


**St. Michael Catholic School
Local School Advisory Council (SAC)
Constitution**


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ARTICLE I: Introduction and Rationale

The Catholic parochial school is an expression of the educational mission of the parish with which it is associated and of the diocese. Therefore, the pastor is responsible to the Bishop for the administration of the total parish school. The principal functions as the chief administrator of the school and is a member of the parish staff. Regular and open communication between the pastor and the principal is essential.

Just as the parish council serves with the pastor on behalf of the total parish community, so the school advisory council serves with the principal for the good of the school and the community. Today's Catholic principal, with the many demands which are made, needs assistance from a group of people who are committed to the Catholic school and are willing to work for the good of the school and parish.

ARTICLE II: General Statements

St. Michael Catholic School is an educational institution operated by St. Michael Parish under the ecclesiastical jurisdiction of the Bishop of Victoria. As such, the school is subject to the Canon Law of the Roman Catholic Church and the duly enacted policies and regulations of the Diocese of Victoria, the Diocesan School Advisory Council and the Office of Catholic schools of the Diocese of Victoria.

All acts of the St. Michael School Advisory Council are subject to the approval of the pastor of St. Michael Parish.

ARTICLE III: Name of the Organization

The name of the body shall be St. Michael School Advisory Council (SAC).

ARTICLE IV: Purposes and Functions

The SAC is established by the pastor, in accord with diocesan policy, to assist him and the principal in the governance of St. Michael Catholic School. When the advisory council meets as "pastor, principal, and members" and agrees on a policy matter, the decision is binding on all. The council is consultative in the following sense: the members cannot act apart from the pastor and principal and cannot make decisions binding on the parish school without the approval of the pastor. Consultation also means that decisions will not be made in major matters before the SAC has been consulted.

Consultation implies that the administrator will listen to the advice of the properly convened body in certain designated matters prior to a decision being made. The operating principle is that the administrator will not act contrary to the advice which has been given, especially when there is a consensus, unless the administrator has an overriding reason. It is customary for the administrator

to communicate this reason to the consultative body. The areas in which the SAC has responsibility and will be consulted are these:

- Planning
- Policy development and formulation
- Finances to include budgeting and policies for financial management
- Public relations
- Selection of the principal
- Evaluation of the principal's relationship with the SAC

ARTICLE V: Relationships with Other Groups:

Parish Pastoral Council

The SAC and the pastoral and/or finance councils are consultative to the pastor. Therefore, it is essential that good communication exists between the groups. The relationship which exists is one of information sharing and common planning for the benefit of the total community.

Parent Organization

The president or other official designee of the Home & School Association (HSA) is a member of the SAC.

Diocese

The relationship between St. Michael School Advisory Council and the diocese is expressed in the general statement of this document as well as in diocesan educational policies which are available for local school advisory council members.

ARTICLE VI: Organization of the School Advisory Council:

Composition of the Advisory Council

The SAC shall be composed of the following:

- The Pastor of St. Michael Parish, who is an ex-officio non-voting member.
- Seven (7) lay-representatives, four of whom must have children who attend school at the time of their election/appointment. Three members may be from the parish at large. The majority of the seven lay representatives must be Catholic.
- The president or other official designee of the HSA, who shall be an ex-officio non-voting member.
- The principal of St. Michael Catholic School, who acts as the executive officer of the SAC and is an ex-officio non-voting member.

Persons Ineligible for Service

Employees of St. Michael Catholic School, their spouses and members of their immediate families (father, mother, brother, sister, children) shall not be eligible to serve as members of the SAC.

Eligibility, Nomination, and Election or Appointment of Members

Members completing their term of office on the SAC prepare a list of prospective council members who meet the following criteria:

- Are parents/guardians of students of St. Michael Catholic School or parishioners of St. Michael Parish;
- Have interest in and commitment to Catholic education and to St. Michael Catholic School's philosophy and mission;
- Are available to attend meetings and periodic in-service programs and to participate in committee work;
- Maintain high levels of integrity and confidentiality;
- Deal with situations as they relate to the good of the entire school community;
- Be credible witnesses of the Catholic faith (or to their own religions,) to the school community and beyond.

Election or Appointment of SAC Members

Members who will be leaving the SAC are to present a name or names of possible people who meet the above criteria to the pastor and principal for approval. This is done before any person has been contacted. After the pastor and principal have approved the name(s), the individuals are contacted to see if they will consider being a member of the SAC. These members may be appointed by the pastor and/or elected by the school community. If members are to be elected, an election will be held by hand-delivered or mailed ballot to each adult, school community member. In case of a tie, the SAC will decide in executive session which person will be a member.

Term of Office

Term of office for all elected members of the SAC shall be three years. No one shall serve more than two consecutive terms. The terms of office shall expire May 31 and new terms shall commence on June 1.

Vacancies

A vacancy occurs when a member resigns from the SAC. In addition, when a member of the SAC chooses to withdraw his or her children from St. Michael Catholic School and subsequently enrolls them in another school, or provides education under an alternative program, he or she ceases to be a member of the SAC. When a vacancy occurs, the pastor shall appoint an individual to complete the unexpired term.

ARTICLE VII: Officers of the SAC

Designation of Officers

The officers of the SAC shall be the president, vice president, and secretary whose duties shall be as follows:

- The president shall preside at all meetings of the SAC; conduct internal elections; call all regular and special meetings; direct the functions and goals of the SAC; enforce the by-

laws, and perform any and all duties incident to the office of president. The president shall appoint all standing and ad-hoc committees and their chairpersons.

- The vice-president shall perform all duties of the president in his or her absence.
- The secretary is a member of the council who records minutes for each meeting and sends any correspondence for the SAC.

**St. Michael Catholic School
Local School Advisory Council (SAC)
By-Laws**

ARTICLE I: Purpose and Function

Finances

The SAC is responsible for formulating and maintaining a fiscal policy designed to insure maximum educational opportunity, growth, and development in accordance with the following:

- Capital Indebtedness: The capital indebtedness of St. Michael Catholic School shall be the obligation of the St. Michael Parish. All proposals for capital indebtedness shall be made by the SAC to the pastor of the parish. In turn, the pastor shall follow diocesan policy concerning procedures in implementing such requests, including the Bishop's approval when required.
- Budget: The SAC shall have responsibility annually to recommend for approval the budget for ordinary operations and maintenance of the school. A preliminary budget should be presented to the SAC at the April meeting. This budget should include income needed from tuition, parish subsidy, and other sources in order to meet the projected expenses. The preliminary budget, titled, Annual Operating Budget, will be presented prior to the beginning of the new fiscal year beginning August 1, in order that the budget may be recommended for approval. It is recommended that approval and signing take place prior to June 1 at the May SAC meeting for submission to the Office of Catholic Schools (OCS) by June 1. In September, the budget will be refined based upon enrollment, salary obligations, amount of available subsidies and other available income. This Revised Annual Operating Report shall be presented in writing to the entire board not later than September 30 for approval and signature. This report will be submitted to the OCS by October 1. *The budget shall not be recommended for approval until and unless it is a balanced budget which provides for fiscal operations which will allow the school to meet its current obligations.

Selection of the Principal

The SAC shall participate in the process for selecting the principal following all regulations issued by the OCS in this regard and make its recommendations to the pastor and Diocesan Superintendent of Catholic Schools for appointment of the principal.

ARTICLE II: Organization of the School Advisory Council

At the first meeting after the Christmas break of each year, the nomination/appointment committee, which is made up of those who will be leaving the SAC, will prepare a list of suggested names of persons eligible to serve on the SAC.

Members who have three un-excused absences from meetings in a twelve (12) month period may lose membership by action of the SAC. The following procedure will apply:

- The member will be notified by the president or pastor.
- The member shall be given opportunity to respond.
- The SAC may act or not act as the case may indicate.
- The pastor shall appoint a replacement for the remainder of the school year.

ARTICLE III: Officers of the School Advisory Council

Special Provision for Secretary

With the approval of the SAC, the president may appoint a person, who is not a member of SAC, to record the minutes. The secretary shall maintain a high level of integrity and confidentiality and assure the preparation of typed minutes of each meeting of the SAC including copies of all written reports presented at meetings. A complete set of minutes shall be sent to the Superintendent of Schools for the Diocese of Victoria. The original minutes shall be contained in the school files and considered official record of the school. Minutes of the SAC meetings shall be submitted to members prior to the next regularly scheduled meeting.

ARTICLE IV: Meetings of the School Advisory Council

Time and Place of Meetings

Regular meetings of the SAC shall be held at a public designated place suitable for the orderly conduct of business and attendance by members and non-members. The date and time for each regular meeting shall be made public. Special meetings may be called by the pastor and principal. The principal must be present at all meetings. The pastor is strongly encouraged to attend all meetings. All SAC members will be notified of the date, time, place, and purpose of each special meeting at least twenty-four hours in advance of each such meeting. If SAC meetings are attended by non-members, the SAC will go into executive session whenever the issues involve confidential matters.

Presentation by Non-members

With the exception of the Bishop and the Superintendent of Schools for the Diocese of Victoria, no person or group shall have the right to address a meeting of the SAC unless prior written approval has been obtained. Any person or group desiring to address a meeting of the SAC shall notify the president, in writing, of the nature of their request no less than seven (7) calendar days prior to the next meeting of the SAC. On receipt of such a request, the president shall be required to approve such a request and the approval shall set forth the amount of time and the nature of the presentation to be made. Notice of such presentation shall be given to each SAC member in advance of the meeting at which it is to be made.

If a request to address a meeting is made and the president, pastor, and principal all agree that the request is on an emergency nature, approval of such an emergency request shall be granted no less than forty-eight (48) hours before the SAC shall be notified of the nature of the request and the

presentations. Approval of an emergency request will specifically provide the person or persons to make the presentation, the nature of the presentation, and time allotted. No final action may be taken on any matter presented to the SAC in accordance with these provisions until the next SAC meeting following the meeting at which the presentation is made.

Rules of Order

Ordinarily, decisions regarding policy matter and other major issues are not made at the “first reading” which is for information and clarification. At that time, the SAC begins its decision-making process. In order to make the best decisions, the consensus method of decision-making should be used. When the SAC is unable to reach a consensus, a vote should be taken and the minutes should reflect the different positions and appropriate reasons. In cases involving voting and business procedures, *Roberts Rules of Order, Revised*, should be used.

The decision of the SAC shall be considered approved and should be implemented when the pastor approves the written recommendation by affixing his signature.

Order of Business

The ordinary order of the meeting shall be:

- I. Call to Order
- II. Opening Prayer
- III. Routine Matters
 - a. Roll Call
 - b. Approval of minutes
 - c. Acceptance of Agenda
 - d. Communications with the SAC (if applicable)
- IV. Home and School Association Report
- V. Old Business
- VI. New Business
- VII. Information and Proposals
 - a. Principal’s Report
 - b. Pastor’s Report
 - c. Committee Reports
- VIII. Future Business
- IX. Adjournment
- X. Closing Prayer

ARTICLE V: Committees of the School Advisory Council

There shall be committees as deemed advisable.

Standing Committees

Members of standing committees need not be SAC members. However, the chairperson of each committee shall be a SAC member. Standing committees shall meet as needed, i.e. Facilities & Grounds Committee.

Ad-Hoc Committees

Ad-Hoc committees will be appointed as needed. The chairperson and members of ad-hoc committees need not be members of the SAC. The appointment of each ad-hoc committee shall state the duration of the committee, i.e. Dress Code.

ARTICLE VI: Amendments

This constitution and by-laws may be amended at any regular or special meeting by consensus of the SAC or by an affirmative vote of two-thirds of the membership of the SAC present and provided the following:

- The proposed amendments have been presented in writing to the membership two weeks in advance of a meeting to consider the amendments.
- The membership shall have opportunity to consider and discuss the proposed amendments, reserving final approval of the amendments until the next meeting.
- The proposed written amendments are approved by the pastor of the parish by affixing his signature to the written proposal.
- The proposed amendments to the constitution and/or by-laws will be sent to the Diocesan Superintendent of Catholic schools of the Diocese of Victoria who will present them to the Bishop for approval.

Pastor's Approval:

Rev. Mgrs. Paul S. Biley

Date: September 22, 2015

+ Brendan Cahill
October 14, 2015

Reviewed fall 2014

Revised and edited August - September 2015

Presented in final copy to SAC, September 2015