

**BYLAWS  
OF  
ST. MONICA SCHOOL  
LOCAL ADVISORY COUNCIL**

## PREAMBLE

St. Monica School (“St. Monica School”) is associated with St. Monica Parish, which has been established as a Public Juridic Person under the Code of Canon Law of the Roman Catholic Church. The Bishop of the Roman Catholic Diocese of Kalamazoo (“Bishop”) holds title to all of the real and personal property associated with St. Monica School and is canonically responsible for oversight, review and approval of the administration and management of St. Monica School. Any policy or program adopted by St. Monica School is subject to the approval of the Bishop.

## ARTICLE I PURPOSES AND MISSION

An Local Advisory Council (“LAC”) for St. Monica School shall be established, as provided for in these Bylaws. The Board shall be a consultative and advisory body to the Principal of St. Monica School. The purpose and mission of St. Monica School is to promote and facilitate Catholic primary 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 St. Monica School. The Principal has authority granted by the Bishop to create policy and operate St. Monica School in accordance with Diocesan policies and procedures.
- 2.1.2 The Principal shall be appointed by the Bishop after recommendations by CSGK Board (inclusive of the pastor of St. Monica Parish), the LAC, and the Superintendent of the Office of Schools for the Diocese.
- 2.1.3 The Principal shall consult with the LAC regarding the operation of the school, including, but not limited to, finances, tuition, salaries, facilities, grounds, development, marketing, alumni relations, community relations, relations with parishes and clergy, and other matters affecting St. Monica School, its staff, students and families.

### Section 2.2 Local Advisory Council.

- 2.2.1 The LAC shall assist and advise the Bishop in establishing policy, programs, priorities, and strategic planning to achieve the purposes and mission of St. Monica School.

- 2.2.2 The LAC shall advise the Principal with respect to the operation of St. Monica School, including, but not limited to, programs, policies, finances, tuition, salaries, facilities, grounds, development, marketing, alumni relations, community relations, relations with Parishes and clergy, and all other matters affecting St. Monica School, its staff, students, and families.
- 2.2.3 The LAC, in accordance with Diocesan policies and procedures, shall conduct an annual evaluation of the Principal and shall report the results of that evaluation to the Principal, as well as to the Bishop, or his designee.
- 2.2.4 The LAC, in accordance with Diocesan policies and procedures, shall assist the Bishop in identifying, recommending and selecting the Principal. When the current Principal is no longer willing or able to serve, the LAC shall assist the Bishop in identifying and recommending an interim Principal. The LAC, in accordance with Diocesan policies and procedures, may at any time submit a recommendation to the Bishop that the existing Principal be removed.
- 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 V of these Bylaws.
- 2.2.7 The LAC shall periodically, and at least annually, consider the fiscal year budget for St. Monica School (as may be proposed by the Finance Committee), and recommend the same for acceptance by the Principal and the Bishop.
- 2.2.8 Members of the LAC shall attend orientation and training sessions as scheduled and promoted by the Diocesan Office of Schools or other Diocesan offices.

ARTICLE III  
MEMBERSHIP OF BOARD

Section 3.1 Number and Qualification. The LAC shall consist of not less than five (5), and not more than twelve (12) members. The members may consist of parents or guardians of students, or other qualified professionals or community members. Members may not be St. Monica School employees or students.

Section 3.2 Appointment. Members of the LAC shall be elected by vote of the parents and guardians of students attending St. Monica School, after nomination by the Principal. Nominations by the Principal shall be subject to approval of the Board of Directors of the Association of Catholic Schools of Greater Kalamazoo (“CSGK”). 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 (3) years, or as otherwise determined by the Board.

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 Bishop; (3) by 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 from time to time, and shall be ex officio non-voting directors.

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 Board 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 Corporation 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 at the Annual Meeting, holding office until their successors are elected and qualified or until they resign. The officers may succeed themselves. The Bishop shall have the right to ratify the election of the officers, and decline to approve, or 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, subject to the control and direction of the LAC and the Bishop, shall preside at all meetings of the LAC. 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 BOARD

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 the LAC shall determine.

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 Board 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.

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 members, the Diocesan Office of Schools and to the President of CSGK. Such minutes shall be submitted for approval at the next meeting of the LAC.

Section 6.7 Closed Meetings. Meetings of the LAC shall be closed, unless the President decides that the meeting, in whole or in part, will be open to visitors.

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.

## 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.

Section 7.2 Conduct of Committees. All appointees to committees shall be subject to the approval of the Principal and of the Bishop. Terms of members of committees shall be as determined by the LAC. Committees shall meet at such time and place as determined by its 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 shall be responsible for reporting committee activities to the LAC, upon request. All committees may be dissolved by the LAC, at its discretion, with the prior approval of the Bishop.

**ARTICLE VIII  
AMENDMENTS**

These Bylaws, or any portion of them may be amended, modified or repealed at any regular or special meeting of the LAC by a majority vote of all member of the LAC, subject to approval by the Bishop.

**ARTICLE IX  
PARLIAMENTARY AUTHORITY**

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

**ADOPTED BY THE ST. MONICA SCHOOL ADVISORY COUNCIL BOARD ON**  
June 11, 2009.

By: Steve Clark

Its: **President**

By: Mal Bonter

Its: **Secretary**

**APPROVED AND ACCEPTED:**

**ST. MONICA SCHOOL**

By: Becky Reits

Its: **Principal**

**APPROVED AND ACCEPTED:**

**ST. MONICA PARISH**

By: Father Lawrence M. Farrell

Its: **Pastor**