

CONSTITUTION AND BY-LAWS  
DIOCESAN SCHOOL ADVISORY COUNCIL  
DIOCESE OF JEFFERSON CITY

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MISSION

The Diocesan School Advisory Council provides counsel to the Bishop and the Superintendent of Schools. The Council promotes and fosters Catholic schools that are distinguished by a commitment to evangelization and excellence while being affordable and accessible to families.

ARTICLE I

Authority, Mission and General Purpose of the Council

Section 1. Constitution

The Diocesan School Advisory Council of the Diocese of Jefferson City is an advisory body with consultative responsibilities and functions limited to those set out in the following sections of this Constitution.

Section 2. Authority for and Approval of this Constitution

This Constitution is derived from and established in accordance with the Code of Canon Law of the Catholic Church, including Canons 796-806. This Constitution is under the authority of the Bishop of the Diocese of Jefferson City (“Bishop”) who is the jurisdictional authority from whom the Council is established. In the event of any conflict between this Constitution and any other documents relating to the governance of the Council, this Constitution shall govern and control.

Section 3 Mission and General Purpose

3.1 Mission: The mission of the Council (“Mission”) is to support the Diocese of Jefferson City (“Diocese”) and the Bishop in implementing the mission of Catholic Schools of the diocese, forming the faith of children and youth, and integrating faith through an educational process that promotes academic excellence, moral values and life-long service.

3.2 General Purpose: To further its Mission, the Council advises and consults with the Superintendent of Catholic Schools of the Diocese (“Superintendent”) and recommends appropriate policies to assist the Superintendent and the Bishop in meeting the Canon Law responsibilities regarding the establishment and direction of the Catholic schools throughout the Diocese (collectively, the “Schools”).

## ARTICLE II

- Section 1 Authority of the Council: The Council and all its related operations will be conducted in a consultative capacity to the Superintendent in service of the Bishop in accordance with the Code of Canon Law and the general principals of governance of the Catholic Schools Office of the Diocese. The Council has no power or authority, itself or through its agents, to have control of diocesan or school funds, enter into contracts, acquire, hold, dispose of or deal with property, establish policies, hire or retain personnel or otherwise direct or interfere with the operations of the Catholic Schools Office or the Schools.
- Section 2 General Functions of the Council: The Council shall be advisory to the Superintendent and the Bishop in all matters for which either of them may see the Council's advice and guidance. The Council's primary functions shall include:
- Strategic planning
  - Policy review, development and formulation
  - Stewardship
  - Political action related to issues impacting Catholic schools
  - Setting and evaluating Council goals
  - Assisting in the search for and hiring of a new Superintendent
  - Other matters brought to the Council by the Bishop or Superintendent

## ARTICLE III

### MEMBERSHIP

- Section 1 The membership of the Diocesan School Advisory Council will consist of one representative from each of the diocesan deaneries, and include at least 2 priests appointed by the Bishop, and 2 Catholic school Principals appointed by the Bishop, with the remainder of positions filled by at-large members. The Bishop, Vicar General, Superintendent are ex-officio members. Members are appointed by the Bishop.
- Section 2 Members of the Council shall be appointed for a term of three years and may be reappointed for an additional three-year term. A Council member, having served two consecutive terms, may again serve after a lapse of at least three years. Terms of office shall begin with the August meeting.
- Section 3 A Council member who is absent from two consecutive Council meetings, unless excused by action of the Council, shall cease to be a member.
- Section 4 Members are appointed by the Bishop. Recommendations for appointment will be made by the Nominating Committee.

Section 5 Employees of the Diocese of Jefferson City (or any Catholic schools, parishes, missions or other Catholic institutions of the Diocese of Jefferson City with the exception of Principals selected by the Bishop) and their spouses are not eligible to serve on the Council. Current members of local Catholic school Advisory Councils are not eligible.

Section 6 Members may be removed by the Bishop. The Diocesan School Advisory Council may be dissolved and/or reconstituted by the Bishop.

#### ARTICLE IV

##### OFFICERS

Section 1 The officers of the Council shall consist of Chairperson, Vice Chairperson, and Secretary. Terms will be for one year. Ordinarily, the Vice Chairperson will become the Chairperson in the next year. Officers shall be elected annually by Council members. They assume their responsibilities at the August meeting of the Council.

Section 2 All members of the Council are eligible for any office.

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

- The Chairperson shall assist the Superintendent with the development of the agenda for meetings; conduct all regular and special meetings of the Council; appoint committees; and in general perform the duties relative to the office of the Chairperson.
- The Vice Chairperson shall perform the duties of the Chairperson at the request of or in the absence of the Chairperson. The Vice Chairperson shall assume the duties of the Chairperson in the subsequent year.
- The Secretary shall be responsible for the minutes of the Council meetings; maintain a written record of all acts of the Council, conduct, receive, and dispose of all correspondence as directed, cause reports and documents to be preserved, and in general perform all duties assigned to the office of Secretary.

#### ARTICLE V

##### MEETINGS

Section 1 The Council shall meet four times per year – generally August, October, January, and April – at a time and place specified. Special meetings may be called by the Bishop or Superintendent as needed.

- Section 2 A quorum, a simple majority of the entire Council, is necessary for the transaction of business at meetings. The Diocesan School Advisory Council never meets unless the Bishop, Superintendent, or both, are in attendance.
- Section 3 A written record of all acts of the Diocesan School Advisory Council, maintained by the Secretary, and shall be preserved in the archives of the diocese.

## ARTICLE VI

### CONDUCT OF MEETINGS

- Section 1 The agenda for the meeting shall be prepared by the Council Chairperson and the Superintendent with the approval of the Bishop and distributed to the members at least one week in advance of the meeting.
- Section 2 Ordinarily, the Council shall employ consensus when making decisions. If the Council is unable to reach a consensus, the minutes should reflect the different positions taken by Council members and the reason(s) for the Council's decision or recommendation.

## ARTICLE VIII

### STANDING COMMITTEES

- Section 1 Standing committees shall be:
- Executive Committee
  - Strategic Planning Committee
  - Policy Committee
  - Stewardship Committee
  - Nominating Committee
- Section 2 Standing committees shall be appointed annually. The Chairperson of the Council shall appoint the chairpersons of the committees from among the members of the Council. The chairperson of each committee shall select the members of the committee, who need not be members of the Council. The Superintendent will serve as ex-officio member of all standing committees.
- Section 3 Standing committees shall deliver regular reports to the Council.
- Section 4 Executive Committee: The members of the Executive Committee are the Superintendent and the officers of the Council. They meet as needed to facilitate and expedite the work of the Council.

Section 5 Strategic Planning Committee: The committee shall consist of at least three (3) Council members. The committee shall be responsible for:

- reviewing the overall vitality and viability of schools based on data provided by parishes, the Catholic School Office, and other diocesan entities;
- making recommendations regarding the status of schools.

Section 6 Policy Committee: The committee shall consist of at least three (3) Council members. The committee shall be responsible for:

- reviewing current diocesan policies;
- recommending revisions and/or updates to current policies;
- formulating and recommending new policies as needed.

Section 7 Stewardship Committee: The committee shall consist of at least three (3) Council members. The committee shall be responsible for:

- working with appropriate diocesan entities to help educate the diocesan community as to the needs, goals and objectives of the diocesan schools;
- working with appropriate diocesan entities to provide positive public relations about diocesan schools;
- assisting with recruitment of students to diocesan schools;
- exploring other aspects of publicizing Catholic school education to the diocesan community.

Section 9 Nominating Committee: The members of the Nominating Committee are the Vice-Chairperson and the outgoing members of the Council. The committee shall be responsible for:

- identifying and recommending candidates to fill pending openings on the Council. Recommendations are made to the Bishop for appointment to the Council.
- annually preparing a slate of nominees for officers of the Council.

## ARTICLE IX

### AD HOC COMMITTEES

From time to time special committees may be formed to address special projects or topics as determined by the Council. *Ad hoc* committees shall be comprised of both Council members and non-Council members. The term of any ad hoc committee shall not exceed three years.

ARTICLE X

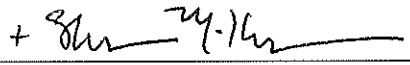
The Superintendent shall be the executive administrator of the Council and shall be entitled to be present at all regular and special meetings of the Council. The Superintendent is not a member of the Council, and does not vote on matters before the Council.

ARTICLE XI

Any person who serves as a member of the Council or who serves in an advisory capacity to the Council shall be immune from civil liability.

AMENDMENTS

These Constitution and By-laws may be amended by the Bishop or by a consensus of the Diocesan School Advisory Council and/or by a vote of two-thirds of the membership of the Council provided that the Bishop approves.

Approval: +   
Most Reverend W. Shawn McKnight, S.T.D.  
Bishop of Jefferson City

Date: 9/17/2021