

**ST. ROSE OF LIMA CATHOLIC SCHOOL ADVISORY  
COMMISSION  
CONSTITUTION AND BY-LAWS**

**Saint Rose of Lima Catholic School Mission Statement**

St Rose of Lima Catholic School develops leaders. We recognize each person who enters our school as a unique gift from God intent on learning. As a community of faith, we grow spiritually, academically, socially and physically, prepared to live as Disciples of Jesus. Together, we promote Gospel Values and strive to bring the Catholic Faith to Life.

The St. Rose of Lima Catholic School Advisory Commission, Diocese of Sacramento, has revised their Constitution as of August 20, 2014.

**PREAMBLE**

The community of St. Rose of Lima Parish, under the Diocese of Sacramento, establishes St. Rose of Lima Catholic School Advisory Commission (CSAC) to promote lay ministry, develop ownership and stability for the future, encourage strategic planning, offer financial advice, develop and defend policy, serve as a public relations source, enable the Principal to spend adequate time as an educational leader and provide parents/guardians with a voice in their children's education. The CSAC thereby establishes the following By-Laws:

**ARTICLE I - NAME**

Section 1:

The name of this body shall be St. Rose of Lima Catholic School Advisory Commission, hereinafter referred to as the CSAC or Commission.

**ARTICLE II - PURPOSE**

Section 1:

Sharing responsibility with the Bishop, the Pastor of St. Rose of Lima Parish establishes the Commission as an advisory body in matters of Catholic education. The Commission is organized and functions under Canons of the Roman Catholic Church and the policies and procedures of the Roman Catholic Diocese of Sacramento for religious, educational and charitable purposes.

Section 2:

The Commission shall be responsible to the Pastor for achieving diocesan and parish goals for Catholic education, for review of the budget, for determining sources of

funding, and for reporting on the status of Catholic school education in the parish. The Commission collaborates with the Principal for direction regarding diocesan educational policy for the parish school.

Section 3:

The function of the Commission is to assist in the formulation of policy that will guide the administration in fulfilling the school's mission and philosophy and to evaluate the effectiveness of school's policy in achieving its goals.

Section 4:

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

Section 5:

The Principal of subsidiary shall prevail in the relationship between the Commission and the Diocese of Sacramento Catholic School Department.

Section 6:

The Commission shall follow the guidelines of the School Advisory Commission manual, Diocese of Sacramento.

### **ARTICLE III - MEMBERSHIP**

Section 1:

Seven (7) persons shall comprise the voting members of the Commission.

Section 2:

The Principal is the executive officer and Co-Chairperson of the Commission. The Principal may vote in case of a tie.

Section 3:

The manner in which members shall be chosen and removed from office, their qualifications, powers, duties, and tenure of office, the manner of filling vacancies of the Commission, and the manner of calling and conducting meetings shall be stated in the By-Laws.

### **ARTICLE IV - OFFICERS**

Section 1:

The officers of the Commission shall include Catholic School Advisory Commission - Parent Co-Chairperson, Catholic School Advisory Commission - Vice Chairperson, and Catholic School Advisory Commission - Secretary. After serving on the Commission for one year a member may volunteer to become an officer. Commission members shall approve an officer by a consensus vote. Should more than one person volunteer for an

office, an election by a majority vote in secret ballot will be held.

Section 2:

Officers shall serve one (1) year term. No member shall hold the same office for more than two (2) consecutive terms. The term of office for Commission Officers shall begin with Commission approval or election and end with the Commission approval or election of a successor.

Section 3:

The duties of the Commission Officers shall be as follows:

**Parent Co-Chairperson:** shall preside over all meetings. The Commission Parent Co-Chairperson shall also plan the meeting agenda with the Principal Co-Chairperson, oversee all Commission committees and take responsibility for training and development of all Commission members.

**Vice-Chairperson:** shall fulfill the duties of the Commission Chairperson in the absence of the Chairperson. The Vice-Chairperson also serves as the Governance Officer and Nominations Chair for the Commission.

**Secretary:** shall be responsible for keeping accurate minutes of meetings, and for forwarding the minutes to the Parent Co-Chairperson and Principal Co-Chairperson.

## **ARTICLE V - MEETINGS**

Section 1:

Regular meetings of the Commission shall be held as specified in the By-Laws.

Section 2:

The Pastor, Principal, or Commission Parent Co-Chairperson upon written request of one-third of the members may call special meetings. Notice must be given at least five days prior to special meeting.

Section 3:

All meetings of the Commission are to be open meetings. Open Commission meetings may be preceded and/or followed by a designated time frame for executive business only.

Section 4:

A quorum shall consist of one more than half of the voting members of the Commission.

Section 5:

The right of non-members (parishioners, parents, or faculty) to address the Commission shall be limited to those who make a written request two (2) weeks prior to the meeting and have been confirmed on the agenda.

Section 6:

Individual Commission members only have authority to act on behalf of the Commission pursuant to the Commission By-Laws, resolution or other delegation of authority from the Commission.

**ARTICLE VI - COMMITTEES**

Section 1:

Standing committees shall be as specified in the By-Laws as stated :

1) Catholic Identity, 2) Finance, 3) Facilities, 4) Marketing and Development, 5) School in the Community, 6) Enrollment,

Section 2:

Standing committees shall be responsible for developing a subcommittee of at least two (2) members in order to accomplish their yearly objective (s). Subcommittee members shall serve a one (1) year term and serve no more than three (3) consecutive terms.

Section 3:

The Marketing and Development Committee shall consist of 4 subcommittees. 1) Internal Marketing, 2) External Marketing, 3) Alumni Communications, 4) Communications and Development.

Section 4:

The Commission shall appoint ad hoc committees whenever a special or temporary need arises.

**ARTICLE VII - AMENDMENTS**

Section 1:

This Constitution may be amended by a vote of two-thirds (2/3) of the Commission voting at a regular meeting. Commission members must receive written notice about constitutional amendments at least two months prior to the vote to amend.

Section 2:

In the event of an emergency, the Constitution may be amended by a unanimous vote and the written notice requirement would be reduced to one month.

**ST. ROSE OF LIMA CATHOLIC SCHOOL ADVISORY  
COMMISSION  
BY-LAWS**

**ARTICLE I - MEMBERS**

Section 1:

The Commission shall consist of seven (7) members, to be confirmed by the parent body. No more than one (1) member shall be a non-parent of St. Rose School children.

Section 2:

Each member of the Commission, with the exception of the Principal, shall be a parent of a child registered in St. Rose School and/or a registered member of St. Rose Parish.

Section 3:

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

Section 4:

- A. Members are required to participate in all scheduled meetings (see Article III, Section 1A, re: failure to attend.) In the event of an absence, a member shall submit a full written committee report to the Parent Co-Chair prior to the scheduled meeting. Absent member(s) shall be responsible to obtain a summary of the meeting from the Secretary and/or their proxy.
- B. All Commission members shall serve for a term of three (3) years. Members may not serve more than two (2) terms consecutively. All terms of office for Commission members begin with the May meeting.

Section 5:

Commission vacancies shall be filled by appointment of the Pastor in consultation with the Principal for the remainder of the term vacated.

Section 6:

All Commission members shall participate in an orientation session to assist in member development in preparation for their terms of office.

**ARTICLE II - ELECTION OF MEMBERS**

Section 1:

New members shall be confirmed to the Commission by May 1st and take office at the May meeting.

Section 2:

- A. Prior to each confirmation a nominating committee shall be formed to seek nominations from the St. Rose of Lima Catholic School and Parish community.
- B. Applicants who qualify shall have prior experience as a CSAC subcommittee member.
- C. In the event there are not sufficient nominations with CSAC subcommittee experience, the nominating committee shall waive the CSAC subcommittee qualification, recruit from the St. Rose of Lima Catholic School and Parish community and present a list of nominees, for all vacant positions, for confirmation by the parent body.
- D. Applicants must be informed that all Commission members are expected to chair a committee.
- E. Any registered Parish member may apply for a position on the Commission.

Section 3:

- A. Notice of the confirmation date, the nominees' names, and information about the nominees shall be made available to the parent body of St. Rose of Lima Catholic School no later than two (2) weeks before the confirmation vote.
- B. Nominees shall be confirmed by a simple majority of vote of the parent body.

Section 4:

A faculty member may sit on the School Advisory Commission as an ex-officio non-voting member.

Section 5:

A Parent Guild officer serves as an ex-officio non-voting member. Officers of the Parent Guild are not eligible for Commission membership.

Section 6:

Employees of the school are not eligible to be voting members of the Commission.

### **ARTICLE III - REMOVAL OF MEMBERS**

Section 1:

The Commission, with the approval of the Pastor may declare vacant the office of a Commission member on the occurrence of any of the follow events:

- A. The Commission member fails to attend two (2) regularly scheduled meetings of the Commission in any school year. In the event of an absence, a subcommittee member may serve as a proxy. A Commission member may request a member of their subcommittee to serve as a proxy a maximum of two (2) meetings per school year.
- B. Any act or course of conduct that is inconsistent with the mission of the Roman Catholic Church.

- C. The Commission member has been convicted of a felony.
- D. For any conduct that is disruptive of the intimate working relationship of the Commission or school community.

#### **ARTICLE IV - SELECTION OF OFFICERS**

Section 1:

Selection of Commission Officers for the upcoming school year shall take place no later than the March meeting of current school year.

- A. A member of the Commission may volunteer to become an officer. Commission members shall approve an officer by a consensus vote.
- B. In the event that more than one (1) person desires a position, an election by secret written ballot will be held. A majority vote of those present shall be necessary for election.
- C. Elections shall be in the following order: Catholic School Advisory Commission Parent Co-Chairperson, Catholic School Advisory Commission Vice-Chairperson, and Catholic School Advisory Commission Secretary

Section 2:

- A. Officers serve a one (1) year term. Members are limited to holding the same office for no more than two (2) consecutive years.
- B. Exceptions to these term limits may be made at the recommendation of the Principal in consultation with the Pastor.
- C. The Principal's recommendation shall be confirmed by vote at the next scheduled CSAC meeting. A majority vote of those present shall be necessary for the exception to be approved and implemented

#### **ARTICLE V - MEETINGS**

Section 1:

The regular meetings of the Commission shall be a minimum of ten monthly meetings between May 1 (of the current year) and May 31 (of the following year).

Section 2:

Executive Committee and standing committee meetings shall be held as needed.

#### **ARTICLE VI - EXECUTIVE COMMITTEE**

Section 1:

Executive Committee shall consist of the voting members of the Commission.

Section 2:

The Commission Parent Co-Chairperson, with the approval of the Principal, shall appoint

standing and special committees if a suitable volunteer does not come forward.

### **ARTICLE VII - STANDING COMMITTEES**

#### Section 1:

The Commission Parent Co-Chairperson and Principal will oversee the appointment of the following committees:

1) Catholic Identity, 2) Finance, 3) Facilities, 4) Marketing and Development, 5) School in the Community, and 6) Enrollment

#### Section 2:

The Parent Co-Chairperson will monitor the progress of the committees and designate a process for committee reports.

### **ARTICLE VIII - ORDER OF BUSINESS**

#### Section 1:

- A. The Commission Parent Co-Chairperson and the Principal shall determine the order of business.
- B. Commission members shall receive the meeting agenda a minimum of seven (7) days prior to the Commission meeting.
- C. The Commission meeting agenda shall be posted for parent viewing five (5) days prior to the meeting.
- D. The Secretary shall prepare draft minutes and provide them to the Chairperson within seven (7) days of the meeting.

### **ARTICLE IX - AMENDMENTS**

#### Section 1:

These By-Laws may be amended by a vote of two-thirds (2/3) of the Commission voting at a regular meeting. Commission members must receive written notice about By-Law amendments at least two months prior to the vote to amend.

#### Section 2:

In the event of an emergency, these By-Laws may be amended by a unanimous vote and the written notice requirement would be reduced to one month.

*CONSTITUTION and BY-LAWS approved August 20, 2014 at the ST. ROSE SCHOOL CATHOLIC SCHOOL ADVISORY COMMISSION meeting.*