

**ST. MARY OF THE WOODS SCHOOL
ADVISORY COUNCIL CONSTITUTION**

ARTICLE I

Name, Purpose, and Duties

Section 1: Name

This organization shall be known as the St. Mary of the Woods School ("SMOW") Advisory Council (hereinafter referred to as "The Council"). Its office shall be located at 7033 N. Moselle, Chicago, Illinois 60646.

Section 2: Advisory Responsibility

The Council shall be responsible for advising the Pastor of the Parish (hereinafter referred to as the "Pastor") and the Principal of the School (hereinafter referred to as the "Principal") regarding the implementation of the Elementary School Policy of the Archdiocese of Chicago and promoting the advancement of a Catholic faith based education. The policies of the Archdiocese shall be policies of the Council.

Section 3: Additional Advisory Responsibilities

The Council shall be responsible for advising the Pastor and the Principal concerning such additional policies relating to educational activities and operation of SMOW (hereinafter referred to as the "School") as may be required or reasonably helpful. All policies developed and defined by the Council, as well as this Constitution itself (as established and from time to time amended), shall be consistent with the policies of the Chicago Archdiocesan Committee of Education and of the Ordinary. The Council may not adopt any policy that is opposed to the teaching of the Catholic Church or contrary to the Christian formation of children.

Section 4: Council Policies

Recommendations of the Council that are approved by the Pastor become official policies of the Council and shall be binding on the Council, Pastor, Principal, faculty, staff, parents and students of the school. Council policies shall be consistent with and shall not contradict Archdiocesan policies.

Section 5: General Duties

In furtherance of the purposes described above:

- a) The Council shall review and advise on the annual School budget prepared with the Principal; final approval of the budget shall be the responsibility of the Pastor.

- b) The Council, working jointly with the Pastor, shall screen, interview, and recommend the hiring of the Principal in accordance with the established procedures of the Archdiocese.
- c) The Council, in collaboration with the Pastor and Principal, shall set School tuition rates, fees and other charges, and develop and support fundraising necessary for operating the School.
- d) The Council, in collaboration with the Pastor and Principal, shall assist in performing the public relations duties of the School.
- e) The Council shall perform such other duties as may be specified in its Constitution, requested by the Principal, or assigned by the Pastor.
- f) The Council has no authority over the general revenues of the Parish.
- g) The Council has no authority or responsibility relating to the curriculum of the School, except as expressly directed by the Pastor or the Principal.
- h) The Pastor has the authority to veto any recommendation or decision of the Council. When such action occurs the Council may, at their discretion, review the veto and resubmit the matter to the Pastor.

ARTICLE II

Council Membership and Organization

Section 1: Eligibility

The Council shall be broadly representative of the Parish and parents of School children. No employee of the School or Parish and no member of the immediate family of an employee shall be eligible for Council membership.

Section 2: Members, Officers, and Committees

The Council shall be comprised of the Pastor, the Principal, a President, a Vice-President and Secretary, the President of the Altar & Rosary Society, the President of the Holy Name Society, and the Chairpersons of the four Standing Committees of the Council: Finance, Technology and Facilities, Marketing and Fundraising, and Enrichment. The President, Vice-President and Secretary, and the Chairpersons of the four Standing Committees shall be officers of the Council. On matters of Council advice and recommendation, the Pastor and the Principal do not vote, although all matters are subject to the final approval of the Pastor. On matters of Council procedure and operation, the Principal shall also vote, and the Pastor shall vote only in the event of a tie vote.

Section 3: Nominating Committee

From time to time, the Council shall as a committee of the whole act as a Nominating Committee to nominate candidates for membership in the Council as further described in this Constitution.

Section 4: Council President

The Council President shall direct the proceedings of all regular and special meetings. The President shall coordinate the operation of the standing committees; shall appoint all necessary special committees and assign additional duties to members as required, unless otherwise directed by the Council; shall execute on behalf of the Council all written instruments except as otherwise directed by the Council; and in consultation with the Council officers and Principal, shall be responsible for the agenda to be used at meetings in accordance with the provisions in Article IV.

Section 5: Vice-President and Secretary

The Vice-President and Secretary, in the absence of the President, shall perform the duties and exercise the functions of the President and shall perform such other duties as delegated to him/her by the President. In the event the President is unable to fill his/her term of office, the Vice-President and Secretary shall succeed to that office. The Vice-President and Secretary shall be responsible for the minutes of the meetings of the Council; shall see that all notices are given in accordance with the provisions of this Constitution; shall be custodian of all records of the Council; and in general, shall perform all duties incident to the office of the Secretary of the Council and such other duties as from time to time may be assigned by the President.

Section 6: Standing Committee Chairpersons; Committee Members

The Chairpersons of the four Standing Committees shall be responsible for the operation of their respective committees, including providing regular committee reports to the Council; shall direct the proceedings of the committees; shall with the advice and consent of the Council create as necessary subcommittees pertaining to matters within their committee's areas of responsibility and appoint additional members to the committee and subcommittees. Such additional committee and subcommittee members shall not become members of the Council, but may attend and participate in Council meetings from time to time at the request of the Council and with the approval of the President or the Pastor.

Section 7: Standing Committee Responsibilities

The responsibilities of the four Standing Committees shall be as follows:

Finance Committee: To assist the Council, Principal, and Pastor by developing and monitoring a realistic and attainable School budget that meets the needs of the School, is fiscally responsible, maintains a reasonable tuition, and conforms to the financial guidelines of the Parish and the Archdiocese of Chicago.

Technology and Facilities Committee: To assist the Council, Principal, and Pastor by (1) identifying and providing the resources, infrastructure, and support to ensure SMOW students graduate with the technological skills and understanding necessary to succeed in higher education and reach their individual potential while maintaining their Catholic identity; and (2) soliciting input from faculty, parents, and parishioners to provide advice concerning improvements to the School facilities consistent with fiscal responsibility and Catholic values and traditions.

Marketing and Fundraising Committee: To assist the Council, Principal, and Pastor by (1) providing advice, resources, and liaison support directed towards improving communication between the Council, Principal, Pastor, School and the Parents, Parish and larger Community with regards to school qualities and values; student, staff and SMOW team achievements; events including student special events, alumni achievements, and the Capital Campaign; (2) providing liaison support to the School, Athletic Board and Football Board with regards to communication and publicity in papers, the bulletin and website; and (3) promoting and providing liaison support to Altar & Rosary and Holy Name Societies in fundraising efforts and to streamline efforts between various school and parish fundraising groups and report outcomes and fundraising allocations.

Enrichment Committee: To assist the Council, Principal, and Pastor by providing advice, resources, and liaison support relating to programs and activities ancillary to and in support of the primary educational functions of the School.

Section 8: Executive Officer

The Principal shall be the Executive Officer of the Council. The Executive Officer shall have the responsibility for implementing Council policies.

Section 9: Council Action

The Council acts as a committee of the whole in its consideration and approval of policies and recommendations.

Section 10: Special Committees

The President may appoint special committees of the Council to assist the Council. Membership on any special committees shall not be limited to members of the Council. Such committees shall operate until the duty assigned to them is completed and will dissolve at that time, or at any earlier date designated by the President.

Section 11: Committee Functions

The function of all committees shall be fact-finding, deliberative, and advisory in nature. Committee recommendations shall be subject to ratification and approval of the Council, and the approval of the Pastor.

ARTICLE III

Nomination and Appointment of Members

Section 1: Nomination and Appointment of the Council President; Term

The President shall be appointed by the Pastor and Principal with the advice of the Nominating Committee. From time to time as directed by the Pastor, but in no event later than three months prior to the expiration of a term of the Council President, the Nominating Committee shall provide the Pastor and Principle with nominations for President of the Council. Nominees may be, but need not be, current officers of the Council. The Pastor and Principle may appoint a President from the nominees provided by the Nominating Committee or may appoint another person they consider to be well qualified for the office. The term of the President shall be two years expiring on June 30 on the second year following appointment; except that the current term of President upon enactment of this Constitution shall expire on June 30, 2008.

Section 2: Nomination and Appointment of the Vice-President and Secretary, and Standing Committee Chairpersons; Terms

In consultation with the President, and any newly appointed incoming President, the Vice-President and Secretary, and Chairpersons of the Standing Committees, shall be appointed by the Pastor and Principle with the advice of the Nominating Committee. From time to time as directed by the Pastor, but in no event later than two months prior to the expiration of a term of the Vice-President and Secretary or any Committee Chairperson as the case may be, the Nominating Committee shall provide the Pastor and Principle with nominations for such offices. Candidates with at least one year experience working on a Standing Committee or sub-committee thereunder, shall be favored in the nomination and appointment process. The Pastor and Principle may appoint a Vice-President and Secretary or Standing Committee Chairperson from the nominees provided by the Nominating Committee or may appoint another person they consider to be well qualified for the office. The term of Vice-President and Secretary and Standing Committee Chairpersons shall be three years expiring on June 30 of the third year following appointment; except that the current term of Vice-President and Secretary upon enactment of this Constitution shall expire on June 30, 2008, the current term of Finance Committee Chairperson shall expire on June 30, 2009, the current term of Technology and Facilities Committee shall expire on June 30, 2009, the current term of the Enrichment Committee Chairperson shall expire on June 30, 2008, and the current term of the Marketing and Fundraising Committee Chairperson shall expire on June 30, 2008.

Section 3: Notice

The Nominating Committee shall provide reasonable notice to the School and Parish community prior to making any nominations of candidates for any regularly expiring term of Council office. Such reasonable notice shall include notice in the Parish Bulletin six weeks prior to the submission of nominees to the Pastor advising of the office or offices to be filled and providing a procedure for persons to notify the Nomination Committee of their interests in being nominated to be candidates for office.

Section 4: Vacancies

In the event of a vacancy in any office, the Pastor shall appoint a well qualified person to complete the unexpired portion of such term with the advice of the Nomination Committee. Notice of such vacancies shall be provided to the School and Parish community to the extent practicable under the circumstances and consistent with the fulfillment of the Council's ongoing work and responsibilities.

ARTICLE IV

Meetings and Procedures

Section 1: Regular and Special Meetings

Ordinarily, the Committee will meet monthly. Special meetings may be held whenever called by the Pastor, or the President, or by a majority of the Council with the approval of the Pastor or President.

Section 2: Time, Place and Agenda

- a) All meetings are to be held at such times and places as may be fixed by the Pastor, or the President, or by a majority of the Committee with the approval of the Pastor or President. Notice of the place, date and hour of all meetings must be given to all Council members at least seven days prior to the meeting date. Notice of the place, date and hour of all regular, open meetings must be made publicly at least seven days prior to the meeting date.
- b) The agenda for each meeting shall be developed and approved by the Principal and President prior to its being made public.

Section 3: Quorum, Voting, and Proxies

A majority of the Council members present in person is necessary for the transaction of any business. Except as otherwise provided herein, a simple majority vote of the voting members shall be sufficient for any decision or election. At any meeting of the Council, at which a majority of the Council is present, every Council member having the right to vote shall be entitled to vote in person or by proxy appointed in writing.

Section 4: Rules of Procedure

The Council may establish rules for the conduct of its meetings, but in the absence of such rules, the latest revision of Robert's Rules of Order shall apply.

Section 5: Records

A written record of all acts of the Council shall be preserved in the Parish archives by the Vice-President and Secretary.

Section 6: Open Meetings and Executive Sessions

All meetings of the Committee shall be open to the members of the Parish, to parents of children attending the School and to faculty members except such meetings designated in executive session by the Pastor or the Council.

ARTICLE V

Enactment of this Constitution; Amendment

Section 1: Effective Date

This Constitution shall become effective immediately upon the recommendation of the Council in effect under authority of the Pastor at the time of such recommendation and the approval of the Pastor.

Section 2: Amendments

Written notice of proposed amendments to this Constitution must be given to all members of the Council at least fourteen days prior to the meeting at which the proposed amendment will be discussed. A vote on the proposed amendment may be taken no sooner than twenty-one days following the first discussion. A proposed amendment must receive the two-thirds majority vote of all Council members and the approval of the Pastor for adoption.

ARTICLE VI

By-Laws

The Council shall have the power to adopt, amend, alter or repeal By-Laws to this Constitution from time to time by a two-thirds majority vote of all Council members and the approval of the Pastor.