

# **ST. DOMINIC SCHOOL ADVISORY COMMISSION BY-LAWS**

## **ARTICLE I - NAME**

The name of this body shall be the St. Dominic School Advisory Commission.

## **ARTICLE II - PURPOSE AND AUTHORITY**

The purpose of the St. Dominic School Advisory Commission is to assist in the development and definition of policies which govern the operation of St. Dominic Catholic School, promote the implementation of said policies under the direction of the Pastoral Council, and advise and provide counsel in the operation of the school. The School Advisory Committee works collaboratively with the Home & School Association, Fine Arts Association, Athletic Association and Parish Marketing Committee.

The recommendations of the School Advisory Commission shall be subject to the approval of the Pastoral Council and the Pastor of St. Dominic Parish as provided by the policy and rules of the Milwaukee Archdiocesan Office of Schools.

## **ARTICLE III - RESPONSIBILITIES**

The School Advisory Commission is an advisory body. The effectiveness of its actions and decisions are subject to the establishment of a harmonious, cooperative working relationship with the Pastor, School Principal and Pastoral Council. The basic functions and brief overview are as follows:

1. Educational Planning- Monitor and provide direction on the educational activities of the school. The School Advisory Commission shall work with the School Principal to determine educational requirements established by the Church and Diocese and establish goals and objectives to meet and exceed those requirements. The School Advisory Commission will also review standardized test results and trend results to ensure effectiveness of educational activities.
2. Communication - Work with the School Principal and teachers to articulate the educational goals and objectives. These goals and objectives shall be communicated at the beginning of the school year to all parents by the teachers and the School Advisory Commission .

As needed, a representative from the School Advisory Commission shall attend meetings of the Pastoral Council and Home & School Association and provide updates to the School Advisory Commission relative to developments that impact the school.

3. Financing - The School Advisory Commission shall designate at least one member to serve as a liaison to the Finance Committee in advance of the preparation of the school budget. This designee shall be responsible for communicating the needs of the school as recommended by the School Advisory Commission. The designee can be the School Principal.

4. Marketing/ Public Relations -In conjunction with the School Principal, the School Advisory Commission shall lead all marketing efforts aimed toward increasing enrollment, while maintaining the confidence of the community in the educational activities of the school.
5. Assists in Hiring of the School Principal - Assist the Human Resources Committee in the hiring of a School Principal to carry out the educational activities of the school. This requires planning, interviewing, checking references, and discernment. The School Advisory Commission shall ensure that a School Principal's job description exists and shall review it periodically. The final decision of hiring a School Principal rests with the Pastor.
6. Voting, Recommendations and Results -As an advisory body, the School Advisory Commission is responsible for making recommendations that reflect the concerns and beliefs of parents, teachers, staff and students. If the School Advisory Commission votes to make a formal recommendation, the minutes shall reflect the content of the recommendation, the method of communicating the recommendation, and the response to the recommendation. A vote by proxy is permissible for a member who has an excused absence. The singly proxy would need to be given in writing and for the purpose of voting on a pending issue. The proxy cannot be used on a new item brought up for vote during a meeting. Proxies are given in writing for one meeting only.

#### **ARTICLE IV - MEMBERSHIP**

The St. Dominic School Advisory Commission shall consist of a minimum of six (6) members and a maximum of ten (10) elected adult "at large" members of St. Dominic Catholic Parish. One (1) additional member shall be elected annually by and from the current faculty of St. Dominic Catholic School. The Pastor shall be an ex officio member of the School Advisory Commission, and the School Principal shall be its executive officer.

The "at large" members of the School Advisory Commission will be elected to hold office for a term of three (3) years. At the end of each school year a parish-wide election will be made for three (3) members. The faculty shall elect the faculty representative in May for the following school year. The faculty representative will serve a one-(1) year term.

Unless otherwise agreed in advance by the School Advisory Commission, the election needed to fill the "at large" positions will take place at the same time and with the same publication requirements as are utilized by the Pastoral Council. A short autobiography written by each nominee will be published in the parish bulletin prior to the election weekend. Unless otherwise agreed in advance by the School Advisory Commission, the election is held the third weekend in May. Voting is open to the entire parish. The three nominees with the highest individual vote count at the conclusion of the elections are the winners of the election. If there is a tie in vote count between nominees, the School Advisory Commission would take a vote to appoint the winner.

The elected School Advisory Commission members will assume the duties of their office at the first regular meeting that occurs following the election of School Advisory Commission members.

In the event that a member of the School Advisory Commission has had an unexcused absence from three (3) regular meetings per year, the remaining members of the School Advisory Commission may, at their discretion and by a majority vote, determine and declare that a vacancy exists. Upon such a declaration such members shall be deemed to have resigned. Any member of the School Advisory Commission may resign by filing a written resignation with the School Advisory Commission Secretary.

Whenever a vacancy occurs on the School Advisory Commission, the remaining members shall appoint a replacement to fill the vacancy until the next annual election. The appointment must be approved by the Pastor. This appointment shall then fill the unexpired term, if any, of the vacant office.

Any School Advisory Commission member shall not serve more than one (1) consecutive parish elected three (3) year term. The School Advisory Commission reserves the right, with the approval of the Pastor, to appoint a Commission member to an additional one (1) year term to preserve the continuity on special projects.

## **ARTICLE V - OFFICERS**

The officers of the School Advisory Commission shall consist of a Chairperson, Vice-Chairperson, and Secretary, elected annually from and by the prior year and newly elected School Advisory Commission membership at the first regular meeting, following the annual election. The duties of the officers shall be as follows:

1. The Chairperson shall be the presider at all regular and special meetings of the School Advisory Commission. With the School Principal, the Chairperson shall determine the meeting agendas, providing ample notice and opportunity for consideration by the School Advisory Commission before final action. With School Advisory Commission approval, the Chairperson shall have the authority to assign additional duties and responsibilities to individual members.
2. The Vice-Chairperson, in the absence of the Chairperson, shall perform all of the duties of the Chairperson.
3. The Secretary shall maintain a written record of all acts of the School Advisory Commission; conduct, receive and dispose of all correspondence as directed; preserve all reports and documents committed to its care; in the case of special meetings, provide written or telecommunication notice to the School Advisory Commission members, Pastor and Principal at least 72 hours in advance thereof. The duties of the Secretary may, at the discretion of the Chairperson, be delegated to a non-member of the School Advisory Commission who has run for election to the School Advisory Commission in the year in which he or she assumes the duties of Secretary.

## **ARTICLE VI - MEETINGS**

Unless otherwise decided upon by School Advisory Commission action, the School Advisory Commission shall meet regularly beginning in August and at a minimum of every other month through June. Special meetings may be called by the Pastor, School Principal, Chairperson, or in the absence of the Chairperson, by the Vice-Chairperson. All subcommittees will meet as necessary to ensure progress on

tasks.

All regular meetings of the School Advisory Commission shall be open to all interested parties, except if the Chairperson and the Principal or Pastor agree that executive forum is necessary. The School Advisory Commission's faculty member may likewise be excluded from participation in executive forum.

The School Advisory Commission will set aside the first fifteen minutes of every regularly scheduled meeting for interested parties to address the School Advisory Commission. The School Advisory Commission will annually communicate to the school community the process of utilizing the open forum to address the School Advisory Commission. The School Advisory Commission will allow any party to address the School Advisory Commission as long as the party seeks agenda time from the Chairperson at least 72 hours before any regularly scheduled meeting. The Chairperson has discretion to refuse parties to address the School Advisory Commission if the Chairperson determines the subject inappropriate for the Advisory Commission.

The rules of parliamentary procedure as contained in Robert's Rules of Order shall govern meetings of the Advisory Commission, unless otherwise established by the Advisory Commission. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the School Advisory Commission. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

At a minimum, the standard agenda for the Advisory Commission meetings will include time for a parish update from the Pastor, a Principal Report and School Advisory Commission sub-committee reports. Finalization of the agenda requires input from both the Chairperson and the Principal.

Nonmembers of the School Advisory Commission, who wish to speak at an Advisory Commission Meeting, shall be allowed to do so only with the permission of the Chairperson and upon such time and/or other limitations as may be imposed by the majority of the Advisory Commission members present at such meetings.

The Secretary is responsible for documenting School Advisory Commission meetings through minutes. The minutes of each meeting shall be prepared and distributed by electronic mail to each School Advisory Commission member as soon as practicable following each meeting. Minutes of a meeting, and any proposed amendments thereto, may be approved prior to a subsequent meeting by unanimous vote of the School Advisory Commission if at least two members indicate approval via electronic mail addressed to the Chairperson and no member subsequently objects or proposes any amendments for a period of at least twenty-four (24) hours. Any member may propose amendments to minutes by circulating said amendment(s) to all School Advisory Commission members by electronic mail. After twenty-four hours following the last publication via email approved by two members, the minutes may be approved by the Chairperson. The Secretary is responsible to provide approved School Advisory Commission minutes to the appropriate Parish staff person for digital archives and the school secretary for distribution to school families via the family folder.

## **ARTICLE VII - QUORUM**

Two-thirds of the voting members of the School Advisory Commission shall constitute a quorum for the transaction of business. Unless otherwise provided, when a vote is taken upon any measure before the School Advisory Commission, a quorum being present, a majority of the members voting on such measures shall determine the outcome. The Principal, as executive officer, is considered a voting

member of the School Advisory Commission. The Pastor votes only in the case of a tie. The faculty member is a non-voting member.

## **ARTICLE VIII - COMMITTEES**

The School Advisory Commission acts as a committee of the whole in its consideration and approval of education policies and procedures.

The School Advisory Commission shall appoint subcommittees as needed for various projects. These can be standing subcommittees or termed. Any deletion or addition of standing subcommittees shall be accomplished by vote of the elected members. Ad Hoc subcommittees may be established during the year by the Chairperson, with the approval of the School Advisory Commission, for the purpose of efficiently distributing the Commission's workload. The School Advisory Commission shall take into consideration the abilities and desires of School Advisory Commission members in appointing them to subcommittees. Membership to the sub-committees will be determined by the Chairperson and the School Advisory Commission. These Ad Hoc subcommittees shall operate until the duty assigned to them is completed and will be dissolved at the time, or at any earlier date, at the discretion of the Chairperson and the School Advisory Commission.

Annually, the School Advisory Commission shall, in consultation with the Principal, create goals and assign responsibility for completions of those goals through subcommittees. There shall be annual goals sets for all committees and the Advisory Commission shall review progress to plan.

Membership on any subcommittee shall not be limited to members of the School Advisory Commission. Following establishment and publication of subcommittee goals, interested members of the parish may be request or be invited to participate on any subcommittee. Such participation shall be at the discretion of the School Advisory Commission and the Principal.

The function of all subcommittees and Ad Hoc Subcommittees shall be fact-finding, deliberative and advisory, but never legislative or administrative. Recommendations by any subcommittee shall be subject to ratification and approval of the School Advisory Commission.

## **ARTICLE IX - AMENDMENTS**

This constitution may be amended by a vote of 2/3 of the total membership. All members of the School Advisory Commission shall be presented with a written proposal of the amendment at least two (2) weeks prior to the meeting at which the voting will take place.

These bylaws are hereby approved, adopted, and revised by unanimous vote this 17th day of May, 2023.