

**BYLAWS OF THE  
ANNUNCIATION CATHOLIC SCHOOL ADVISORY COUNCIL**

**INTRODUCTION**

The Annunciation Catholic School Advisory Council (“Annunciation School Council” or “ASC”) of the Church of the Annunciation is established to assist and advise the Pastor and the School Principal in the governance of the parish schools operations. The Pastor is the Canonical Representative of the parish, including the school, and the enactor of local policy. The Pastor is responsible for the supervision of religious education and formation programs at the school as well as approval for school related financing activities including: its annual budget, development/fundraising needs and capital requests. The Pastor hires, supervises and annually evaluates the School Principal’s performance and works in close concert with the Principal on strategic direction of the school’s operations.

The School Principal is responsible for the daily operation and administration of the school. This includes recommendations regarding employment of new staff, supervision and evaluation of teachers and staff, the establishment of curriculum and other educational programming, and the evaluation and management of student behavior. The School Principal is the faith leader and chief administrator of the school, and is responsible for the management of the school’s financial affairs.

The Annunciation School Council’s primary purpose is to work in close consultation with the Pastor and School Principal to ensure the viability of the school through its work in advancement, marketing, enrollment management, budget, policy, and facilities, as well as the fostering of faith development and advancement of the school community, in accordance with these Bylaws and the school’s mission statement:

Annunciation School is a Catholic Parish School. We are a united and caring community of students, staff and parents committed to learning based on Christian values within our rich Catholic heritage. We provide our students with an outstanding religious and academic education, addressing the needs of the whole child.

**ARTICLE I  
NAME**

The name of this body shall be the Annunciation School Council (“ASC”).

**ARTICLE II  
NATURE AND FUNCTION**

**Section 1. Nature:** The Annunciation School Council is an advisory council and is consultative to the Pastor and School Principal. The members cannot act apart from the Pastor and the School Principal and cannot make decisions binding for the parish school without the approval of the Pastor and the School Principal. Consultation also means that decisions by the Pastor or the School Principal will not be made in major matters affecting the parish school until and unless the Annunciation School Council has been consulted.

**Section 2. Function:** The Annunciation School Council, through working committees, advises the Pastor and School Principal in the following areas:

1. Advancement
  - a. Act as an advisor to the Director of Development on fundraising appeals and events, grant writing, alumni relations, and the annual Dominican Alumni Award.
  - b. Represent and communicate the work of the School with the alumni relations community.
  - c. Ensure compliance with the Fundraising Policy.
  
2. Marketing and Events
  - a. Represent the school working through the Parish Council to communicate the work of the parish school with all segments of the school, parish and diverse broader community.
  - b. Provide ongoing review of the school's Mission Statement and Philosophy.
  - c. Provide support to the school's administration in the development of the parish school's Catholic Identity and its curriculum.
  - d. Assist the School's Enrollment Coordinator, as well as the Advancement Committee, in marketing and public relations of the school to recruit and retain students through outreach to the broader diverse community.
  
3. Finance
  - a. Prepare annual and projected school budgets and capital requests for submission to the Parish Office, Parish Finance Council and Parish Council.
  - b. Recommend rates of tuition and fee structures based on analysis of competitive environment and school funding needs
  - c. Allocate funds raised for the School in the annual budget after consultation with the Annunciation School Council.
  - e. Prepare and update capital funding programs outside of the annual budget for review and consideration.
  
4. Policy
  - a. Drafts and updates policies for the governance and direction of the School, including those in the Parent Student Handbook, consistent with its Mission Statement and the mandates of the Archdiocese for adoption by the Annunciation School Council.
  - c. Leads the Council's review and annual ratification of Bylaws, Constitution, Mission Statement and Purpose.
  - d. Assists in drafting new SAC policies as described in Article VII of these Bylaws
  
5. Selection of the School Principal

Assist the Pastor in the search process for the School Principal as necessary. The Pastor is responsible for the final hiring decision of the Principal or other administrative personnel in consultation with the School Principal.
  
6. Facilities
  - a. Works with the Principal and Parish Council to identify needs related to physical plant and space needs.
  - b. Recommends and advises on prioritization of both short term and long term facility maintenance needs.
  - c. Participates in budget related discussions around facility maintenance planning and capital investments

- d. Works jointly with Technology Committee and School Principal on state of the art operations for the School and leads advisement and adoption efforts.
7. Strategic Long-Range Planning
- a. All Annunciation School Council members are part of the Strategic Long-Range Planning Committee.
  - b. They annually review the school's strategic plan and formulate goals for implementing the mission of Annunciation School
  - c. Involve the parish's other strategic planning groups including the Parish Finance Council, Annunciation Parents Organization, Faculty and Parish Council. Encourage involvement by other interested persons.
8. Technology
- a. Works with the School Principal and designated staff to identify needs related to technology focused on teaching and learning.
  - b. Recommends and advises on prioritization of technology needs both short term and long term
  - c. Works jointly with Facilities Committee and School Principal on state of the art operations for the School and leads advisement and adoption efforts.
  - d. Aids in ensuring state of the art technology of the school to support teachers and learning
  - e. With administration, establish immediate and long range technology goals for the school.

### ARTICLE III ORGANIZATIONAL RELATIONSHIPS

**Section 1. Parish Council:** The Parish Council is a consultative council to the Pastor which advises him on all aspects of parish life. The Annunciation School Council will work with the Parish Council on initiatives as directed by the Pastor and will inform the leadership council of the school's accomplishments and needs. Additionally, it may bring to the attention of the Parish Council any matters which are broader than the operational and educational programs of the school. The chair of the School Advisory Committee as well as the Principal are ex-officio members of the leadership council.

**Section 2. Parish Finance Council:** The Parish Finance Council is a consultative council to the Pastor in administering the temporal goods of the parish. The budget committee of the Annunciation School Council and the parish finance council should meet to plan the financial contribution to the school from the parish, in accordance with applicable Archdiocesan mandates. The school income and expenditure budget is prepared by the budget committee of the Annunciation School Council and the School President and is subject to final approval as a part of the parish-wide budget prepared by the parish finance council and parish pastoral council and approved by the Pastor.

**Section 3. Annunciation Parent Organization (APO):** The vice president(s) of the APO are non-voting member of the Annunciation School Council. The APO is the primary vehicle through which parents can provide service to the school (e.g., volunteers, minor fund-raising) and parent education programs can be offered. The Annunciation School Council works with the School Principal and the members of the APO to understand parent needs and concerns, coordinate school-wide fund-raising programs, and determine the purpose and use of monies raised through APO fund-raising through its advancement committee.

**Section 4. Archdiocese:** Local school policies may not conflict with Archdiocesan mandates. The Bylaws of the School's Advisory Council must be approved by the parish corporate counsel after review by Archdiocesan staff. The same approval is required for any changes to the Bylaws. In addition, the school

submits a copy of its annual accreditation report, including progress on the school's strategic plan, to the Archdiocesan Office of Catholic Schools. The school or the Annunciation School Council also may submit recommendations for Archdiocesan-wide mandates, policies, practices, or programs to the Chair of the Archdiocesan Catholic Schools Advisory Council.

## **ARTICLE IV MEMBERSHIP**

**Section 1. General Eligibility:** Each voting member of the Annunciation School Council shall be:

- at least 21 years of age;
- a parent of a student(s) in the school, an alumnae of the school, or a person active in the business or development community for the geographic area in which the school is located;
- prepared to give time and energy to the advancement of the parish school, including importantly, attendance at Annunciation School Council meetings;
- competent in at least one of the areas of responsibilities set forth in Article II, Section 2;
- willing to maintain high levels of integrity and confidentiality and to work effectively with others in achieving consensus; and
- eager to support school/diocesan philosophy and mission.

**Section 2. Number of Members and Representation:** Members of the Annunciation School Council shall consist of the Pastor, School Principal, and 12 voting members approved by the Pastor. The vice president(s) of the parent organization also will attend Annunciation School Council meetings. Non-voting members are the Pastor, the School Principal, and the parent organization representative. The School Principal shall function as the executive officer of the Annunciation School Council. The School Principal is responsible for implementing policies formulated by the Annunciation School Council and approved by the Pastor, informing the Annunciation School Council about the education system, and proposing the adoption of needed policies.

**Section 3. Term:** Each member shall serve a term of three (3) years and may serve one additional term. The term of office shall run from July 1 to June 30. The members' terms shall be staggered equally over a period of three (3) years to provide for continuity of a majority of the membership from year to year.

**Section 4. Nominations:** Every year, four voting members shall be nominated by the Annunciation School Council with the approval of the Pastor, as follows:

- In November of each year The Nominating Committee consisting of second year Annunciation School Council members and administrator, acting on behalf of the Annunciation School Council, shall advertise and recruit for candidates. The Nominating Committee shall confirm that each candidate is willing to expend the appropriate time and energy to participate as a Annunciation School Council member.
- In March or April, the four nominated candidates shall be submitted to the Pastor and the Annunciation School Council by the Nominating Committee for consideration.
- Appointments may be made from the nominees on this list or other persons may be chosen; provided that in all cases such persons meet the eligibility requirements of Article IV Section 1.
- In nominating its appointments, the Annunciation School Council will give primary weight to ensuring that the Annunciation School Council members will have a diversity of talent so as to be effective as a whole.

**Section 5. Appointment:** Every year upon completion of the nomination process described above, four (4) voting member shall be appointed by the Annunciation School Council. The Pastor will have final approval of each appointment.

**Section 6. Vacancies:** With the exception of ex officio members, any vacancy in membership shall be filled by appointment of the then current Annunciation School Council. The Nominating Committee shall provide the Annunciation School Council with a list of recommended candidates from which the appointment shall be made. All appointees must meet the eligibility requirements set forth in Article IV, Section 1 above. The successor member shall serve on the Annunciation School Council for the unexpired term of the vacating member.

**Section 7. Resignation:** Any member may resign at any time by written notice to the Chair.

**Section 8. Removal:** A member may be removed by the Pastor with the approval of the School Principal or the parish trustees. A sufficient reason for removal would include the absence of a member from any three consecutive Annunciation School Council meetings. Any member unable to fulfill the duties expected of a member of the Annunciation School Council would be expected to resign.

## **ARTICLE V OFFICERS**

**Section 1. Officers:** The Annunciation School Council's officers for the 2017-2018 school year shall be two (2) Co-Chairs, the Vice Chair and the Secretary.

**Section 2. Chairpersons:** The Co-Chairs shall:

- preside at all meetings of the Annunciation School Council;
- plan Annunciation School Council meetings with the School Principal;
- plan and coordinate Annunciation School Council matters with a Vice Chair, if such position is so appointed by the Annunciation School Council;
- make all committee assignments and see that the committees function properly;
- execute all written documents on behalf of the Annunciation School Council;
- ensure that Annunciation School Council recommendations are addressed;
- in general, perform all duties pertaining to the office of the Chair; and
- when the Chair is unable to attend a meeting, the Vice Chair, if such position is so appointed by the Annunciation School Council shall act as chair for that meeting, and if a Vice Chair has not been appointed or the Vice Chair is also unable to attend the meeting, the Chair shall appoint a current member to act as chair for that meeting.

**Section 3. Vice Chair:** In its discretion, the Annunciation School Council may appoint and elect a Vice Chair. The Vice Chair's role shall be to generally assist the Chair in performing his or her duties as set forth in Section 2. The Vice Chair will not automatically become the Chair in the following year, but if the current Chair is unable to fulfill his or her duties for any reason during his or her term, the Vice Chair would be asked to fill such role for the remainder of the Chair's term.

**Section 4. Secretary:** The Secretary shall maintain minutes of all Annunciation School Council meetings, provide such minutes to members and the school office for publication to the broader school committee on the School's web site, notify members of meetings, and, in general, perform all duties pertaining to the office of the Secretary.

**Section 5. Election and Term of Office:** The Annunciation School Council's officers shall be elected by the Annunciation School Council for a term of one (1) year, which shall begin on July 1. Election may be by voice vote or by written ballot. The School Principal shall seek nominations for officer positions prior to a vote being taken by the Annunciation School Council and discuss such nominations with the Annunciation School Council prior to such vote. The School Principal will count the ballots in a written ballot. The officers shall hold office until the next annual election and thereafter, until their successors are duly elected and qualified. No member shall hold the same office for more than two (2) consecutive years. All voting Annunciation School Council members are eligible to serve as an officer.

## **ARTICLE VI MEETINGS**

**Section 1. Meetings:** Regular meetings shall be held on the second Tuesday evening of each month from August through June. Any deviation from this schedule will be decided at the prior month's meeting. Special meetings may be held when requested by the Pastor, the School Principal, either of the Co-Chairs, or a majority of the members. The School Principal must be present for a meeting to take place, unless the School Principal is unavailable because of an emergency, in which case the meeting may be held.

**Section 2. Notice:** Written notice stating the date, time, location, and purpose of the meeting shall be given to members at least three (3) days before the meeting. Such notice shall be electronically communicated via electronic posting or email, or delivered to him or her personally.

**Section 3. Conduct of Meetings:** Annunciation School Council meetings shall be conducted in a spirit of collegiality and shall seek consensus. Meetings will be conducted using parliamentary procedure as per Robert's Rules of Order, with the exception that a consensus should be strived for prior to any vote by the Annunciation School Council. The usual order of business shall be:

- A. Call to Order
- B. Invocation
- C. Approval of agenda
- D. Approval of prior meetings minutes
- D. Special reports from the Floor/ Open Forum
- E. Pastor's Report including updates from the Parish Council
- G. School Principal's Report
- H. Development Director Report
- I. APO Report
- J. Committee Reports
- K. Old Business
- L. New Business

The Annunciation School Council Chair, Secretary, Pastor, and School Principal shall prepare the Agenda. Items for the agenda must be presented to the Annunciation School Council Chair in writing at least one week prior to the meeting. The agenda shall be available to Annunciation School Council members three days prior to the meeting. A summary agenda will be distributed to parents via the Schools communications prior to the meeting. Annunciation School Council meetings will also be announced in the School newsletter and listed in the Parish bulletin calendar prior to each meeting.

**Section 4. Open Meetings.** Annunciation School Council meetings are open to the public. Closed meetings may be called if deemed necessary due to confidential issues. Individual personnel matters shall not be discussed at Annunciation School Council meetings. Motions approved in a closed meeting must be presented at an open Annunciation School Council meeting for approval before becoming effective.

**Section 5. Quorum:** Two-thirds of the voting members of the Annunciation School Council shall constitute a quorum for the transaction of business at a meeting, and each such member shall be entitled to one (1) vote, either in person, by proxy, or by remote communication. A majority vote of those present and voting (an abstention is not a vote) shall be sufficient for any recommendation or election, except as set forth in Article IV Section 6. A member not physically present in person or by proxy at a meeting may, by means of remote communication, participate in a meeting.

**Section 6. Annual Meeting:** An annual meeting of the Annunciation School Council shall be held each year in May or June. The meeting shall constitute a planning meeting and shall include on its agenda the election of officers for the ensuing year, the recognition of those members whose terms have expired, and a review of the results of the Annunciation School Council's self-evaluation and plans for the following year.

**Section 7. Written Authorization Without A Meeting:** Any action required or permitted to be taken at a meeting of the members may be taken without a meeting by written action signed by all of the members entitled to vote on that action. Such written action may be deemed signed by members if they respond that they are in agreement with such action by means of electronic correspondence, i.e. email.

**Section 8 Visitors:** Visitors may bring forth concerns to the Annunciation School Council at a Annunciation School Council meeting. Concerns will be taken into consideration and deferred to the appropriate administrator or Annunciation School Council member for resolution at a later date. Personnel issues are not considered by the Annunciation School Council; they are handled by the School Principal.

## **ARTICLE VII POLICY**

**Section 1. General.** The establishment of policy is accomplished through the activity of the Annunciation School Council. The Annunciation School Council's responsibility is solely for policy matters; it has no authority for the school's administration or daily operations, including employment-related matters for school administration, faculty, and staff.

**Section 2. Definition.** "Policy," for the purpose of these Bylaws, is defined as a broad and general direction given to a person or group to implement and carry out.

### **Section 3. Proposals.**

- (a) Policy development or policy change proposals may be initiated by the Annunciation School Council, the School Principal, any member of Parish Council, a parent of a student, a student, or an employee of Annunciation School.
- (b) Policy proposals shall be sent to Annunciation School Council members in writing at least seven (7) days prior to a regularly scheduled meeting of the Annunciation School Council for their review prior to the meeting. Such proposals are to be incorporated into the meeting agenda. All policy proposals or policy changes are subject to final approval by a simple majority of the Annunciation School Council.
- (c) The Policy Committee is responsible for making revisions or typing approved policies and distributing to appropriate parties.

- (d) Policies approved by the Annunciation School Council will be written and incorporated in a Policy manual maintained by the School Principal office and displayed publicly on the School's web site.
- (e) Policy manuals are distributed to: Annunciation School Council members; Parish staff; School faculty and Administration; and Annunciation Parents' Organization officers. The policy manual shall also be available for review by any interested member of the parish, parent of a student, student, or employee of the School.

**Section 4. No Conflict with Archdiocesan Mandates.** When the Pastor, School Principal and Annunciation School Council meet and agree on a policy matter, it is effective so long as it does not conflict with Archdiocesan mandates or applicable law.

## **ARTICLE VIII BUDGET**

It is the responsibility of the Annunciation School Council to develop a budget for Annunciation School. The Budget Committee shall consist of the Budget Committee Chair, the School Principal, and any other concerned members of the Annunciation School Council. The budget will be for the next three school years falling within a fiscal year of July 1 through June 30. The budget must be approved no later than the February Annunciation School Council meeting. The approved budget will be submitted to the Parish Council finance committee by the chair of the Annunciation School Council Budget Committee for inclusion in the Parish budget. Any required changes to the budget shall be the sole responsibility of the Annunciation School Council.

## **ARTICLE IX COMMITTEES**

**Section 1. Committee Membership:** All Annunciation School Council members are expected to serve on one (1) or more standing committees. Each standing committee shall have such authority and shall perform such duties as may be assigned to it by the Annunciation School Council Chair. The Chair shall assign and appoint committee memberships, including committee chairs, after consultation with the School Principal. Committee chairs must be Annunciation School Council members. Committee members may include persons who are not Annunciation School Council members, but who are competent or expert in an area of responsibility of the committee to which they are appointed. Teachers and other staff at the parish school are eligible to serve on committees, but are not eligible to serve as Annunciation School Council members. The Chair of the Annunciation School Council's Budget Committee shall also be a voting member of the Parish Council. The School Principal and/or his/her designee may attend all committee meetings.

**Section 2. Standing Committees:** Plans and activities of standing committees will be reported on as requested by the Annunciation School Council Chair. Each standing committee chair will be required to furnish a yearly report of the year's activities, in writing, to the Annunciation School Council at either the May or June meeting as directed by the Chair. The Annunciation School Council has the right to create special (as hoc) committees as needed. The following are designated the standing committees of the Annunciation School Council.

Strategic Long-Range Planning:

The Long-Range Planning (LRP) Committee is responsible for working with the School Principal, and Pastor in setting goals for the implementation of the mission of Annunciation School. Goals must be

consistent with the mission of the School and Parish and should provide a sense of the direction Annunciation will head in the coming years.

As much as possible membership of this committee should represent the diversity of the Annunciation School community. At a minimum, there should be representation from the Annunciation School Council, Staff and Administration. Representation by other interested parties is encouraged.

#### Finance:

The Finance Committee is responsible for the preparation, review and approval of annual and projected school budgets. The committee will also be the forum for review of staff salary and benefits adjustments as needed. The committee must present a balanced budget, which means that sources of income must be identified and tuition rates set to cover expenses. The chair of the committee should coordinate with the School Principal and the Parish Finance Committee to ensure the Annunciation School Council has a clear understanding of the fiscal condition of the School. The budget must contain estimates of income and expenses and should be presented in a standard format.

The Finance Committee chair should actively work with the Parish Office and Parish Finance Committee in preparation and presentation of the School budget to that body. An Annunciation School Council member should attend the quarterly meetings of the Parish Finance Committee in order to ensure clear communication between the two groups. The Finance Committee chair will serve on an ad-hoc committee to determine the purpose and use of monies from fundraising efforts and solicitations and may participate in broader capital budgeting discussions.

#### Policy:

The Policy Committee duties are: (1) Preparation and maintenance of the Annunciation School Council Policy Manual; (2) Periodic review of the policies in order to ensure policies are current and in effect; and (3) Preparation and distribution of approved policy changes to all parties as described in the Bylaws.

A review of the procedures for ratification of policy change should be presented at the September Annunciation School Council meeting. A review of the policy manual, and recommendations for areas in need of updating should be accomplished by the October Annunciation School Council meeting. The chair of the Policy Committee shall report on committee activities monthly at the Annunciation School Council Meetings.

#### Facility:

The Facility Committee focus is on issues relating to maintenance of the school campus and physical improvements. The chair of this committee shall report on the committee's activities at the Annunciation School Council meetings. The chair shall also provide liaison to the Parish committee on building and grounds in order to ensure open communication with the Parish on maintenance or physical plant issues. The chair of the Facility Committee will serve on an ad-hoc committee to determine the purpose and use of monies from fundraising efforts and solicitations.

#### Advancement and Grant Opportunities Sub Committee

The Advancement Committee assists the Director of Development in promoting the financial development of the school, and is a liaison between the Director of Development and the Annunciation School Council. These efforts include advising on fund-raising, grant writing, pursuit of additional sources of income, and alumni relations; identifying and communicating the Fund-A-Need project for the parish school Live Auction, after consultation with the Facilities Committee; working with the Development Director to identify and obtain nominations for the Dominican Alumni Award; and reporting on the Development Office's and Alumni Relations Office's activities at Annunciation School Council meetings as needed. The

chair of the Advancement Committee will serve on an ad-hoc committee to determine the purpose and use of monies from fundraising efforts and solicitations.

The Grant Opportunities Sub Committee will focus on researching and sourcing of assistance in pursuit of local/national grants, which can benefit the school or parish community in a specific area of need. This would include: Support Staff Assistance Grants, Science Technology Engineering and Mathematics Grants, Facilities Grants, Operations Grants, Technology Grants etc. This team should report on its progress in ongoing Annunciation School Council Meetings

#### Marketing & Events:

The Marketing & Events Committee works in conjunction with the school Enrollment Team, Annunciation Parents Organization and School Principal and staff coordinating promotion of the school through events management and coordination. It accomplishes this through supporting external marketing and advertising campaigns, driving internal marketing events and management of events that support the schools marketing and advancement efforts. These include: events management related to the promotion of the school to current families and prospect families at summer park programs, Septemberfest, Preview Night and other events which benefit the positioning of Annunciation in the broader community. The chair of the committee reports on the committee's activities at the monthly Annunciation School Council meetings.

#### Nominations:

The Nominations Committee membership is composed of all Annunciation School Council members in the second year of their three-year terms and any other members of the Annunciation School Council who wish to participate. Their duties are to administer the election process, in conjunction with the Parish Council elections, and recruit candidates for Annunciation School Council seats.

#### Technology:

The Technology Committee works with school administration to establish and achieve long range and immediate technology goals for the school including network, hardware, software and device based programs used within the school. It accomplishes this working with school administration on identification of technology needs and solutions, which help position Annunciation as a school of choice from a technology perspective, enabling students and faculty to use technology as tools to support learning and growth of each student.

#### Campus Environment:

The Campus Environment Committee is responsible for leading the comprehensive effort to define state of the art facility options (incorporating physical space/technology) for enhancements that support teaching and learning in line with the defined learning approaches defined by School Administration. These efforts can include review and updated of learning spaces, stem learning, digital learning and associated student programs (1x1 technology).

**Section 3. Committee Work:** Committee meetings shall be conducted in a spirit of collegiality, and committee chairs shall seek consensus, striving to reach outcomes that all committee members can support. Committee recommendations shall be forwarded to the Annunciation School Council for a vote or further action.

## ARTICLE X STANDING RULES

**Section 1. Standing Rules:** Standing Rules are, for the purpose of this document, defined as additional rules, procedures, or guidelines, which may apply to the ongoing business of the Annunciation School Council and its committees. Standing Rules apply to the Annunciation School Council, its members, and committees only, and do not constitute policies or directives to the School Administration. Standing Rules are hereinafter referred to as Rules.

**Section 2. New Rules:** New Rules may be introduced or changes to existing rules proposed during any official meeting of the Annunciation School Council, that is, any meeting called to order by the chair of the Annunciation School Council at which a quorum is present. New Rules or substantial amendments shall be introduced during meetings by providing them in written form to the Annunciation School Council secretary so that they may be accurately recorded and considered by the membership of the Annunciation School Council. Rules or changes to rules may be discussed and voted upon during the same meeting at which they are introduced. Motions to abolish existing Rules may also be introduced, discussed and voted upon at any official meeting of the Annunciation School Council. A simple majority of Annunciation School Council members present at an official meeting shall be sufficient to adopt, amend, or abolish Rules.

**Section 3. Standards:** There is no standard or required format for Rules, other than that they are in written form. It shall be the responsibility of the Annunciation School Council Policy Chair to maintain an up to date, official compilation of all of the active Rules of the Annunciation School Council. The secretary shall be responsible for typing and distribution of new Rules or changes to existing Rules to the membership of the Annunciation School Council as they are adopted. In addition, an up to date copy of the full rules will be provided annually to Annunciation School Council members by the Policy Committee Chair.

**Section 4. Conflicts:** In the event of a conflict between an existing or proposed Rule and any Section or Article of these Bylaws or the Constitution of the Annunciation Catholic Annunciation School Council, then the Bylaws or Constitution shall take precedence.

## **ARTICLE XI PERIODIC REVIEW OF BYLAWS**

At least once every three (3) years, or more often if determined by the Annunciation School Council, a review of the current Bylaws shall take place.

## **ARTICLE XII AMENDMENTS TO BYLAWS**

Subject to the approval of the Parish Council, these Bylaws may be amended by a vote of two-thirds of the total Annunciation School Council membership. All members of the Annunciation School Council will be presented with a written proposal of the amendment at least one (1) week prior to the meeting at which the voting will take place.

Publication of any material amendment to the school and parish community prior to approval is encouraged.