

CONSTITUTION AND BYLAWS OF HOLY FAMILY REGIONAL SCHOOL STRATEGIC PLANNING COMMITTEE

Mission Statement

The Strategic Planning Committee will use its collective talent, skill and experience to assist Holy Family Regional School (“HFRS”) in providing a Catholic education fostering spiritual and religious formation, academic excellence and service to others.

I. Holy Family Regional School Strategic Planning Committee:

The name of this organization shall be the Holy Family Regional School Strategic Planning Committee (herein “Committee” or “SPC”).

II. Purposes and Function:

Section 1: The primary purpose of the Committee is to assist administration with the strategic planning process by analyzing internal and external environments to identify risks and challenges, establishing priorities and goals for Holy Family Regional School (herein “HFRS”), soliciting input from key stakeholders, and measuring progress against the established priorities and goals for the School. In general, the Committee may, at the request of the Administration, formulate and propose policies for HFRS, advise the Administration on the direction which HFRS should take in its current and future endeavors, advise and recommend the types of programs in which HFRS should participate or sponsor, and undertake such other activities as may be requested by the Administration .

Section 2: The Committee shall have no policy-making powers as it relates to the operation of HFRS but shall act solely in an advisory capacity to the Administration. All proposals and recommendations of the Committee will be subject to revision, alteration and approval by the Administration .

Section 3: No policy or practice shall be developed contrary to Archdiocesan policy, the Bylaws of Holy Family Regional School, or the Code of Canon Law. In the event there is a conflict between these SPC Bylaws and the Articles of Incorporation and/or Bylaws of HFRS, the Articles of Incorporation and/or Bylaws of HFRS shall control.

III. Relationship with Other Groups:

Section 1: *Supporting Parishes:* HFRS is the Catholic School for the Rochester Family of Parishes that includes St. Andrew, St. Mary of the Hills, and St. Irenaeus. The parishes jointly support HFRS and provide pastoral and financial assistance to HFRS. The Chaplain, as designated by the Archbishop of the Archdiocese of Detroit, shall be the Pastor of HFRS (herein “Chaplain” or “Pastor”).

Section 2: *Parent Organization*: The President(s) or elected representative to the PTG is a member of the SPC. The Chair of the Athletic Advisory Committee is also a member of the SPC.

Section 3: *HFRS Board of Directors*: A member of the HFRS Board of Directors will serve as the Vice-Chair of the SPC.

IV. Membership:

Section 1: The membership of the SPC will consist of up to sixteen members who have skills, talent and/or experience that are important to the strategic goals of the school. The Pastor, President, Principal, Director of Campus Ministry, the Vice Chair, PTG President and AAC President are members of the SPC. The remaining members will be parents of HFRS who are practicing Catholics.

Section 2: In the spring of each year, the SPC will communicate the talents, skills and/or experience of a candidate that are desired on the SPC. Interested candidates who are not currently serving on the SPC will submit a letter detailing their experience which will be reviewed by the SPC. If there are more interested candidates than positions available on the SPC, the members of the SPC will take a private ballot vote of the interested candidates, and the candidate(s) with the majority of votes shall be asked to join the SPC. As members move on and off the SPC, each Supporting Parish Priest may recommend a candidate in line with the requirements needed on the SPC to ensure that each Supporting Parish is represented by at least one SPC member. Any such recommendation by a Supporting Parish Priest will receive preference by the SPC.

Section 3: Parent members of the SPC will serve for one-year terms. Parent member terms may be renewed each year by a joint decision of the President and Principal for up to another two years after the initial term. However, they may not serve for more than three consecutive terms. An individual who has served for three consecutive terms may reapply to serve on the SPC following a break of at least one term and thereafter, if invited to serve on the SPC, may serve for up to another three years.

Section 4: Vacancies on the Committee shall be filled, if necessary, by the SPC. Any replacement shall serve for the remaining term of the member who vacated the SPC.

Section 5: A member of the SPC who is absent from two consecutive regularly scheduled SPC meetings shall cease to be a member unless his or her absence is excused. A member may be excused by advising the Chairperson of the SPC of the reason for absence and the Chairperson shall determine if the absence is excused.

Section 6: Employees of HFRS or of the Family of Parishes and employees' spouses may not be members of the SPC. School employees are related to the SPC through the Principal.

V. Officers:

Section 1: The officers of the SPC shall consist of a Chairperson and a Vice Chairperson. The Chairperson will be elected annually by the members of the SPC. A member of the HFRS Board of Directors will fill the Vice Chairperson position. Officers assume their responsibilities following the start of the new fiscal year (July 1).

Section 2: All parent members of the SPC are eligible to be considered for the Chairperson.

Section 3: The duties of the officers shall be as follows:

- a. Chairperson: The Chairperson shall conduct all regular and special meetings of the SPC; shall appoint committees and/or ad-hoc committees; shall draft the agenda for the meeting and, in general, shall perform the duties relative to the office of the Chairperson.
- b. Vice Chairperson: The Vice Chairperson shall perform the duties of the Chairperson at the request of or in the absence or capacity of the Chairperson. The Vice Chairperson shall be responsible for minutes of all SPC meetings including documenting all acts of the SPC and shall ensure that the minutes of the meetings are posted to the HFRS website. In the event the Vice Chairperson is standing in for the Chairperson, she/he may delegate minute responsibility to another member of the SPC.

VI. Meetings:

Section 1: The SPC shall meet at a time and place specified. Generally, the SPC shall meet every other month during the school year and dates shall be published at the beginning of the school year. Special meetings may be called by the Chairperson as needed.

Section 2: A quorum, a simple majority of the entire SPC members, is necessary for the transaction of business at meetings. The SPC shall never meet unless the Principal or President is in attendance.

Section 3: Generally, SPC meetings will be held in open session. Discussion of sensitive or confidential issues will be held in executive or closed sessions.

Section 4: All parents are welcome to attend any open session meeting of the SPC. The right of parents/non-members to address the SPC regarding matters not on the SPC's agenda shall be limited to those who have advised the Chairperson of the nature of their request and the time needed to address the SPC at least 5 days prior to a meeting and the request has been approved by the Chairperson following consultation with the President and/or Principal as appropriate. In the event of unforeseen or extraordinary circumstances, the 5 days' notice may be waived by

the Chairperson following consultation with the President and/or Principal as appropriate.

Section 5: A written record of all acts of the SPC, shall be maintained by the Vice Chairperson, and shall be preserved in the archives of the school.

VII. Conduct of Meetings:

Section 1: The agenda for the meeting shall be prepared by the SPC Chairperson and distributed to the members at least one week in advance of the meeting.

Section 2: As a community, the SPC will endeavor to arrive at consensus in its deliberations. The SPC shall implement the following procedural rules: (1) the Chairperson shall call the meeting to order, take role call and present the agenda, (2) there shall be a motion to approve the agenda, (3) there shall be a motion to approve the minutes of the prior meeting, (4) discussion shall take place regarding the matters on the agenda, and if a vote is required, a majority of the quorum present at a meeting shall constitute action of the SPC, (5) the Chairperson may table a matter if additional time or information is required and the matter shall be added to the agenda for a subsequent meeting of the SPC and (6) there shall be a motion to adjourn the meeting. In reference to (4) above, in the event of a tie vote, the President's vote shall break the tie.

Section 3: In order for HFRS Administration to communicate consensus between Administration and the SPC on certain topics, the SPC shall vote on matters including, but not limited to (1) approval of the recommendation of the school budget, tuition, and additional fees, (2) changes to the SPC Bylaws, (3) approval of minutes and (4) any other matter where the Administration wants to communicate that a matter has been discussed with the SPC and that the SPC agrees with the administration.