



SITE ADVISORY COUNCIL BY-LAWS

ARTICLE I: NAME

GRACE Schools Site Advisory Council

ARTICLE: PURPOSE

The Site Advisory Council will serve as an important parent and parish member body for feedback and consultation or the GRACE President and the GRACE Board of Trustees. The Site Advisory Council will govern the GRACE Schools in accordance with the mission statement of GRACE by fostering Christian leadership and witnessing to the Gospel message, embracing a stewardship way of life and striving for moral and academic excellence.

A. Site Advisory Council Responsibilities

- Educate parents and students on School and GRACE matters
- Support efforts for marketing, enrollment, and retention of school families
- Promote community among all school families
- Raise the “GRACE Budget Contribution: is the Site Advisory Council’s top fundraising priority
- The Site Advisory Council has responsibility for all site-based fundraising requirements
- Consult the GRACE President on issues related to school policy, the administration of school policy, school program needs and site-based fundraising
- Make recommendations to and/or support the Principal on matters related to policy, operations, budgets and programming
- Will **not** direct day-to-day operations or make school or system policy

B. Fundraising Guidelines

- Funds, raised by the Site Advisory Council through activities and events, fall into two categories:
 - ♦ Unrestricted funds (“Budget Contributions”) – are priority funds necessary to support the school’s operating budget as part of overall system budget
 - ♦ Restricted funds (“Excess Funds”) – are funds raised in excess of the annual “Budget Contribution” reserved for spending on projects or items that support the school site
- The Budget Contribution will be determined by GRACE and must be met before any restricted funds can be allocated by the Site Advisory Council
- The Excess Funds may be spent at the discretion of the Site Advisory Council in consultation with the principal
- The Site Advisory Council will have its own non-lapsing fund within GRACE
- The GRACE Schools will establish procedures that ensure the safe handling and proper management of funds. These procedures will be communicated to the Site Advisory Council Treasurer. The Site Advisory Council Treasurer must follow these procedures to ensure that these funds are managed to maintain the trust of

donors and contributors and that trust is maintained by properly accounting for and managing all funds

- The GRACE Schools staff will annually provide training to the Site Advisory Treasurer. This staff will also perform basic audit and oversight to ensure procedures are followed.

C. Meeting and Site Advisory Council Membership Guidelines

- Meetings shall be announced in the weekly school envelope and church bulletin, and shall be open to all parents and parish members, with the exception of executive sessions.
- Site Advisory Council members shall meet monthly or as deemed necessary to the Site Advisory Council Chairperson.
- The School principal, GRACE president, teachers, parents, or parishioners may bring topics to the Site Advisory Council. (Preferably in advance to ensure that the agenda can be updated).
- All members are expected to regularly attend Site Advisory Council meetings to retain membership on the council.
- Any member of the Site Advisory Council may call for the formation of a committee when necessary.

ARTICLE III: RECOMMENDED COMPOSITION

- A. The Site Advisory Council shall be made up of 7 (seven) to 15 members. The membership of the Site Advisory Council shall include:
- The Parish pastor; and
 - At least 1 (one) parish member without a student in the school
- B. All Site Advisory Council members will have an equal vote. Also, participating on the Site Advisory Council, but as a non-voting member, is the School Principal.
- C. All Site Advisory Council members shall serve a three-year term with an opportunity to serve one additional term as approved by the Site Advisory Council.
- D. Site Advisory Executive Council shall nominate a pool of potential members from which the site Pastor shall select.

ARTICLE IV: OFFICERS

The Site Advisory Council shall include an Executive Council of 4 (four) members: one Chairperson, Vice Chairperson, Secretary, and Treasurer.

A. Chairperson

- Serves a one-year term unless elected by the Site Advisory Council to serve an additional term.
- Implements/leads all initiatives of the Site Advisory Council
- Serves as a liaison to the School Principal
- Presides over meetings

B. Vice Chairperson

- Serves a one-year term unless elected by the Site Advisory Council to serve an additional term
- Assumes the duties of the Chairperson when Chairperson is unavailable
- Serves as the liaison to Parish Council
- Serves as liaison to Tuition Assistance and Stewardship Committee

C. Recorder

- Records minutes of the Site Advisory Council meetings
- E-mails minutes to the Site Advisory Council members for approval
- E-mails minutes to the GRACE President
- Upon approval, then provides the minutes to the school secretary, or other such designee, for distribution and for posting to the school website

D. Treasurer

- Oversees all deposits into and withdrawals from the school's GRACE fundraising accounts
- Ensures all payments to GRACE are made on a timely basis
- Presents at each Site Advisory Council meeting, in writing, monthly and year-to-date summaries of the school's GRACE 'unrestricted' and 'restricted' funds

ARTICLE V: EXECUTIVE SESSIONS

Executive Sessions will consist of the School Principal and all voting members, unless others are invited to attend.

ARTICLE VI: FISCAL YEAR

The Site Advisory Council's Fiscal Year will coincide with GRACE's fiscal year: July 1 – June 30.

ARTICLE VII: SELECTIONS

A. Nominations

- Announcement of Site Advisory Council vacancies shall be announced in March. Announcement of vacancies will be via school envelope and church bulletin.
- Any Site Advisory Council member is eligible to be nominated for a position within the Executive Council unless their term has been completed.
- Previous Site Advisory Council experience is recommended for the Chairperson and Treasurer Officer positions.

B. Placements

- Placements will be decided at the April Site Advisory Council meeting
- The new Site Advisory Council member(s) will attend Site Advisory Council meetings in May & June before officially taking office July 1st.

- Open Site Advisory Council positions shall be filled by majority Site Advisory Council vote
- Selections for all roles within the Site Advisory Council will be held annually in May.

C. Vacancies

- In the event of a vacancy or resignation, the position may be filled through appointment by the Pastor and Site Advisory Council from those candidates from the most recent selection process. The person selected to fill the vacancy will serve the remainder of the unexpired term.