholic school Principal, with the many demands which are made on him/her, needs assistance from a group of people who are committed to the Catholic school and are willing to work for the good of the school.

### **ARTICLE I**

#### ***Name of Organization***

The name of this body shall be the All Saints Academy Education Council, hereafter referred to as the ASA Education Council.

### **ARTICLE II**

#### ***Purpose***

The ASA Education Council is established by the Principal in accordance with Diocesan policy to assist him/her in the governance of the school.

### **ARTICLE III**

#### ***Function***

Decisions will not be made in major matters until and unless the ASA Education Council has been consulted. The areas in which the Council has responsibility and will be consulted include but are not limited to: planning/policy formulation, finances, development, marketing and evaluation of the Council's performance. The Council may create standing committees to assist it in functioning in these areas. A representative of each standing committee will report periodically at Council meetings.

The Council is consultative. It cannot act apart from the Principal and cannot make binding decisions without the approval of the Superintendent and the Principal.

**ARTICLE IV**  
***Relationship with Diocese***

The relationship between the ASA Education Council and the Diocese of Paterson shall be as described in the Diocesan Education Policy Handbook.

**ARTICLE V**  
***Structure***

The Education Council shall consist of not less than ten (10) or more than twelve (12) members, all of whom have the power to vote. Members shall include the Principal, a Pastor Liaison from one of the three sending Parsippany Parishes, a Home School Association officer, parents of ASA students, an ASA Teacher Representative, a Lay Representative from each of the sending Parishes, and member(s) of the Community at Large.

**ARTICLE VI**  
***Appointments***

Members shall be appointed for a term of one year by the Principal with the approval of the Council. Reappointment shall be at the discretion of the Principal.

**ARTICLE VII**  
***Membership Criteria***

ASA Education Council Members should meet the following criteria:

1. Interest in and commitment to Catholic education and All Saints Academy's philosophy and mission.
2. Availability to attend meetings and periodic in-service programs, and to participate in committee work.
3. Ability to deal with situations as they relate to the good of the entire school community.
4. Credibility as a witness to the Catholic faith.

**ARTICLE VIII**  
***Officers***

By the end of its first meeting in September the Council shall elect from among its voting members a President and a Secretary. These officers shall serve for one year. Their duties are those ordinarily performed by such officers.

## **ARTICLE IX**

### ***Meetings***

The full Council shall meet at least four times a year beginning in September. Standing committees shall meet as frequently as necessary. Special Council meetings can be called by the Principal and Council President. Council meetings shall be open to non-members, but the Council reserves the right to go into Executive Session to discuss issues involving personnel or other confidential matters.

## **ARTICLE X**

### ***Quorum***

A majority of the voting members of the entire Council shall constitute a quorum, and a majority vote of those present shall be sufficient for any decision or election, except for the amendment of these Bylaws, which shall require the affirmative vote of two-thirds of all of the voting members of the Council.

## **ARTICLE XI**

### ***Standing Committees***

#### ***Finance Committee***

The Finance Committee shall be a Standing Committee of the Education Council and will be responsible for reviewing and recommending local fiscal policy. The Finance Committee shall review the school's annual budget, monthly financial operating reports, status of investments and financial requirements of major projects and acquisitions.

## **ARTICLE XII**

### ***Amendments***

When deemed necessary, these Bylaws may be amended; Diocesan Policy guidelines must be followed. An amendment shall be passed by a two-thirds majority of voting members of the Council in person or by proxy.

## **ARTICLE XIII**

### ***Rules and order***

Ordinarily, decisions regarding major policy matters and other major issues are not made at the first reading, which is for information and clarification. The second reading of the policy occurs after additional consultation and clarification. At that time, the Council begins its policy formulating process. In order to make the best decisions, the consensus method of decision making should be used. When the Council is unable to reach consensus, the minutes should report the different positions and supporting reasons. All proposed policies formulated by the Council and concurred with by the Principal shall be submitted to the Superintendent for final approval. The Superintendent's signature constitutes consent.