

DEVELOPMENT COMMITTEE

of the HOLY ANGELS SCHOOL BOARD

BYLAWS

I - Name of Committee

This standing committee of the Holy Angels School Board shall be known as the Holy Angels School Development Committee.

II - Authority and Relationship

The Development Committee is a standing committee of the Holy Angels School Board and abides by the Constitution and Bylaws of the Holy Angels Parish Council and the Bylaws of the Holy Angels School Board in carrying out the educational mission of the Church and the policies of the Archdiocesan Office for Schools, Child and Youth Ministries in the day school of the Parish. It is accountable to and receives its directives from the Holy Angels School Board.

III - Purpose/Aim

The primary purpose of the Development Committee is to assist and support the Holy Angels School Board in matters relating to development, that is, identifying and and developing structures and/or programs which strengthen support for the school.

Areas of development include:

- strategic planning
- prospect management and alumni relations
- communication and public relations
- recruitment
- special events and fund raising
- annual fund and planned giving
- grant writing.

IV - Functions/Responsibilities

The Development Committee shall establish Action Groups in areas of development as they are deemed appropriate. The Development Committee shall provide direction and guidelines to the Action Groups and monitor their activities. Action Groups are accountable to the Development Committee.

Action Groups will identify and establish structures and/or programs which strengthen a specific area of development as directed by the Development Committee. The various Action Groups will also coordinate efforts through the Development Committee to more effectively implement programs of development.

Decisions with a budgetary impact must be approved/confirmed by the appropriate decision-making body. In most cases, fiscal decisions involving school programs are the responsibility of the principal in conjunction with the School Board.

V - Membership

The Development Committee shall consist of ten members: eight appointed by the School Board, and two ex officio members (principal and a member of the School Board).

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The Development Committee shall consist of ten members: eight appointed by the School Board, and two ex officio members (principal and a member of the School Board).

Each appointed member shall serve a term of two years with four members being appointed each year. No member shall serve more than three consecutive full terms. A variance in the maximum number of consecutive terms may be approved by a two-thirds majority vote of the committee, with approval by the School Board.

Membership on the Committee shall be open to any parish member or school parent with a significant interest in the school.

Should a member be absent from three consecutive meetings and/or fail to be supportive of the administrative policies and procedures, as well as those of the Development Committee, School Board, and Parish Council, his/her tenancy may be terminated by consensus of the members of the Development Committee.

Any vacancy on the Committee will be filled by appointment from those who have indicated an interest to serve on the Committee.

VI - Officers/Leaders

Each appointed member of the Committee shall have a particular area of involvement or function of the Committee. Appointments to the various areas will be made at the first meeting of the school year.

Chairperson:

- preside at all meetings of the Committee
- prepare the meeting agenda in conjunction with members of the committee
- assign, with the approval of the Committee, additional duties and responsibilities to individual committee members

Secretary:

- maintain a written record of all actions of the Committee
- preserve all reports and documents entrusted to his/her care
- distribute copies of the minutes to all committee members as soon as possible after the meeting

Liaison with the School Board:

- report to the members of the School Board the actions of the Development Committee
- report to the members of the Development Committee the actions of the School Board which pertain to the various areas of development

Action Group Coordinators:

- convene and preside at all meetings of the Action Group
- assign and coordinate the activities of members of the Action Group
- serve as liaison between the Action Group and the Development Committee

VII - Action Groups

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The chairperson in conjunction with the members of the Development Committee will establish Action Groups which perform the work of development. Leadership of each Action Group shall be provided by an assigned member of the Development Committee. Membership in an Action Group requires Development Committee approval and is limited only by the Action Group's ability to perform its tasks.

VIII - Meetings

The Committee shall usually meet three times per school year. Special meetings may be called by the chairperson. All regular and special meetings of the Committee shall be open. Closed meetings may be called by the chairperson to deal with sensitive and/or confidential matters.

Five appointed members of the committee and the principal (or designate) shall constitute a quorum. Committee actions will not occur without a quorum.

Usually, committee actions will be arrived at by consensus. When this is not possible, the will of the majority (two-thirds) will prevail.

The ordinary order of business shall be:

- Call to Order/Prayer
- Approval of Minutes
- Old Business
- New Business
- Additional Reports from Action Groups
- Open to All
- Closing Prayer/Adjournment

IX - Appointments

At the last meeting of the school year, the need for new members shall be determined. A call for volunteers will be made through the Family Newsletter. After receiving the volunteer forms from those interested, individuals will be appointed by the principal in conjunction with the School Board to serve in one of the various capacities of the Development Committee.

X - Amendments

These By-Laws may be amended by consensus or by a two-thirds majority vote of the full membership. All amendments require final approval by the School Board.

Approval:

Approved: Kevin Steiner (School Board Chairperson)

Fr. Jerry Brittain (Pastor)

Mike Sternig (Principal)

Date: 2-10-99