**BY-LAWS**

**ST. MARY’S CATHOLIC SCHOOL FINANCE COUNCIL**

**A Subcommittee of the School Council**

**DIOCESE OF TYLER, TEXAS**

**ARTICLE I NATURE AND PURPOSE**

* Section 1. The finance council is a sub council of the St. Mary’s Catholic School Advisory Council and is bound by the legal document of the council by-laws.
* The finance council is responsible for:
  + Overseeing organizational financial planning both short term and long term
  + constructing an annual budget in January that can easily be explained to both school and church councils and defend a recommend to the principal for approval by February.
  + Safeguarding organizational assets
  + Assist in Drafting organizational financial policies
  + Anticipating financial problems
  + Ensuring the council receives regular and timely financial statements
  + Ensuring accurate financial records are kept
  + Making sure all necessary legal reports are filed
  + Developing best practices for indexed tuition
  + Developing best practices for parish contributions
  + Develop business plan model for the principal to operate school effectively

Section 2. The Finance Council shall be conducted through a working committee/committees established by the Chair. Detailed job descriptions shall be made for clarity of roles and responsibilities.

Section 3. The Finance Council shall be asked for recommendations regarding SOP’s to be ratified by the Pastor and for recommendations regarding procedures and implementations of said policies to the principal or member of the administrative team. Both policy and procedure recommendations shall require a majority vote.

Section 4. All Finance Council approved SOP’s, ratified by the Pastor, shall be binding, on the Council, Principal, administrative staff, and teacher personnel of St. Mary’s Catholic School. All procedures and implementations of SOP’s are at the executive control of the principal with accountability to the committee for guidance.

Section 5. The committee will review the “state of the school” finances for accuracy and fiscal responsibility and make recommendations to the principal in regards to salary scale, tuition, expenditures, funds held in trust, book keeping, and budget for presentation to school council and church finance council.

**ARTICLE II MEMBERSHIP OF THE ST. MARY’S CATHOLIC FINANCE ADVISORY COUNCIL WILL BE MADE BY APPOINTMENT BY CHAIR, PRINCIPAL OR PASTOR**

**ARTICLE III OVERSIGHT**

Section 1:

The oversight of each Sub-Committee- as determined by the strategic plan and appointed by the principal-shall consist of an administrative team member as secretary, a council member as chairperson and a Home and School liaison.

Section 2. Leadership

The chairperson shall lead at all meetings of the Subcommittees. The Chairperson shall execute the Strategic Plan by selecting members of the school, the community and the East Central Deanery to serve on committees as deemed necessary, and by moving the committees to action. Appointments are the responsibility of the chair through consultation with the principal and pastor and do not require a council vote for membership. These members are not required to attend Quarterly Council meetings. The will be represented by the chair at said meetings.

The Principal shall approve each committee’s areas of leadership sub sets of by-laws and standard operating procedures through ratifying a Standards of Operations (SOP) that must be developed by or presented to the committee for approval, to the council for approval and then to the Principal and Pastor for ratification. These SOP’s then become binding documents for accountability.

Section 3. Secretary

Each appointed secretary shall be responsible for taking minutes of the meetings, for communications amongst Council members and/or subcommittee members, and for diocesan reports. In the absences of the Chairperson, the secretary shall facilitate meetings or shall appoint another Council member to facilitate meetings.

Meeting notes must include: member present, discussion topics, votes on topics, recommendations and action items with deadlines. Notes should be emailed to the appropriate chair for approval with 3 days of the conducted business. Notes should then be shared with those that need to know, including the principal, council secretary and pastor, within one week.

The council secretary is responsible for keeping a physical binder for historical data with council members, dates of service and contact information, bylaws, policies, committee bylaws, SOP’s, appointments and contact information of subcommittee members, the strategic plan, notes from all meetings and subcommittee meetings.

**ARTICLE IV MEETINGS**

Section 1. Regular Meetings

Regular meetings shall be held one week after financials are released.

Section 2. Special Meetings

Special meetings shall be held to evaluate payscale, tuition and budget in January.

Section 3. Quorum

One half of the regular members constitute a quorum for the transaction of business. Business may be continued even if members leave a meeting and the remaining are less than a quorum. Members may attend a meeting virtually or submit to the secretary prior to the meeting opinions and insight and allow for a proxy vote.

Section 4. Rule of Procedure

The preferred operational mode of the Committee shall be the discernment model based on agenda topics.

In circumstances of external legal requirement, the use of *Robert’s Rule of Order* may be permitted.

This committee is advisory only but should vote to determine a consensus of approval or disapproval of a discussion topic for recommendation. Votes should be recorded by the secretary. If a clear decision can be agreed upon with over ½ of member present it can stand. If a motion is made to table to discussion until further information can be obtained or less than half of committee members are present, then the item must be placed on the next meeting’s agenda for a second vote. After a second vote, a determination can be made by the chair if a third discussion and vote are necessary.

Section 5. Open Meetings

All finance meetings shall be closed.

Section 6. Participation Approval

No person or groups shall be granted the right to address a meeting of the Council or participate in its deliberation, unless prior permission has been granted by the Executive Committee at least one week (7 days) prior to the meeting.

**ARTICLE V COMMITTEES**

Section 1. Executive Committee

The Council shall provide for an Executive Committee. Members shall be:

\* Pastor

\* Secretary

\* Principal

The Executive Committee shall prepare the agenda. The Committee shall fix its own rules and procedures.

Section 2. Standing Committees

The Standing Committees shall be determined by needs as outlined in the current Strategic Plan.

The Pastor and Principal shall be ex-officio members of each committee. The committee is to work in collaboration with the principal in realizing the Strategic Plan and in accordance with all local, state and federal laws in addition to the bylaws of the subcommittee and the SOP’s.

Each School Council member shall take responsibility to lead an area of the Strategic Plan. Non-Council members may serve on a Standing Committee.

Section 3. Ad Hoc Committees

An Ad Hoc Committee is established to achieve a specific purpose by the Chairperson. Upon completion of said purpose, the Committee is dissolved.

Non-Council members may serve on an Ad Hoc Committee.

The Leader of an Ad Hoc Committee shall be a School Council member.

**ARTICLE VI POLICY**

Section 1. The Principal shall determine actions to be taken on a proposed policy, in compliance with Diocesan regulations. The committee will show support or disapproval for decisions or discussion topics through open voting.

Section 2. Upon ratification, policies shall be made available to the St. Mary’s Catholic School families.

Section 3. The School Finance Council shall provide for ongoing policy and SOP review.

Section 4. Policy changes shall be submitted in writing. Policy approval may occur only after a second reading. All policies must be ratified by the Pastor of St. Mary’s Parish.

**ARTICLE VII AMENDMENTS**

These By-laws may be amended at any regular meeting, by a simple consensus of the Council, provided that such amendment be submitted in writing, and ten (10) days prior to the meeting. Amendments shall be subject to the ratification of the Pastor of St. Mary’s Parish.

The foregoing By-laws were ADOPTED by a consensus of the St. Mary’s Catholic School Advisory Council at the Last Quarter Regular Meeting held on \_\_\_\_\_\_\_\_\_\_\_\_\_amending and replacing the St. Mary’s School Board By-laws adopted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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SECRETARY

RATIFIED:

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PASTOR OF ST. MARY’S PARISH