



SCHOOL LEADERSHIP COUNCIL BYLAWS FOR HOLY TRINITY CATHOLIC MIDDLE SCHOOL

Preamble

Holy Trinity Catholic Middle School is established [to carry out the teaching ministry of the Catholic Church by serving as a vehicle for evangelization and formation and to assist parents as the primary educators of their children. Holy Trinity seeks to nurture each student in mind, body and soul using a Catholic worldview to become a disciple of Christ, while igniting curiosity, emboldening virtue, fostering intellectual growth and shaping compassionate learners who possess a deep sense of responsibility to one another and their community. As such, the religious and educational work efforts shall at all times be in accordance with the teachings and laws of the Roman Catholic Church and the Diocese. The School Leadership Council (SLC) is established, solely as an advisory council, to further the advancement of education for students at Holy Trinity Catholic Middle School consistent with its mission, by providing leadership, direction, and support.

Title and Function

The name of the SLC shall be the Holy Trinity Catholic Middle School Leadership Council.

As a standing commission of the Mecklenburg Area Catholic Schools (MACS) system and Holy Trinity Catholic Middle School, The SLC consists of appointed members and is solely an advisory consultative body to the Principal, and by extension, the MACS

Board of Education and Catholic Schools Office (CSO). All decisions or actions of the SLC must have the approval of the Principal and, as applicable, the CSO prior to action therein.

This SLC shall have as its primary concern the ministry of Catholic school education: the spiritual, intellectual, physical, emotional and social development of the students. As appointed leaders in the local school community, the practical function of the SLC is to provide support to the local school leadership, and assist the principal with the identification, planning, and execution of site-specific goals in the following areas:

- Mission Advancement/Catholic Identity & Culture
- Strategic Planning
- Parish & Public/Community Relations and Engagement
- Advancement and Stewardship
- Marketing and Enrollment
- Facility Management
- Crisis Management and Safety
- Family Engagement, Extracurriculars and Student Life

An additional value of the SLC is to give valuable advice via the school leadership in regard to implemented site-specific goals which may prove of value to the MACS and/or the entire Diocesan school system.

MEMBERSHIP

Composition: The membership of the SLC shall consist of 7-11 voting and non-voting members (usually an odd number in order to avoid deadlock).

Voting Members: A voting member may be any school parent, alumnus, parent of alumnus, active parishioner, or a leader within the community who will be an active proponent of the mission of the school. These individuals must not be directly compensated by the Diocese of Charlotte or Holy Trinity Catholic Middle School, and a majority must be participating Catholics.

- One member must be the MACS Board school representative (it is recommended, but not required, that this individual serve as Chairperson.)
- SLC Chairperson (if different from the MACS Board school representative).
- One member who is a part of parish council or represents the local parish.
- One member who is a part of, and will serve as the representative for, the PTO or other parent leadership organization(s) in the school.
- At least 4 additional members.

Non-voting Members:

- Principal
- Chaplain (if applicable)

- Faculty Representative (volunteer rotation at discretion of Principal)

Ex-Officio Non-Voting Members:

- Pastor (or his designee)
- MACS Superintendent and/or MACS Associate Superintendents

Appointment: SLC members shall be officially appointed by the Principal with the prior approval of the CSO.

Chairperson: The Principal will appoint the chair of the SLC following consultation with the existing SLC members.

Terms: SLC members shall serve a term of three (3) years. No more than one-third of the members will end their term in any one year. Members may be appointed, following the normal appointment process, to serve less than a three-year term in order to achieve this ratio and maintain stability of the board. Members can be extended for additional years/terms upon approval of the Principal in consultation with the CSO.

Removal of Members: Members may be removed from the SLC at the full discretion of the Principal in consultation with the CSO. Reasons for removal may include but are not limited to; excessive absences; re-location; incompatibility with other members and/or school administration; inability to support and exemplify Catholic doctrine and morality, or violation of Diocesan policy.

Vacancies: Any vacancies can be filled at any time for a length of up to three (3) years, regardless of the cause for vacancy, via appointment by the Principal, in consultation with the CSO.

Expectation of Members: SLC members shall possess and demonstrate the following qualities:

- Interest in, and commitment to, Catholic education and to the school's philosophy and mission
- Views and actions that are consistent with the Catholic faith
- Willingness to enhance the school environment and facilities
- Ability to make the time commitments for meetings, board work, and in-services
- High levels of integrity and confidentiality; includes willingness to sign a non-disclosure and conflict of interest agreement
- Provide leadership for development programs for the school
- Ability to deal with situations in the best interest of the entire school community

SLC members must be able to work in a collaborative manner with the other members to fulfill the below responsibilities:

- Stewardship in ensuring school plans and activities align to school mission and vision
- Strategic Planning which includes annual goal setting and the development and ongoing refresh of three to five-year long-

range goals for the school and for the SLC; should align with the MACS Board long-range plan.

- Active participation in the formulation, implementation and evaluation of marketing, development and student enrollment plans for the school.
- Regular evaluation of the school's mission statement, culture, and goals to ensure the school continues its path to excellence (this may also include an annual self-reflective evaluation of the SLC and the work they have accomplished, as well as an informal assessment of the school leadership).

OFFICERS AND THEIR DUTIES

The officers of the SLC shall be as follows:

- The Chairperson – whom shall preside at all meetings of the SLC; conduct internal elections; call regular and special meetings; direct the functions and goals of the SLC; enforce the Bylaws; ensure there is active coordination between the SLC and other school specific groups such as the PTO, Athletic Boosters, etc.; and perform any and all duties incident to the office of Chairperson.
- The Vice-Chairperson – whom shall assist the Chairperson and assume the duties of the Chairperson in the absence of the Chairperson.
- The Secretary – whom shall record and maintain minutes of all regular and special meetings; be the custodian of the Bylaws; present the minutes and other material as required

at the meetings; answer correspondence; and perform all duties incident to the office of Secretary.

COMMITTEES

The SLC may form committees as needed (ad hoc) and determined by the SLC and principal, or through the prerogative of the CSO. Each committee formed will have a chairperson as the leader of the committee, who shall be a member of the SLC. The Chairperson will be responsible for:

- Ensuring the committee's goals and objectives are fulfilled.
- Recruiting other members for the committee.
- Reporting on the status of the committee to the SLC at the scheduled meetings.
- Presenting committee issues and recommended solutions to the SLC.
- Evaluating the committee's effectiveness and progress halfway through the year and at the end of the school year.

The SLC chairperson (in consultation with the Principal) shall appoint the chairperson of all committees. The SLC may invite persons who are not members of the SLC to serve as members of these committees. The same members may be involved in multiple committees, but all SLC members must serve on at least one committee. Recommendations by any committee shall be subject to ratification and approval by the SLC.

MEETINGS

- The SLC shall meet at least six (6) times a year. The meeting schedule will be determined by the Executive Committee in August. Special meetings may be called by the Chairman of the SLC upon the Chairman's request or the request of the principal or CSO.
- A written agenda, committee reports, monthly financial statement (if applicable), principal's report, and a copy of the minutes of the previous SLC meeting should be made available by the secretary to all SLC members at least one week prior to each regularly scheduled SLC meeting.
- A quorum shall be established when a simple majority of voting members is present for a regular or special meeting. The action of a majority of voting members taken at a meeting at which a quorum is present shall constitute action of the SLC.
- The rules of parliamentary procedure as contained in Robert's Rules of Order shall govern meetings of the SLC except as otherwise provided in the By-Laws.
- Ordinarily, decisions should result from a process of consensus rather than from a majority vote. Through consensus, decisions are made by the general consent of the group rather than by the majority rule used in parliamentary procedure. The Robert's Rules of Conduct for Meetings will be the guidelines for equitable discussion.
- The SLC should work together for consensus, but the principal's assent (and the CSO's in matters of large importance) are an essential element of any consensus.

- Those with non-voting status may participate fully in the discussion.

- In the event of an impasse, time should be taken during the meeting for the entire SLC to pray for the guidance of the Holy Spirit on the present deliberation.

- If a SLC is unable to reach a consensus, the item may be tabled, returned to a committee for further study and research, or voted upon. If chosen to be voted upon and the resolution is passed by a majority vote with the support of the CSO and principal, it is promulgated and then implemented.

- At least one SLC meeting, although two are recommended, during the academic school year must be open where any school parent or stakeholder may attend to address the SLC on concerns, ideas or other appropriate topics.

- This open meeting must be advertised as such to the school community, with a request that any topics for consideration to be presented by a school stakeholder be submitted to the principal and secretary of the SLC at least 24 hours ahead of time to allow for due consideration and research before the SLC open meeting.

- The Chairperson has the responsibility to ensure that all topics discussed during the open meetings are presented respectfully and with the understanding that commentators should have first attempted to have their issues addressed at the most local level (e.g. generally, the classroom teacher, then the department head, then the principal) before bringing up the topic to the SLC.

- For meetings that are closed, school stakeholders may request particular items to be taken up by the SLC for discussion.

AMENDMENTS

These Bylaws may be amended by the SLC with the prior consent of the Principal and the CSO.