

**BYLAWS OF  
The SACRED HEART CATHEDRAL SCHOOL  
SCHOOL ADVISORY COUNCIL**

**ARTICLE I – Name**

The name of the committee shall be the SCHOOL ADVISORY COUNCIL, a standing committee of SACRED HEART CATHEDRAL SCHOOL (hereinafter, “SAC”).

**ARTICLE II – Purpose**

The purpose of SAC is to (i) advise the Pastor, the Principal, the Assistant Principal, and the Director of Catholic Immersion on matters relating to SACRED HEART CATHEDRAL SCHOOL (the “School”); (ii) develop strategic plans and policy for the School; (iii) advise on accreditation activities and improvement goals related to School programs; (iv) serve as a conduit for communications between the Pastor, the Principal, the Assistant Principal, and the Director of Catholic Immersion and the School; and (v) help determine the overall needs of the School community and develop a long-range plan to achieve these needs. SAC’s responsibilities are solely advisory to the Principal, Pastor, Assistant Principal, and Director of Catholic Immersion. SAC members are asked to serve not only because they bring a particular expertise(s) to the deliberations of the group, but because they bring their life of faith, their values and a prayer life that permeates all that they do. Each member has been given gifts which they want to use for the building of the body of Christ.

**ARTICLE III – Members**

SAC consists of no less than seven (7) members and no more than thirteen (13) members, and SAC shall always include the Pastor, the Principal, the Assistant Principal, and the Director of Catholic Immersion. The remaining members shall include the Chairperson and the Secretary, and anywhere from three (3) to seven (7) at-large members. The at-large members normally serve three (3) year terms, renewable at the discretion of the Pastor.

**ARTICLE IV – Officers**

Section 1. SAC shall have two officers, elected by majority vote from within its members, as specified below. These shall be elected by the SAC members annually, or re-elected to a second year in the same term as SAC membership determines.

Section 2. Chairperson – The Chairperson of SAC shall be elected by the membership and shall serve for such term per annum, unless re-elected for a subsequent term; alternatively, the membership shall have the option to elect the Chairperson for a two (2) year term. The Chairperson shall be the primary conduit with the Pastor, Principal, Assistant Principal and Director of Catholic Immersion with the SAC, and will be responsible for running SAC meetings.

Section 3. Secretary – The Secretary shall be elected by the membership and shall serve for such term per annum, unless re-elected for a subsequent term; alternatively, the membership shall have the option to elect the Secretary for a two (2) year term. The Secretary shall keep an accurate

record of the proceedings of the meetings, and certify the accuracy of such records. The Secretary shall be the custodian of all the books and records, except those specifically assigned to others. An up-to-date SAC membership list shall be maintained by the Secretary who shall send out notices of all meetings to the membership.

Section 4. Vacancies – In the event an officer dies, resigns in writing, becomes physically unable to carry out the duties of the office, or is removed for cause, the SAC membership shall, within ninety (90) days by a majority vote, name a person to succeed him or her to fill the unexpired term.

Section 5. Removal – SAC membership may by a three-fourths (3/4<sup>th</sup>) vote, remove any officer for any reason or whenever the membership shall determine that the officer is unable to perform the duties of such office. No removed officer may succeed to any other office.

#### **ARTICLE V – Election to SAC Membership**

Section 1. Nominations to SAC – The Pastor, in consultation with the Principal, the Assistant Principal, and the Director of Catholic Immersion, shall choose the members for SAC.

Section 2. Qualifications – Any person over the age of twenty-one (21) years is eligible for a position on SAC, provided that the following guidelines are recommended; provided, however that the Pastor shall have the ultimate decision-making authority as to the appointment of SAC members: (i) preference for practicing Catholics; (ii) preference for parents of School children or alumnae; and (iii) preference for active members of the Sacred Heart Cathedral Parish or the St. Anthony of Padua Parish. It is not recommended that school employees (other than the Principal, the Assistant Principal, and the Director of Catholic Immersion), officers of the Pastoral Council, or officers of the PTO become SAC members. It is also recommended that two (2) members of the same household not serve simultaneously.

#### **ARTICLE VI – Administrative**

Section 1. Compensation of SAC members – SAC members shall not receive a salary or other compensation for their services.

Section 2. Acts of SAC members – No person shall act in the name of SAC except as authorized in these Bylaws. No person shall, without the approval of the Pastor and Principal, enter into any contractual agreement on behalf of SAC or the School.

Section 3. Meetings – SAC shall conduct no less than five (5) regular meetings between the beginning and end of each school year. The day and time of each meeting shall be agreed to at each prior meeting or otherwise among the SAC members by email prior to the next meeting. General agendas for each meeting will be provided, as well as minutes from the prior meeting.

Section 4. Ad Hoc Subcommittees – the Chairperson at the direction of the Pastor will appoint such ad hoc subcommittees as may be deemed necessary. The appointments and duration of any such subcommittees shall be for as long as the duration of time determined necessary for the completion of the assigned tasks. Any ad hoc committee recommendations will be advisory only, and not binding upon SAC.

**ARTICLE VII – Amendments**

Section 1. Requirements – A proposal to alter, amend, repeal, or adopt Bylaws may be made by any SAC member.

Section 2. Voting – Any such proposal shall be transmitted to the Secretary who shall send written notice thereof to all SAC members. These Bylaws may be amended, revised, or repealed by the approval of three-quarters (3/4) of ALL SAC membership.

Section 3. No provision of these Bylaws may be amended, repealed, or adopted where the effect of such action is inconsistent with SAC or the School's status as a nonprofit charitable organization under the laws of Florida.

Accepted by the SAC membership: \_\_\_\_\_ Date: April 25, 2022

Secretary: 