

# **CHRIST THE KING PARISH SCHOOL ADVISORY COUNCIL**

## **BYLAWS**

### **ARTICLE I: NAME AND ADDRESS**

The name of this body is the Christ the King Parish School Advisory Council, here within referred to as "council." The address of this body shall be 1930 Barberry Drive, Springfield, Illinois, 62704.

### **ARTICLE II: PURPOSE**

Section 1: This council has been established to promote the participation of members of Christ the King Parish and School in the educational mission of the Church, to advise the pastor and principal, and to recommend policies/actions on educational matters to ensure the mission, quality, and stability of Catholic education in the parish.

Section 2: The following are areas in which the council provides advice: Mission effectiveness; planning; tuition and fee scales; selection and support of school leadership; development, public relations, and marketing. Matters involving curriculum, personnel, and individual student concerns are solely the purview of the school administration.

### **ARTICLE III: MEMBERSHIP**

Section 1: Membership of the council shall consist of not less than nine nor more than twelve individuals. *Ex officio* members shall be the pastor, the school principal, the parochial vicar (should one be assigned to the parish), and the school's director of advancement. *Ex officio* members serve by virtue of their office for as long as they hold that office.

Section 2: The chairperson of the council, or another member of the council with the pastor's consent, shall serve as a member of the Christ the King Pastoral Council.

Section 3: All appointed council members shall serve for a two-year term. No members shall serve more than two consecutive two-year terms. The term of each member shall commence with the September meeting of the year in which they are appointed. A member appointed to fill an unexpired term assumes the remainder of said term immediately.

Section 4: A majority of the appointed members must be active parishioners of Christ the King Parish.

Section 5: In the event of a vacancy, the council may recommend to the pastor a candidate to serve the balance of the unexpired term.

Section 6: The failure of any member of the council to attend any two consecutive meetings of the council may constitute a refusal to act by said member who may be removed unless the chairperson is notified of intended absence prior to the meeting and the absence is accepted by the pastor.

Section 7: Members shall be appointed by the pastor upon application or by nomination by the council. The number of appointed members of the council is at the discretion of the pastor within the stated parameters of Article III, Section 1.

Section 8: Members of the council or any of its committees who are Catholic must be practicing Catholics in good standing with the Church; those who are not Catholic must have values and a lifestyle consistent with Catholic doctrine and moral standards. Employees of the school, their spouses, their children, their children's spouses, their parents, and any members of their households shall not be eligible for appointment to the council.

Section 9: A member of the council may be dismissed for violations of these by-laws or for behavior deemed unbecoming of a member of this council. Such determinations and actions are solely at the discretion of the pastor.

#### **ARTICLE IV: OFFICERS**

Section 1: The officers of the council shall be a chairperson, vice-chairperson, and secretary. All officers are elected by majority vote of the council with the approval of the pastor. Elections are held at the September meeting and terms of office are for one year; officers may be elected to a second term of office. New officers assume their positions at the time when they are elected. The chair person and vice-chairperson must be registered and active members of Christ the King Parish.

##### **Section 2: Officers' Duties**

2:01: The chairperson shall preside at all meetings of the council and shall see that all resolutions are acted upon. He or she will confer with the pastor and principal before each meeting to establish an agenda, which will be distributed to all members before the next meeting.

2:02: The vice-chairperson shall perform the duties of the chairperson when he or she is absent from meetings and will perform any other assigned duties.

2:03: The secretary shall see that minutes of all meetings are kept and distributed. He or she will perform any other assigned duties as needed.

## **ARTICLE V: MEETINGS**

Section 1: Regular meetings of the council shall be held on the first Tuesday of the months of September, November, January, March, and May. Adequate notice shall be made of any change in meeting dates. The meetings will be held in the parish center. Any new business for discussion on the agenda is to be submitted to the council chairperson no later than five (5) days before a meeting.

Section 2: Special meetings of the council may be called by the pastor or, upon the approval of the pastor, by the chairperson.

Section 3: A consensus process for recommendations, which assures broad support for said recommendations, is to be used by the council.

Section 4: Any member of Christ the King Parish or parent/guardian of a student of Christ the King School may attend any regular meetings of the council. Any person qualified to attend a meeting of the council, or any person attending any such meeting at the request or invitation of the council, may address the council only upon recognition by the chairperson.

Section 5: On the call of the chairperson and with the approval of the pastor or on the call of the pastor alone, any meeting of the council may be adjourned from time to time for an executive session of the council without notice other than announcement at the meeting.

Section 6. Any action which may be authorized or taken at a meeting of the council may be authorized or taken without a meeting by the consensus of a majority of the members; such action shall be filed with or entered upon the records of the council and noted in the minutes of the next regular or special meeting.

Section 7. The council members shall not receive salaries, fees, or compensation for their service as members or their attendance at any council or committee meetings but may be reimbursed for reasonable costs incurred in connection with the performance of their duties hereunder.

Section 8. No council member shall use membership on the council for his/her own direct or indirect financial gain.

Section 9. Meetings of the council or any committee of the council may be held through communications equipment if all persons participating can hear each other. Such participation by any council member or committee member shall constitute presence at the meeting.

## **ARTICLE VI: QUORUM**

Section 1: A majority of the members of the council shall constitute a quorum. At any meeting of the council at which there is a quorum present, a majority of the members present at any such meeting shall be sufficient for action by the council. No action may be taken in the absence of the pastor or his delegate.

## **ARTICLE VII: COMMITTEES**

Section 1. Standing Committees.

In addition to the executive committee, the council shall have standing committees to process its work. Except for the executive committee, at the first council meeting of each school year, the chair shall, subject to the approval of the council, appoint members to these committees. Each standing committee shall have only such duties as are prescribed by these by-laws and such additional duties as are prescribed by the council; shall consist of not less than two council members, one of whom shall serve as chair; and each such standing committee shall be subject to the control of the council. With the approval of the council, each standing committee may invite one or more interested persons to serve on the committee. The term for non-council committee members shall be two years. All committee actions, formal and informal, are subject to the approval of the council at a regular or special meeting of the council. Each committee may adopt procedures to conduct its business as it deems necessary, subject to the approval of the council.

(a) Building & Grounds Committee. The buildings and grounds committee shall plan for and provide for the long- and short-range needs of the physical plant and property.

(b) Program Committee. The program committee shall provide for and assess the mission effectiveness of the school and the quality of all the programs of the school as well as provide leadership for planning and policy in this area.

(c) Development, Public Relations, and Marketing Committee. The development, public relations, and marketing committee shall assess the initiatives of the school in these areas and give leadership in providing for resources and planning in these areas. It will also assist in bringing forward possible future council members.

Section 2. Ad Hoc Committees. With the approval of the pastor, the chair may establish committees and appoint members thereof to further the work of the council. Each such committee shall have only such powers and duties as are prescribed by the council and shall be subject to the control of the council. Ad hoc committees and their membership shall be governed by the same norms as standing committees.

## **ARTICLE VIII: POLICIES and POLICY FORMULATION**

Section 1: It is the responsibility of the principal to attend to the proper development and maintenance of policies for the good of the school. The principal will normally initiate the formulation of a needed policy with an appropriate committee for consideration by the council and for recommendation by the council to the pastor. The principal may enact policy with the approval of the pastor. The pastor may enact policy on his own authority.

## **ARTICLE IX: AMENDMENTS**

Section 1: These bylaws may be amended, altered, or repealed by the pastor. Ordinarily, any change shall be undertaken after consultation with the council and with consensus from a majority of the members of the council present at a meeting, provided there is a quorum. The pastor may also derogate from a specific by-law or by-laws contained herein if he judges it pastorally beneficial.

Section 2: These bylaws are to be interpreted in accord with the Code of Canon Law of the Latin Church of the Roman Catholic Church and the usages, customs, rules, regulations, and statutes of the Diocese of Springfield in Illinois. The by-laws and all actions pursuant thereto shall always be subject to and shall in no way contravene the Affidavit of Incorporation and the By-laws of the Catholic Diocese of Springfield in Illinois, Christ the King Parish, or the Statutes of the State of Illinois under which these corporations exist.

These bylaws are effective from the date of promulgation by the pastor, August 1, 2024.