

**Bylaws of
St. Francis of Assisi Parish
School Advisory Commission**

PREAMBLE

The Diocese of Sacramento, through the Community of St. Francis of Assisi Parish committed to Catholic school education as expressed in the United States Bishops' Pastoral on Catholic School Education To Teach as Jesus Did, and the Sacred Congregation for Catholic Education document on The Catholic School, and acting on the principle of "shared responsibility," establishes these Bylaws.

ARTICLE 1 – NAME

Section 1. The name of this body shall be St. Francis of Assisi Parish School Advisory Commission, hereinafter referred to as SAC.

ARTICLE II – PURPOSE

Section 1. Sharing the responsibility with the Bishop, the pastor of St. Francis of Assisi Parish establishes the SAC as the policy recommending body in matters of Catholic school education. The SAC is organized and functions under the Canons of the Roman Catholic Church and the policies and procedures of the Diocesan School Board and the Catholic Department of the Roman Catholic Diocese of Sacramento for religious, educational and charitable purposes.

Section 2. The SAC shall be responsible to the pastor for achieving Diocesan and parish goals for the Catholic education, for review and acceptance of the budget, for determining sources of funding, and for reporting the status of Catholic school education in the parish. The SAC is also responsible for evaluating and making recommendations to the administration on the implementation of Diocesan and parish educational policy for the parish school.

Section 3. A function of the SAC is to formulate policy that will guide the administration in fulfilling the school's philosophy and to evaluate the effectiveness of SAC policy in achieving SAC goals.

Section 4. The SAC shall establish the necessary means and instruments to communicate SAC policy and direction to the school and parish community.

Section 5. The principle of subsidiarity shall prevail in the relationship between the SAC and the Diocesan Board of Education.

ARTICLE III – MEMBERSHIP

Section 1. A maximum of eleven persons shall comprise the voting members of the SAC. Up to six members shall be elected at the May SAC meeting from the nominees as outlined in the SFE SAC Nomination Committee Guidelines.¹

Section 2. The pastor is an ex officio (non-voting member of the SAC).

Section 3. The principal is an ex officio (non-voting member of SAC) and serves as the executive officer of the SAC.

Section 4. A faculty member will sit on the SAC as an ex officio (non-voting) member.

Section 5. An officer of the Parent Club shall be a member of the SAC with full voting rights. The Parent Club shall determine which officer will be a voting member of the SAC.

Section 6. A member of the parish Pastoral Council or Parish Finance Council shall be appointed by the Pastoral Council, to membership on the SAC with full voting rights.

Section 7. Each member of the SAC shall be a parent of a child registered in St. Francis of Assisi School or a registered member of St. Francis of Assisi Parish.

Section 8. Members should have a strong and positive commitment to Catholic school education and knowledge of the concept of “shared responsibility.”

Section 9. Members are required to participate in all scheduled meetings. The SAC may make a recommendation, to the pastor, to remove a SAC member if said member is not fulfilling their obligations as a SAC member.²

Section 10. All SAC members, elected or appointed, shall serve for a term of two years. Members may not serve more than two terms consecutively. All terms of office for SAC members begin on July 1 and end on June 30.

Section 11. Mid-term vacancies shall be filled by appointment of the chairperson and pastor, from the nominees provided by the Nomination Committee, for the remainder of the term vacated. The SAC is responsible for notifying the Nomination Committee of upcoming vacancies. The vacancy term shall be considered a full term for the purpose of determining two consecutive terms (Article III, Section 9).

Section 12. New SAC members are required to attend the Diocesan “New School Advisory Commission Members’ Workshop” as a condition for taking office.

¹ See SAC Nomination Committee Guidelines

² See Article 5 – Removal of Officers

Section 13. Only one member of a family is eligible for SAC membership at any one time.

Section 14. Employees of the parish and school or their immediate family members are not eligible to be voting members of SAC.

ARTILE IV- ELECTION OF MEMBERS

Section 1. Members may be elected to the SAC at the May meeting and take office on July 1. The new members shall be elected by a majority vote of the SAC.

Section 2. A nominating committee³ will recruit a slate of candidates for elected SAC positions. The slate of candidates shall be presented to the SAC at the April Meeting immediately preceding the May election.

Section 3. Any interested party may recommend an individual for SAC membership.

Section 4. The nominating committee will operate in accordance with the nominating committee guidelines as approved by the SAC.

Section 5. The SAC shall establish an election schedule that will provide for the election of one-half of the SAC members each year.

ARTILE V- REMOVAL OF MEMBERS

Section 1. The SAC, with approval of the pastor, may declare vacant the office of an SAC member on the occurrence of any of the following events:

- a) The SAC members fails to attend three (3) regular meetings of the SAC within a one year period;
- b) Any act or course of conduct that is inconsistent with the mission of the Roman Catholic Church and/or the mission of the parish;
- c) The SAC member has been convicted of a felony;
- d) For any conduct that is disruptive of the intimate working relationships of the SAC or school or parish community

ARTILE VI- OFFICERS

Section 1. The officers of the SAC shall include Chairperson, Vice-Chair, Secretary, and Public Policy Advocate. They shall be elected annually by a majority vote of the SAC.

Section 2. The term of office for SAC officers shall begin with election and end with the election of a successor.

³ See SAC Nomination Committee Guidelines

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

Chairperson: shall preside at all meetings. The Chair shall also plan the meeting agenda with the principal and appoint all SAC committees.

Vice-Chair: shall preside in the absence of the Chair or when the Chair desires to introduce, second, or speak on a motion.

Secretary: shall be responsible for keeping accurate minutes of meetings, for forwarding the minutes to each SAC member, for notifying each member about the agenda for the next SAC meeting, for all correspondence, and for providing the necessary communication to the Parish Council or Finance Committee. The SAC may choose to have a school employee serve as the recording secretary for the SAC. Minutes shall be posted within one week of being approved.

Public Policy Advocate: shall be responsible to receive and direct information concerning public policy (rules, regulations, legislation) that may impact private schools and/or parents of Catholic children in California. Along with presenting a recommended position for the SAC to consider, each Public Policy Advocate may be responsible to: coordinate letter-writing, face-to-face meetings, email and/or FAX drives, and other public events to either oppose or support public policy efforts. Efforts of a statewide nature are to be made in conjunction with the California Catholic Conference.

Section 4. Election for SAC officers shall take place at the first SAC meeting after election of new SAC members in May of each year and prior to the start of the next term.

- a) Nominations for officers may come from any member of the SAC.
- b) Election shall be by majority vote based on a quorum.
- c) Election shall be in the following order: Chairperson, Vice-Chair, Secretary, Public Policy Advocate

Section 5. Members are limited to holding the same office for not more than two (2) consecutive terms, as set in Section 2.

ARTICLE VII - MEETINGS

Section 1. Regular meetings of the SAC shall be held as specified in the Bylaws. The pastor and/or principal must be present at the commission meeting; otherwise, a meeting may not be held. To conduct business a quorum shall be present.

Section 2. Special meetings may be called by the Pastor, Principal, or Chairperson and shall be called by the Chair upon request of members. Written notice of special meetings must be posted at least 24 hours prior to special meetings. The pastor shall be present at any special meeting of the commission, or the meeting may not be held.

Section 3. All Meetings for the SAC are to open meetings unless designated as an executive meeting.

Section 4. A closed, executive session may be called for by the chairperson whenever the need for confidentiality makes this necessary. All issues involving personnel (e.g. evaluation of principal, reduction of staff, etc.) or sensitive matters (e.g. increasing tuition) are held in closed session.

Section 5. The SAC may call working meetings as needed to prepare for public and executive meetings.

Section 6. A quorum shall consist of one more than half of the voting members of the SAC.

Section 7. The right of non-members to address the SAC shall be limited to the time designated in the meeting agenda for new business.

Section 8. Individual SAC members only have the authority to act on behalf of the SAC pursuant to SAC Bylaw, resolution or other delegation of authority from the SAC.

ARTICLE VIII - COMMITTEES

Section 1. SAC shall have a Nominating, Strategic Planning, Finance, Development and Marketing, Facilities and Mission Effectiveness standing Committees. Ad hoc committees may be appointed by the SAC or the standing committee Chairs whenever a special or temporary need arises. The Chairs of the standing committees shall report the status of their committee's activities to the SAC at the SAC regular meetings.

Section 2. The Chairs of the standing committees shall be appointed by the SAC, shall be members of the SAC, and shall serve a term of one year. Qualifications of any person submitted for appointment as the Chair of any standing committee shall be considered by the SAC considering the specific duties of the standing committees. Appointments of the Chairs of standing committees shall be made after election of SAC officers.

Section 3. The general duties of each standing committee are as follows:

- a) Strategic Planning Committee – responsible for developing the strategic plans for the school and monitoring the school's progress in accomplishing these plans. The committee will work closely with the parish, the school's administration, the SAC and the other standing committees to develop the strategic plans. The strategic plan will establish 3 to 5 year goals for the school, set specific annual objectives, and develop strategies and create action plans that will support implementation of the school's goals and objectives.

- 1) Development of a 3 to 5 year strategic plan that includes goals and objectives and action plans to meet them. The committee will work with the SAC to update the objectives and action plans annually.
 - 2) The committee will monitor the strategic plan and objectives to determine when change in existing policy, or establishment of new policy is necessary.
 - 3) The committee will assist in the development of policy to insure it is in agreement with existing strategic plan.
 - 4) The committee will prepare quarterly written reports on the status of the School's strategic plan.
 - 5) Guidelines shall be established to outline the committee's business mission, values and goals.
- b) Finance Committee – working with the school's administration, the finance committee provides oversight to the financial operation of the school and advises on any financial matters that may come before the commission. They are responsible for coordinating school fund-raising efforts with those of the parish. They may also assist with tuition assistance distribution. The finance committee is charged with several specific responsibilities:
- 1) Send a representative to the Parish Finance Council.
 - 2) Keep SAC updated in the preparation of the school budget.
 - 3) Assistance with the preparation of the budget in line with the Strategic plan.
 - 4) Recommend changes to the school's tuition policy.
 - 5) Each month, one or more members of the finance committee assists with the reconciliation of the school's accounts. This provides a third-party review in addition to the review of the principal and bookkeeper.
 - 6) Each month the entire finance committee monitors the monthly budget print-out comparing year-to-date with budgeted figures. Ordinarily, a monthly printout would have three columns of figures: YTD, budget, % of budget remaining. The committee can use this information to see how the school is doing and question line items that seem to be out of alignment with where the budget should be.
 - 7) The finance committee should help the principal prepare the budget for the next year.
 - 8) The finance committee should make recommendation to the entire commission for tuition and fees for the next year.
 - 9) A sub-committee of the finance committee could assist the principal and pastor by contacting families with past-due tuition accounts and encouraging them to bring their accounts up to date.

- 10) The finance committee, or subcommittee, can allocate tuition assistance (subject to approval of the pastor).
 - 11) The finance committee, or subcommittee should work with the parent club and the parish Finance Council to coordinate all fund-raising activities and the reconcile the budgets of the school and parent club.
 - 12) Guidelines shall be established to outline the committee's business mission, values and goals.
- c) Development and Marketing Committee – assists the school with marketing and promotion of a consistent unified image of the school and the community.
- 1) Develop a case statement document to be used by the school and SAC when making statements to the public. The case statement provides concise, clear descriptions of the school's programs and services. This helps provide a unified image to the public.
 - 2) Review case statements with other committees, the parent club, administration, the faculty, groups of parents and other interested parties.
 - 3) Assemble all marketing material, brochures, letterhead, newsletters, flyers, etc. and make recommendations to the SAC as to changes.
 - 4) Meet with the principal and determine the school's marketing plan. Review communication with the public and decide where additions, deletions, and changes may be made.
 - 5) Meet with the principal and develop faculty and student recruitment plans.
 - 6) Promote and recognize school activities via the school newsletter, parish bulletin, local news sources and other outlets.
 - 7) Guidelines shall be established to outline the committee's business mission, values and goals.
- d) Facilities committee – like the strategic planning committee, the facilities committee looks at the site and the plant and oversees changes and improvements. They also plan for long-range improvements, site expansion etc. and are involved in any structure changes such as rewiring the schools network. The facilities committee is charged with the following specific responsibilities.
- 1) Monitors the safety, security and cleanliness of the physical plant, and to the extent appropriate, surrounding grounds, including roadways.
 - 2) Analyzes the current physical condition of the school. Reviews the routine and major maintenance, and capital improvements.

- 3) Recommends adjustments to, and monitors implementation of, maintenance schedules and capital improvement plans in accordance with the Strategic Plan and annual budget.
 - 4) Must review all plant reporting communication as outlined in the Diocesan Administrative Handbook to include all items regarding safety, theft and security.
 - 5) Establishes and serves as Chair to the SAC Safety Committee, ensuring the safe operation of the school and compliance with Diocesan policy and state law.
 - 6) Coordinate, when necessary, with the parish on matters relating to the duties of the committee.
 - 7) Guidelines shall be established to outline the committee's business mission, values and goals.
- e) Mission Effectiveness Committee – the purpose of this committee is twofold; first, to examine the “governance” structure of the school (i.e. Catholic School Advisory Commission) to insure its proper formation and function; and second, to examine how well the school carries out its mission to be a Catholic school.
- 1) Membership of this committee to include at least one registered member from St. Francis Parish.
 - 2) Attend regular meetings of the parish administrative/pastoral council.
 - 3) Work with the Parish staff and leadership to promote the visibility of and co-operation with the school as a ministry of the parish.
 - 4) Advises pastor and principal on program areas/events for greater parish interaction.
 - 5) Assists the Development and Marketing Committee in maintaining Catholic identity of the school to the broader community.
 - 6) Assist and advise school administrative and staff on evaluating school effectiveness in meeting student learning goals.
 - 7) Assists with accreditation reports as needed.
 - 8) Periodically evaluates SAC meetings and review bylaws.
 - 9) Guidelines shall be established to outline the committee's business mission, values and goals.

ARTILE VIII - COMMITTEES

Section 1. These bylaws may be amended by a vote of two thirds of the SAC voting at a regular meeting and are effective upon approval of the pastor.