

**Bylaws of  
St. Francis of Assisi Parish  
Catholic School Advisory Commission  
April 2013**

**ARTICLE I-NAME**

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

**ARTICLE II-PURPOSE**

Section 1. Sharing the responsibility with the Bishop, the Pastor of St. Francis of Assisi Parish establishes CSAC as the policy recommending body in matters of Catholic school education. CSAC is organized and functions under the 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. CSAC 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 to the parish. CSAC is also responsible for evaluating and making recommendations to the school administration on the implementation of Diocesan and parish educational policy for the parish school.

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

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

Section 5. The principle of subsidiarity shall prevail in the relationship between CSAC and the Sacramento Diocesan Catholic Schools Department. That is, matters should be handled by the smallest, lowest or least centralized competent authority. The Diocesan Catholic Schools Department should perform only those tasks which cannot be performed effectively by CSAC.

**ARTICLE III-MEMBERSHIP**

Section 1. Membership of CSAC.

- (a) Number of Members.

A maximum of 11 persons shall comprise the voting members of CSAC. Up to six members shall be appointed by the Principal and/or Pastor prior to the first CSAC meeting of the school year, if possible.

(b) Non-voting Members.

The Pastor, the Principal and a faculty member are ex officio (non-voting) members.

(c) Voting Members.

(1) Parent Club Association Officer. The parent club association shall determine which officer or designee will be appointed as a member of CSAC with full voting rights.

(2) Parish Council Liaison. A member of the parish Pastoral Council or Parish Finance Council shall be appointed by the Pastoral Council to membership on CSAC with full voting rights.

(3) Parents and Parishioners. Each member of CSAC appointed by the Principal shall be a parent of a child registered in St. Francis of Assisi Elementary School or be a registered member of St. Francis of Assisi Parish.

(d) Limitations on Eligibility for Membership.

(1) Only one member of a family is eligible for CSAC membership at any one time.

(2) Employees of the parish and school or their immediate family members are not eligible to be voting members of CSAC.

(e) Desirable Qualifications of Members.

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

Section 2. Term of Office.

(a) Two-year term.

All CSAC members shall serve a term of two years, beginning on July 1 and ending on June 30 in the second year after appointment.

(b) Term Limits.

Members may not serve more than two terms consecutively.

(c) Staggered Membership.

Membership shall be staggered such that no more than one-half of the memberships expire on any June 30.

### Section 3. Mid-term Vacancies.

Mid-term vacancies shall be filled by appointment of the Chairperson and Pastor, from the nominees provided by the Principal, for the remainder of the term vacated. CSAC is responsible for notifying the Principal of the upcoming vacancies. The vacancy term shall be considered a full term for the purpose of determining two consecutive terms.

### Section 4. Mandatory Training.

If offered, CSAC members are required to attend any workshops outlined by the Sacramento Diocesan Catholic Schools Department as a condition for taking office or remaining in office.

## **ARTICLE IV-REMOVAL OF MEMBERS**

Section 1. CSAC, with approval of the Pastor, may declare vacant the office of a CSAC member on the occurrence of any of the following events:

- (a) The member fails to attend three regular meetings of CSAC 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 member has been convicted of a felony.
- (d) For any conduct that is disruptive of the intimate working relationships of CSAC or school or parish community.
- (e) The member is not fulfilling their obligations as a CSAC member.

## **ARTICLE V-OFFICERS**

### Section 1. Number of Officers.

The officers of CSAC shall include Chairperson, Vice-Chair, Secretary, Public Policy Advocate, and Finance Officer. They shall be elected annually by a majority vote of CSAC.

### Section 2. Term of Office for Officers.

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

### Section 3. Duties of Officers.

The duties of CSAC officers shall be as follows:

- (a) Chairperson: Shall preside at all meetings. The Chairperson shall also plan the meeting agenda with the Principal and appoint all CSAC committees.
- (b) Vice-Chair: Shall preside in the absence of the Chairperson or when the Chairperson desires to introduce, second, or speak on a motion.
- (c) Secretary: Shall be responsible for keeping accurate minutes of meetings, for forwarding minutes to each CSAC member, for notifying each member about the agenda for the next CSAC meeting, for all correspondence, and for providing the necessary communication to the Parish Council or Finance Committee. CSAC may choose to have a school employee serve as the recording secretary for CSAC. Minutes shall be posted within one week of being approved.
- (d) 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 CSAC to consider, each Public Policy Advocate may be responsible for: coordinate letter-writing, 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.
- (e) Finance Officer: Shall be responsible to work with the school's administration and advise on any financial matters that may come before the CSAC. These activities may include: assist with preparation of the school budget, recommend tuition and fees for upcoming school year, review the reconciliation of the school's accounts, review the monthly budget print-out comparing year-to-date with budgeted figures, and represent the CSAC at Parish Finance Council meetings if needed.

### Section 4. Election of Officers.

Election for CSAC officers shall take place at the first CSAC meeting after appointment of new CSAC members in May/June of each year or at the beginning of the following school year.

- a) Nominations for officers may come from any member of CSAC.
- 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. Term Limits for Officers.

Members are limited to holding the same office for not more than two (2) consecutive terms.

## **ARTICLE VI-MEETINGS**

### Section 1. Regular Meetings.

Regular meetings of CSAC shall be generally held on the second Thursday of each month while school is in session, commencing in August and ending in May. The Pastor and/or Principal must be present at the meeting; otherwise, a meeting may not be held. To conduct business a quorum shall be present.

### Section 2. Special Meetings.

Special meetings may be called by the Pastor, the Principal, or Chairperson and shall be called by the Chairperson at the request of members. Written notice of a special meeting must be posted at least 24 hours in advance of the special meeting. The Pastor shall be present at any special meetings, or the meeting may not be held.

### Section 3. Open Meetings.

All meetings for CSAC are open meetings unless designated as an executive meeting.

### Section 4. Closed Session Meetings.

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 the Principal, reduction of staff, etc.) or sensitive matters (e.g. increasing tuition) are held in closed session.

### Section 5. Working Meetings.

CSAC may call working meetings as needed to prepare for public and executive meetings.

### Section 6. Attendance and Participation in Meetings.

Members are required to participate in all scheduled meetings.

### Section 7. Quorum

A quorum shall consist of one more than half of the voting members of CSAC and their affirmative vote shall be necessary for any action item to be approved by CSAC.

### Section 8. Public Comment at Meetings.

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

Section 9. Limitations on Acting on Behalf of CSAC. Individual CSAC members only have the authority to act on behalf of CSAC pursuant to these Bylaws, or as may be authorized by resolution, or other delegation of authority from CSAC.

## **ARTICLE VII-COMMITTEES**

### Section 1. Standing Committees.

CSAC shall have the following standing Committees: Community Relations, Facilities, Mission Effectiveness, Development and Parent Engagement. Ad hoc committees may be appointed by CSAC 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 CSAC during CSAC's regular meetings.

### Section 2. Committee Chairs.

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

### Section 3. Duties of Standing Committees.

The general duties of each standing committee are as follows:

- a) Parent Engagement Committee-The purpose is to coordinate the efforts of the parent association and the representative membership of CSAC to engage parents in volunteer opportunities and to encourage promotion of and attendance at both CSAC and parent association events of the school.
- b) Facilities Committee-The purpose is to assess the school site and plant to support and advise the principal in overseeing any changes and improvements to the campus. Committee members help plan for long-range improvements by providing advice and guidance to ensure that the campus is maintained properly and operated in an efficient manner.
- c) Mission Effectiveness Committee-The purpose is to support the Principal in examining how well the school carries out its mission to be a Catholic School. The mission supports the spiritual, emotional, and social development of each student. Members will lead efforts to evaluate the Catholic Identity of the school and offer support to the Principal.

- d) Development Committee-The purpose of this committee is to support the school's short and long term financial goals, by developing and implementing strategic fundraising programs. This committee also aids in pursuing grant opportunities from both private and public programs.
  
- e) Community Relations Committee-The purpose is to promote the school to the greater community, consistent with our Catholic identity and the values of our school and the parish, and to support the school's enrollment and recruitment goals. Members work closely with the Principal to ensure that any marketing or promotional activities are consistent with these goals.

#### **ARTICLE VIII-AMENDMENT**

These bylaws may be amended by a vote of two thirds of CSAC voting members at a regular meeting and are effective upon approval of the Pastor.

## Appendix I

The range of opportunities for each committee may include:

### Parent Engagement Committee

In coordination with the parish, members of this committee may assist with the following types of events:

- Committee chair act as a liaison with the parent association executive committee
- Coordinate with the parent association its sponsored events, classroom volunteer participation, and the school's vision for the engagement of parents

### Facilities Committee

Members of the committee may:

- Monitor the safety, security and cleanliness of the physical plant, and to the extent appropriate, surrounding grounds, including roadways
- Coordinate with the parish on matters relating to the duties of the committee
- Analyze the current physical condition of the school
- Review the routine and major maintenance, and capital improvements
- Review all plant reporting communication as outlined in the Diocesan Administrative Handbook to include all items regarding safety, theft, and security
- Serve on the school's safety committee to ensure the safe operation of the school and compliance of the Diocesan policy and state law

### Mission Effectiveness Committee

Members of this committee may:

- Advent Retreat- An opportunity to celebrate as a school family the birth of our Lord Jesus Christ
- Lent- Stations of the Cross for TK through 8<sup>th</sup> graders as well as Lenten soup meals as a community
- Marian Club- An opportunity for 3rd through 5<sup>th</sup> graders to learn more about the Blessed Mother through film, prayer, song, and story



- Youth Group- 7<sup>th</sup> and 8<sup>th</sup> graders to meet monthly as a group to discuss current topics, how Jesus is an integral part of their lives, and interact in a positive and safe environment
- Assist on Catholic Identity Survey
- Encourage community service and donations

### Development Committee

Members of this committee may:

- Review current fundraising programs and assess its success and effectiveness toward desired financial goals
- Meet with the school Principal and Financial Committee to collaborate, discuss, and/or implement fundraising and grant opportunities
- Seek grant opportunities where school's strategic plans and mission applies.
- Identify experienced grant writer, who shall be responsible for the application and submission of agreed-upon grant

### Community Relations Committee

Members of this committee may:

- Identify community events or service oriented activities that the school may participate in
- Coordinate with the Principal to contact local media, where appropriate, concerning special events involving the school that are newsworthy or may advance a positive image of the school in the community
- Coordinate with the Principal to develop school brand identity materials to publicize the school and differentiate St Francis of Assisi Elementary School from St. Francis High School
- Meet with the Principal and develop a school marketing plan